

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
[Docket No. FR-5600-N-09
Notice of Funding Availability (NOFA) for HUD's Fiscal Year 2012 Housing Choice
Voucher Family Self-Sufficiency Program

AGENCY: Office of the Assistant Secretary for Public and Indian Housing, HUD.

ACTION: Notice of Funding Availability for HUD's Fiscal Year (FY) 2012 Housing Choice Voucher Family Self-Sufficiency (HCV FSS) Program.

SUMMARY: This Notice announces the availability of funding of approximately \$60 million for salaries of program coordinators for HUD's FY2012 HCV FSS Program. This Notice is comprised of the Notice of HUD's FY2012 NOFA, Policy Requirements and General Section (General Section) to HUD's FY2012 NOFAs for Discretionary Programs, posted on www.Grants.gov on September 19, 2011, and this program section to the NOFA. The objective of the FSS program is to reduce the dependency of low-income families on welfare assistance and on rental subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency. PHAs that administer HCV FSS programs enter into five-year contracts with new families on an ongoing basis, but HUD funding for coordinator salaries is awarded on an annual basis. The FSS contract spells out the terms and conditions governing participation and the responsibilities of both the PHA and the family.

To ensure continuity of services to those families currently enrolled in HCV FSS, the Department will first fund PHA applicants that are currently administering HCV FSS programs that meet performance standards/threshold that are established in this NOFA. If funding remains, the Department will fund additional applicants that wish to establish new HCV FSS programs. Priority will be given to both existing and new programs that adopt HUD policy priorities. Those priorities are intended to enhance education, training and job opportunities available to HCV FSS program participants.

The Family Self-Sufficiency Program is authorized by section 23 of the United States Housing Act of 1937. HUD's FY2012 Notice of Funding Availability Policy Requirements and General Section (2012 General Section) posted on September 19, 2011, along with any subsequent published 2012 General Section technical corrections or supplementary information, establish threshold and other critical application submission requirements that affect this NOFA. Applicants for assistance under this NOFA are, therefore, directed to review the 2012 General Section prior to submitting an application.

DATES: The application deadline date is 11:59:59 p.m. eastern time on **April 24, 2012**. Applications submitted through <http://www.grants.gov> must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date. See Section IV of the **General Section** regarding application submission procedures and timely receipt requirements. Please allow time to ensure that you meet the timely receipt requirements.

FOR FURTHER INFORMATION CONTACT: For answers to your questions, you may contact the Public and Indian Housing Resource Center at 800-955-2232. Prior to the application deadline, staff at that number will be available to provide general guidance, but not guidance with actually preparing the application. Questions regarding the 2012 **General Section** should be directed to the Grants Management Office at 202-708-0667 (this is not a toll-free number). Persons with hearing or speech impairments may access this number via TTY by calling the Federal Relay Service at 800-877-8339.

OVERVIEW INFORMATION

A. Federal Agency Name: Department of Housing and Urban Development, Office of Public and Indian Housing, Office of Public Housing and Voucher Programs.

B. Funding Opportunity Title: Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program Coordinators.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: FR-5600-N-09, the OMB Approval Number is 2577-0178.

E. Catalog of Federal Domestic Assistance (CFDA) Number(s): 14.871, Section 8 Housing Choice Vouchers.

F. Dates: The application deadline date is 11:59:59 p.m. eastern time on **April 24, 2012**. Applications must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date. Please see the **General Section** for timely receipt requirements. Please allow time for this process to ensure that you meet the timely receipt requirements.

G. Additional Overview Content Information:

1. Purpose of the Program. The purpose of the HCV FSS program is to promote the development of local strategies to coordinate the use of assistance under the HCV program with public and private resources to enable participating families to increase earned income and financial literacy, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency. The Department measures the success of local FSS programs not only by the number of families who achieve self-sufficiency, but also by the number of FSS families who, as a result of participation in the program, have family members who obtain their first job, or who obtain higher paying jobs; no longer need benefits received under one or more welfare program; obtain a high school diploma or higher education degree; or accomplish similar goals that will assist the family in obtaining economic independence.

The FSS program and this FSS NOFA support the Department's strategic goal of utilizing housing as a platform for improving quality of life by helping HUD-assisted renters increase economic security and self-sufficiency. The FSS program provides critical tools that can be used by communities to help families develop new skills that will lead to economic self-sufficiency. As a result of their participation in the FSS program, many families have achieved stable

employment which has made it possible for them to become homeowners or move to other non-assisted housing. An FSS program coordinator assures that program participants are linked to the supportive services they need to achieve self-sufficiency. In addition to working directly with families, an FSS Program Coordinator is responsible for building partnership with employers and service providers in the community to help participants obtain jobs and services. FSS Program Coordinators must ensure that the services included in contracts of participation of program participants are provided on a regular, ongoing and satisfactory basis, that participants are fulfilling their responsibilities under the contracts and that FSS escrow accounts are established and properly maintained for eligible families.

2. Funding Available. HUD expects to award a total of approximately \$60 million in FY2012 funding plus any available FY2011 HCV FSS or earlier carryover funding.

3. Award Amounts. Awards will pay only for the annual salary and fringe benefits of HCV FSS Program Coordinators. Awards will be based on locality pay rates for similar professions. Each new or on-going position award will not exceed \$69,000 per position. There will be no salary increases for positions funded under the FY2011 HCV FSS NOFA except that the salary of an initial part-time position funded in FY2011 may be increased to the amount of a full-time position if the applicant qualifies for a full-time position under this NOFA.

4. Eligible Applicants. Eligible applicants are Public Housing Agencies (PHAs), including Moving to Work (MTW) PHAs that administer their HCV FSS program under the terms of 24 CFR 984 and the provisions of their MTW agreement with HUD, that currently administer a HCV FSS program or have HUD field office approval of their FSS Action Plan authorizing them to implement a HCV FSS program. (See III.A. of this NOFA for additional information about eligibility of MTW PHAs.) Non-profit organizations and resident associations are not eligible to apply for funding under this NOFA. Also Indian tribes and Tribally Designated Housing Agencies (TDHEs) are not eligible to apply.

5. Funding Increment Term. The Annual Contributions Contract (ACC) of each successful applicant will be amended to add a new one-year funding increment in the amount of the award.

6. Coordination between Programs with Services or Service Coordination. In any jurisdiction or neighborhood that receives funding, for either the same geographic area or the same population, for ROSS Service Coordinators, Public Housing Family Self-Sufficiency, Housing Choice Voucher Family Self-Sufficiency, HOPE VI Revitalization, Choice Neighborhoods, Elderly/Disabled Service Coordinators, HUD-VASH, Family Unification Vouchers, Multi-Family Service Coordinators, Continuum of Care programs and/or other special use housing assistance with services or service coordination, HUD encourages coordination among the programs, where appropriate, so as to leverage shared resources, avoid duplication of services, and improve access and service delivery for participating families. One example of sharing is that PHAs that administer both Public Housing and HCV FSS programs may use a single Program Coordinating Committee.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

A. Authority and Program Description. Funding for this program is authorized by Department of Housing and Urban Development Appropriations Act, 2012, Public Law 112-55, 125 Stat. 552, approved: November 18, 2011.

On an annual basis, HUD has provided funding to PHAs that are operating HCV FSS programs to enable those PHAs to employ program coordinators to support their HCV FSS programs. In the FY2012 HCV FSS Program Coordinator NOFA, HUD is again making funding available to PHAs to employ HCV FSS program coordinators for one year. HUD will accept applications from PHAs that are currently administering a HCV FSS program, whether or not they received funding for a HCV FSS program coordinator in a previous year, and from PHAs that are not currently administering a HCV FSS program that have a HUD-approved FSS Action Plan that authorizes them to implement a HCV FSS program.

Funding priority under this NOFA will be provided to applicants that currently administer a HCV FSS program with Public Housing Information Center (PIC) data demonstrating program accomplishments such as increased earned income of program participants, and families successfully completing their FSS contracts and to PHAs with program outcomes that support HUD's policy priorities of job creation/employment, capacity building and knowledge sharing and using housing as a platform for improving other outcomes.

HUD will first fund renewal positions of applicants that were funded under the FY2011 HCV FSS NOFA that meet the performance requirements of III.A.1.a and III.A.2 and Selection Process in Section V.B. of this NOFA. If funding remains, HUD will then fund applicants that currently administer HCV FSS programs that were not funded in FY2011 that meet the performance requirements of III.A.1.a, III.A.2.in accordance with the Selection Process in Section V.B.

Subject to availability of funding, eligible PHAs that do not yet operate a program, but have HUD approval to implement a HCV FSS program and meet the requirements of III.A.1.b. of this NOFA, will be funded in accordance with the Selection Process in Section V.B. The maximum number of positions that a new applicant, including new joint applicants, may receive is one full-time FSS program coordinator.

State and Regional programs that administer FSS programs in administratively distinct parts of a state or region may request that the eligibility requirements be applied to each separate area where they administer a HCV FSS program of the required size. (See III.A. of this NOFA for eligibility and submission requirements.)

PHAs are encouraged to outreach to persons with disabilities who are HCV program participants and might be interested in participating in the FSS program. PHAs are also encouraged to include agencies on their FSS Program Coordinating Committee (PCC) that work

with and provide services to families with disabilities. Likewise, PHAs are encouraged to outreach to persons with limited English proficiency and to include agencies in the FSS PCC that work with and provide services to persons with limited English proficiency.

Although the requirements of Section 3 of the Housing and Urban Development Act of 1968 do not apply to this NOFA, PHAs that are awarded funding are encouraged to make low- and very low-income public housing residents aware of training and employment opportunities created as a result of the funds awarded under this NOFA. When new HCV FSS program coordinators are hired, PHAs are encouraged to target low- and very low-income residents of the PHA and other low- and very low-income residents of the metropolitan area for new positions.

Applicants must administer the HCV FSS program in accordance with HUD regulations and requirements in 24 CFR part 984, which govern the HCV FSS Program, and must comply with existing HCV program requirements, notices, and guidebooks. This includes using a PCC to secure the necessary resources to implement and administer the FSS program. An MTW agency must administer its HCV FSS program in accordance with 24 CFR part 984 unless there are provisions in their MTW Plan to the contrary.

If appropriate, the HCV FSS program may share a coordinating committee with their PHA's Public Housing program, or with another PHA. See 24 CFR 984.202 for more information.

B. Definitions. The following definitions apply to the funding available under this NOFA.

1. Action Plan. The Action Plan describes the policies and procedures of the PHA for operation of a local FSS program. For a full description of the minimum amount of information that the Action Plan must contain, please see 24 CFR 984.201.

2. Contract of Participation. A contract between a participating family and a PHA operating an FSS program that sets forth the terms and conditions governing participation in the FSS program. See 24 CFR 984.103 and 984.303 for further information including the contract term.

3. Eligible Families. Current HCV program participants including those assisted in units under project-based HCV contracts.

4. FSS Escrow Account. Account established for each FSS family in accordance with 24 CFR 984.305. During the term of the FSS contract, escrow credits are calculated and deposited in this account for the family. The amount of the escrow credit is based on increases in the family's rent that result from increases in the family's earned income during the term of the FSS Contract of Participation.

5. HCV FSS Program Coordinator. The person responsible for linking FSS program participants to supportive services. FSS Coordinators may also perform job development functions for the FSS program.

Program Coordinators will work with the Program Coordinating Committee and local service providers to ensure that the necessary services and linkages to community resources are

being made, such as ensuring that the services included in participants' contracts of participation are provided on a regular, ongoing, and satisfactory basis; making sure that participants are fulfilling their responsibilities under the contracts, and ensuring that FSS escrow accounts are established and properly maintained for eligible families.

6. HCV FSS Program Size. The total number of HCV FSS program slots identified in the PHA's HUD-approved FSS Action Plan, or if requested by Moving to Work PHA applicants, the number of slots in the applicant's MTW agreement. The total may include both voluntary and mandatory HCV FSS program slots. The number is used to determine the eligibility of PHA applicants under this NOFA that are not currently administering an FSS program. *FSS Program Size differs from Number of FSS Program Participants in that FSS Program Size refers to the number of approved slots – a goal. Number of FSS Program Participants refers to the number actually engaged with the program.*

7. HCV Program Size means the number of HCVs in a PHA's program as determined by HUD. This number will be used as a tie-breaker in determining order of funding.

8. Logic Model. Form HUD-96010. This form is completed by applicants annually in their HCV FSS application submission. Funded programs use the Logic Model to show accomplishments against proposed outputs and outcomes as part of the annual reporting requirement. Funded programs use quantifiable data to measure performance against goals and objectives outlined in their Logic Model. Detailed information on the Logic Model is included in the **General Section**.

9. Moving to Work (MTW) PHAs. PHAs that are under MTW agreements with HUD. MTW PHAs may qualify for funding under this NOFA if the PHA administers an FSS program. When determining the size of a new applicant MTW PHA's HUD-approved FSS program, the PHA may use the number of FSS slots reflected in the HUD-approved MTW Plan instead of the number in the PHA's FSS Action Plan. Final determination of the applicant's approved FSS program size will be made by HUD when it is determining whether the PHA is an eligible applicant under this NOFA, well in advance of the award of funds.

10. Number of HCV FSS Program Participants. For PHAs currently administering HCV FSS programs, the total number of families shown in HUD's PIC data system as enrolled in the applicant's HCV FSS program during a specified time period, including those that successfully completed their FSS contracts during that period, and those with FSS Progress reports and positive escrow balances.

HUD will post a report on the HCV program webpage at <http://www.hud.gov/offices/pih/programs/hcv/> showing PIC data of existing HCV FSS programs for the specified time period that includes total number of families under contract, total with FSS progress reports, total with positive escrow balances and total families that successfully completed their FSS contracts.

Any PHA that believes its posted numbers are incorrect and that it will be underfunded or ineligible as a result must include documentation with their application submitted in response to

this NOFA to confirm the correct numbers. Documentation may include, but is not limited to, an ad hoc report from PIC or another listing generated from the PHA's software that identifies all families that were under HCV FSS contract during the target period of this NOFA and other information as needed to confirm correct numbers such as the number of families that completed their FSS contracts or had positive escrow balances.

The same documentation requirements apply to a PHA whose data is not included in the posting on the HCV program webpage. MTW PHAs in particular should be aware of this requirement as the Department has encountered problems retrieving their PIC data in the past.

State and regional agencies that administer HCV FSS programs in administratively distinct parts of a state or region that wish to have the program size requirements applied to each separate area where they administer a HCV FSS program of the required size, should refer to section III.A. of this NOFA for applicable documentation submission requirements.

11. Percentage of Families with Positive FSS Escrow Balances. A percentage that will be computed by HUD for applicants that currently administer HCV FSS programs. This percentage will be used to determine funding order of eligible applicants in any priority category under this NOFA where funding is not sufficient to fund all applicants in the priority category that are currently administering HCV FSS programs. It is the sum of the number of current HCV FSS families with positive escrow balances and the number of families that successfully completed their FSS contracts as a percentage of HCV FSS families with FSS progress reports.

This calculation will be made using data for the period from October 1, 2010 through September 30, 2011 that has been submitted to HUD on the Form HUD-50058 or for MTW PHAs, the HUD-50058-MTW.

12. PHA Applicants Not Currently Administering an HCV FSS Program. PHAs that do not currently administer an HCV FSS program and consequently do not have FSS data in HUD's PIC data system, but have a HUD-approved FSS Action Plan authorizing them to implement an HCV FSS program. For purposes of eligibility under this NOFA, the approved program size must meet the requirements of III.A.1.b. of this NOFA.

II. AWARD INFORMATION

A. Available Funds. The funding for this program is authorized by the Department of Housing and Urban Development Appropriations Act, 2012; Public Law 112-55, 125 Stat, 552, approved November 18, 2011.

B. Positions. A maximum of \$69,000 is available for each full-time coordinator position funded. The maximum salary for a part-time position may not exceed 50 percent of the comparable salary for a full-time position adjusted for the number of hours worked. Salaries must be based on local comparables that must be kept on file in the PHA's offices. The funding will be provided as a one-year HCV funding increment under the PHA's Annual Contributions Contract (ACC). HUD reserves the right to adjust funding for positions in order to ensure a fair and

reasonable distribution of funding based on factors such as geographic distribution. Also, see section IV.E.2. of this NOFA, for salary caps and limitations on funding increases that apply to this NOFA.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants. PHAs eligible to apply for funding under this NOFA are: PHAs currently administering HCV FSS programs that have served at least the minimum number of families required by this NOFA and PHAs that do not currently administer HCV FSS programs that have HUD field office approval of their FSS Action Plan authorizing them to implement a HCV FSS program of at least the minimum size required by this NOFA as identified below.

See I.B.10., Number of HCV FSS Program Participants, concerning the HUD posting of HCV FSS PIC data on HUD's HCV webpage that will be used to determine eligibility for funding under this NOFA. That section includes details on documentation that applicants must submit with their applications when the posted numbers under count FSS participation in their program that could result in underfunding or ineligibility.

All PHAs, except PHAs under MTW agreements, must administer their HCV FSS programs in accordance with 24 CFR 984. An MTW agency must administer its HCV FSS program in accordance with 24 CFR part 984 unless there are provisions in their MTW Plan to the contrary. See III.C.3.c. for eligibility requirements that apply to Troubled PHAs.

State and regional agencies that administer HCV FSS programs in administratively distinct parts of a state or region may request that the eligibility requirements be applied to each separate area where they administer a HCV FSS program of the required size. To qualify, state and regional PHAs must submit an ad hoc report from PIC or another listing generated from the PHA's software that identifies separate administrative areas and the participating HCV FSS families in those areas. This documentation must be included in the PHA's application submission under this NOFA.

1. Eligibility for an Initial Position.

a. PHAs currently administering HCV FSS programs. For PHAs, including those participating in MTW, determination of eligibility for funding for existing HCV FSS programs will be based primarily on data in HUD's Public Housing Information Center (PIC) system. Eligibility will be based on the number of families participating in the PHA's HCV FSS program for the period from October 1, 2010 to September 30, 2011 except as indicated in III.A.1.a.(1)(b) or III.A.1.a.(2)(c) below.

(1) To Qualify for an Initial Full-time Position the PHA Must Fall into one of the Following Categories:

(a) Served a minimum of 25 families in their HCV FSS program during the target period.

(b) Received initial funding under the FY2010 or FY2011 HCV FSS NOFA to establish a new HCV FSS program. PHAs in this category were funded based on their certification that they would implement an FSS program of at least 25 families. Because such PHAs would not

have had sufficient time from the award date of their FY 2010 or FY2011 HCV FSS funding increment to implement their programs, the requirement that a PHA serve a minimum number of 25 families will not apply to them under this NOFA.

(c) Apply jointly with one or more other PHAs to meet the 25 HCV FSS family threshold.

(2) To Qualify for a Part-time Position of up to Fifty Percent of a Full-time Coordinator's Salary:

(a) A PHA that served between 15 and 24 HCV FSS families during the target time period.

(b) PHAs that apply jointly with one or more other PHAs to meet the 15 – 24 HCV FSS family requirement of this section.

(c) Received initial funding under the FY 2010 or FY2011 HCV FSS NOFA as discussed in III.A.1.a.(1)(b) above.

b. PHAs that do not currently administer HCV FSS programs but have a HUD-approved FSS Action Plan.

(1) To Qualify for a Full-time Position.

(a) PHA with a HUD- approved FSS Action Plan (or with HUD approval, MTW agreement) authorizing implementation of an HCV FSS program of at least 25 slots.

(b) PHAs that apply jointly with one or more other PHAs to meet the 25 HUD-approved FSS slot threshold;

(2) To Qualify for a Part-time Position of up to 50 Percent of a Full-time Coordinator's Salary.

(a) PHA with 15 to 24 approved HCV FSS slots in its HUD-approved FSS Action Plan.

(b) PHAs that applying jointly with one or more other PHAs to meet the 15-24 slot requirement of this section.

2. Funding for Additional Positions for Existing HCV FSS Programs. Eligibility will be based on the number of HCV FSS families served. The minimum number of families served to qualify for each new funding level will be 50 families higher than the previous level. For example: To qualify for a second position, a PHA must have served at least 75 families; for a third position, a PHA must have served at least 125 families, etc. Further information on order of funding is in V.B.3. of this NOFA.

3. Troubled PHAs.

a. Applicant's Troubled Status Resolved by the Application Deadline Date. A PHA that has been designated by HUD as a troubled PHA under the Section Eight Management Assessment Program (SEMAP), or that has serious program management findings from Inspector General audits or serious outstanding HUD management review or Independent Public Accountant (IPA) audit findings for the PHA's HCV or Moderate Rehabilitation programs that are resolved prior to this NOFA's application deadline may apply without a contract administrator. (Serious program

management findings are those that would cast doubt on the capacity of the PHA to administer its HCV FSS program in accordance with applicable HUD regulatory and statutory requirements.)

b. Applicant's Troubled Status Not Resolved by the Application Deadline Date. A PHA whose SEMAP troubled designation has not been removed by HUD or whose major program management findings or other significant program compliance problems have not been resolved by the application deadline may apply if the PHA meets the requirements of this NOFA stated in Section III.C.2, including all threshold and eligibility requirements, and the requirements for a contract administrator at III.C.2.a.(7).

4. Moving to Work (MTW) PHAs. PHAs that are under MTW agreements may qualify for funding under this NOFA if they administer/will administer an HCV FSS program. A MTW PHA must administer its HCV FSS program in accordance with 24 CFR 984 unless there are provisions in the MTW Plan to the contrary.

B. Cost Sharing or Matching. None required.

C. Other

1. Eligible Activities. Funds awarded to PHAs under this FSS NOFA may only be used to pay salaries and fringe benefits of HCV FSS program staff. Funding may be used to employ or otherwise retain for one year the services of HCV FSS program coordinators. HCV FSS coordinator support positions funded under previous FSS NOFAs that make funding available for such FSS positions may be continued.

A part-time program coordinator may be retained where appropriate. The funds for a coordinator position may be used to job-share with more than one employee. The funds may be pro-rated to more than one staff member if FSS functions are shared.

Funds under this NOFA may not be used for performance of routine HCV program functions that are covered by HCV administrative fees.

2.Threshold Requirements

a. All Applicants.

(1) Eligibility. All applicants must administer their HCV FSS program in accordance with all applicable requirements of 24 CFR Part 984, or applicable requirements of the applicant's HUD-Approved MTW agreement and must qualify as an eligible PHA under Section III.A. of this NOFA and must have met the timely receipt requirements and the format required in Section IV. of this NOFA.

(2) Dun and Bradstreet Universal Numbering System Number. All applicants must include a Dun and Bradstreet Universal Numbering System (DUNS) number and have a current registration in the Central Contractor Registration (CCR). Submitting a paper application does not release an applicant from this requirement. The applicant must submit in the application a DUNS number that corresponds to the applicant legal name identified in box 8a of the form

SF424. The applicant legal name must be as it appears in the applicant organization's active Central Contractor Registration.

A failure to meet this requirement will be treated as a correctable deficiency. If the DUNS number, or remedy to any discrepancy in the applicant legal name is not provided with the cure period, the application will not be funded. (See the **General Section** for further information about the DUNS number requirement.)

(3) Resolution of Outstanding Civil Rights Matters. All applicants must meet the requirements of Section III.C.2.d. of the **General Section**.

(4) Financial System that Meets Federal Requirements. All applicants must have a financial system that meets federal standards. See the **General Section** regarding those applicants that may be subject to HUD's arranging for a pre-award review of an applicant's financial management system.

(5) FSS Action Plan. The requirements for the FSS Action Plan are stated in 24 CFR 984.201. For a PHA applicant that does not currently administer an FSS program to qualify for funding under this NOFA, the PHA's initial FSS Action Plan must be submitted to and approved by the PHA's local HUD field office prior to the application deadline of this FSS NOFA.

(6) Performance and Capacity. Applicants must meet the following performance and capacity requirements:

(a) Performance Requirements. Applicants must meet the performance requirements of III.A. of this NOFA.

(b) Capacity to Administer HCV FSS. The local HUD field office of each applicant will evaluate capacity of the applicants during the application processing period. For PHAs currently administering HCV FSS programs, the review will cover past HCV FSS program performance and will include management review and audit findings affecting the FSS program as well as findings concerning HCV FSS financial and tenant data reporting or HCV FSS logic model reporting.

Renewal PHA applicants that have been notified of deficiencies in reporting and/or performance in their HCV FSS program by the Field Office that have failed to address these deficiencies in the timeframe established in the notification by the Field Office must engage another entity acceptable to HUD to administer their HCV FSS program during the term of the FY2012 funding to be awarded under this NOFA.

For PHAs not currently administering the FSS program, capacity of the PHA's HCV program will be evaluated and field office approval of their HCV FSS Action Plan will be confirmed.

For both categories of applicants, those found to have capacity or past performance problems that call into question the ability of the PHA to properly administer an effective HCV FSS program will be required to contract with an entity acceptable to the field office to act as contract administrator for the program. The field office will analyze the specific areas of weakness of each applicant PHA requiring a contract administrator and will ensure that the final agreement between the PHA and the entity addresses all capacity and past performance problems.

The field office will evaluate the capacity of each entity proposed as a contract administrator and determine whether that entity is approvable and the proposed agreement acceptable. In making its evaluation, the field office will consider the entity's knowledge of the HCV FSS program, the entity's previous experience, if any, as a contract administrator, especially with respect to the HCV FSS program, and, depending on the severity of the FSS program deficiencies of the applicant, whether the proposed contract administrator has the resources necessary to successfully fulfill the role of contract administrator for the applicant. See III.C.2.a.(7) below for further information about the requirements of the contract administrator agreement for troubled PHAs.

(7) Troubled PHAs. A PHA whose SEMAP troubled designation has not been removed by HUD or that has major program management findings or other significant program compliance problems that have not been resolved by the application deadline, may apply if the PHA submits an application that designates another organization or entity that is acceptable to HUD and that:

(1) Requires compliance with the conflict-of-interest requirements of the HCV program at 24 CFR 982.161; and

(2) Prohibits the solicitation or acceptance of gifts or gratuities, in excess of a nominal value, by any officer or employee of the PHA, or any contractor, subcontractor, or agent of the PHA. The PHA's administrative plan shall state PHA policies concerning PHA administrative and disciplinary remedies for violation of the PHA code of conduct. The PHA shall inform all officers, employees, and agents of its organization of the PHA's code of conduct. See the **General Section** for additional information on the Code of Conduct requirement.

Troubled PHAs that do not meet the above requirements will not be funded.

b. Program Requirements.

(1) Additional Nondiscrimination and Other Requirements. All PHAs receiving funding must comply with all nondiscrimination requirements as set for in Section III.C.5. of the **General Section**. Section 3 of the Housing and Urban Development Act of 1968 does not apply to this program. Applicable requirements for Affirmatively Furthering Fair Housing are located in section III.C.3.a.(2). of this NOFA.

(2) Limited English Proficiency Requirements. PHAs shall ensure that information is provided in a manner that is effective for persons with disabilities and that persons with limited English proficiency (LEP) will have meaningful access to programs and activities. Upon request, information and communications related to all training, education, marketing, and outreach activities conducted pursuant to this NOFA must be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities (e.g.,

Braille, audio, and large type, sign language interpreters, assistive listening devices, etc.) consistent with Section 504 of the Rehabilitation Act of 1973. See 24 CFR Part 8.6.

HUD encourages its funding recipients to adopt the goals and objectives of Section 508 of the Rehabilitation Act by ensuring, whenever electronic information technology (EIT) is used, procured or developed, that persons with disabilities have access to and use the information and data made available through the EIT on a comparable basis as is made available to and used by persons with disabilities. Recipients must also comply with Title II of the Americans with Disabilities Act, as applicable. 42 USC 12131-12134, 28 CFR part 35. See section III.C.5.f. of the FY2012 General Section for more information.

(3) Salary Comparables. For all positions requested under this NOFA, evidence of salary comparability to similar positions in the local jurisdiction must be kept on file in the PHA office.

(4) Conducting Business in Accordance with Core Values and Ethical Standards. To reflect core values, all PHAs shall develop and maintain a written code of conduct in the PHA administrative plan that:

(a) Includes an agreement by the other organization or entity to administer the FSS Program on behalf of the PHA; and

(b) In the instance of a PHA with unresolved major program management findings, includes a statement that outlines the steps the PHA is taking to resolve the program findings. Any PHA that is unsure of their status should contact the Office of Public Housing in the local HUD field office to determine whether they are required to have an agreement. If an applicant that is required to have an agreement under this section fails to submit the required agreement, this will be treated as a technical deficiency. See **General Section** for more information on Corrections to Deficient Applications.

(5) Affirmatively Furthering Fair Housing. Each program that receives funding under this NOFA must affirmatively further fair housing by complying with the requirements of section III.C.3.a (2) of this NOFA.

3. Program Coordinator Responsibilities and Staffing Guidelines.

a. Responsibilities of the HCV FSS Program Coordinator. A HCV FSS Program Coordinator must:

(1) Work with the Program Coordinating Committee (PCC) and with local service providers to ensure that HCV FSS program participants are linked to the supportive services they need to achieve self-sufficiency, including services for participants with limited English proficiency.

(2) Affirmatively Furthering Fair Housing. Applicants under this NOFA are not required to include a statement on AFFH in their application. Instead, successful applicants will be required to undertake the following AFFH activities:

(a) Ensure that each participant receives training and information on rights and remedies available under the federal, state and local fair housing and civil rights laws and a copy of the housing discrimination complaint form.

(b) Ensure that each participant is told how to file a fair housing complaint and given the toll-free number for the Housing Discrimination Hotline; 800-669-9777.

(c) If the family is currently living in a high poverty census tract in the PHA's jurisdiction, ensure that the family is provided with an explanation of the advantages of moving to an area that does not have a high concentration of low-and very low-income people.

(d) Make available to all participants information about housing areas with greater opportunities for employment, job training, highly ranked schools and varied cultural amenities, and how to access such opportunities through support organizations in the area.

(e) Seek out fair housing training that will assist the coordinator fulfill fair housing responsibilities. Fair housing training may be available through the local Fair Housing Initiatives Program (FHIP) agency or the Fair Housing Assistance Program (FHAP) agency. A listing of FHIPs and FHAPs can be found at www.hud.gov/offices/fheo/partners/FHIP/fhip.cfm (FHIP) and for FHAP, www.hud.gov/offices/fheo/partners/FHAP/agencies.cfm

(3) Ensure that the services included in the participants' contracts of participation are provided on a regular, ongoing and satisfactory basis; that participants are fulfilling their responsibilities under the contracts; and that FSS escrow accounts are established and properly maintained for eligible families. All of these tasks should be accomplished through case management. FSS coordinators may also perform job development functions for the FSS program.

(4) Monitor the progress of participants and evaluate the overall success of the program.

b. Staffing Guidelines. Under normal circumstances, a full-time HCV FSS Program should be able to serve approximately 50 FSS participants, depending on the coordinator's case management functions.

4. Coordination. In any jurisdiction or neighborhood that receives funding, for either the same geographic area or the same population, for ROSS Service Coordinators, Public Housing Family Self-Sufficiency, Housing Choice Voucher Family Self-Sufficiency, HOPE VI Revitalization, Choice Neighborhoods, Elderly/Disabled Service Coordinators, HUD-VASH, Family Unification Vouchers, Multi-Family Service Coordinators, Continuum of Care programs and/or other special use housing assistance with services or service coordination, HUD encourages coordination among the programs, where appropriate, so as to leverage shared resources, avoid duplication of services, and improve access and service delivery for participating families.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Addresses to Request Application Package

See the **General Section** for specific procedures concerning the electronic application submission and timely receipt requirements. Copies of the published NOFAs and application forms for HUD programs announced through NOFAs may be downloaded from the grants.gov website at http://www07.grants.gov/applicants/apply_for_grants.jsp ; if you have difficulty accessing the information, you may receive customer support from Grants.gov by calling its

Support Desk at 800-518-GRANTS, or by sending an email to support@grants.gov. The Grants.gov help desk is open 7 days a week, 24 hours a day, except federal holidays.

For program specific technical assistance see Section VII.A. of this FSS funding announcement.

B. Content and Form of Application Submission

1. Content of Application. Each applicant must complete the forms listed below. Use the forms that are included in the FY2012 application posted on Grants.gov to avoid using outdated forms. Unsolicited material will not be reviewed or considered in the application. Please do not submit extraneous materials.

NOTE: PHAs needing to correct posted PIC numbers and state and regional PHAs operating in separate administrative areas must submit required documentation with their applications. For requirements applying to applicants wishing to correct posted PIC data, see I.B.10. of this NOFA, and for documentation requirements that apply to state and regional PHAs operating HCV FSS programs in separate administrative areas, see III.A.

a. Form SF_424;

b. SF_LLL, Disclosure of Lobbying Activities, if appropriate. This form is applicable only if your agency engages in lobbying.

c. Form HUD_52651, the HCV FSS application form;

d. HUD_2880, “Applicant/Recipient Disclosure/Update Report” (HUD Applicant Recipient Disclosure Report on Grants.gov);

e. Acknowledgment of Application Receipt (HUD_2993), if applicable. Only applicable if a waiver of the electronic application requirement is granted for the applicant;

f. HUD Facsimile Transmittal (HUD_96011, Third Party Documentation Facsimile Transmittal). (Must be used as a coversheet for any faxes pursuant to an electronic application. You must also include it in the application even if faxes are not sent. If faxes are not sent, enter “1” for the number of pages. See **General Section** for more information);

g. HUD_2991, Certification of Consistency with the Consolidated Plan or a copy of the signed PHA Certification of Compliance for their current Annual PHA Plan.

h. Logic Model, form HUD_96010. Completed Logic Model showing proposed performance measures. See the **General Section** for information on the Logic Model.

2. Locating and completing forms.

a. General. A copy of form HUD_52651, the HCV FSS application form, and the HUD_96010, Logic Model form, are part of the **INSTRUCTIONS** Download.

b. SF_424.

- Any box that is not yellow is not required.
- In completing the SF_424, PHAs funded under the FY2011 HCV FSS NOFA should select the continuation box on question 2, type of application. All other applicants should select “new.”
- The Federal Identifier requested in 5a. is the PHA number of each applicant PHA (e.g., MD035 or AK002).
- The Federal Award Identifier, 5.b., is the PHA number plus “FSS8”. 5.b.is to be completed by PHAs that received awards under the FY2011 HCV FSS NOFA.
- When entering the applicant zip code in 8.d., enter the 9 digit zip code.
- Questions 10, 11, 12 and 13 are pre-populated. Do not add or change anything.
- Question 14 – you may leave blank and do not need to attach anything.
- Question 15 – PHA discretion. Suggest using the name of your PHA plus HCV FSS.
- All PHA applicants should enter the effective date of January 1, 2013 and expiration date of December 31, 2013 as the proposed ACC amendment effective and ending dates for the requested FSS coordinator funding in Section 17 of the SF_424.
- In Section 18 of SF_424 (Estimated Funding), complete 18.a. which will be the amount requested from HUD in this FY2012 FSS application. The dollar amount entered in 18.a. must be the total requested under this NOFA and should include the dollar amount for fringe benefits, if applicable. No funding amount should be reported in 18.b. through 18.f. The total, 18.g. will populate when you complete 18.a.
- Do not add attachments to the SF_424. Use Attachments form in the electronic application to submit attachments.

c. HUD_52651. All applicant PHAs must complete Part I of the form HUD_52651. PHAs that currently administer HCV FSS programs will also complete Part II. PHAs that are not currently administering a HCV FSS program will complete Parts I and III. A PHA that is currently administering a program that serves between 15 and 24 families should enter ½ in Part II.B and C.1. if it is a new initial position. A PHA that was funded for a full-time position previously, but only qualifies for a part-time position under this NOFA should enter ½ in Part II.C.1. of the HUD_52651. A PHA that qualified for a part-time position under the FY2011 HCV FSS NOFA, that qualifies for a full-time position under this NOFA may request the full-time position in Part II.C.1. A PHA that qualifies for a part-time position under III.A.1.b.(2) of this NOFA should enter ½ in Part III.B and III.C.1. of the HUD_52651.

d. Logic Model. The application must include a completed Logic

Model (form HUD_96010) showing proposed performance measures applicable to the one-year term of the funding requested under this FSS NOFA. Applicants must establish interim benchmarks, or outputs, for their proposed program that lead to the ultimate achievement of outcomes.

“Outputs” are the direct products of a program’s activities. Examples of outputs are: the number of eligible families that participate in supportive services, the number of new services provided, the number of participants receiving training, etc. Outputs should produce outcomes for your program.

“Outcomes” are benefits accruing to the participants, families, and/or communities during or after participation in the program. For example, outcomes of FSS program participation could be the number of participants who have obtained GEDs, the number of escrow accounts of participants with positive balances, the number of families who no longer receive welfare assistance, the number of families whose need for rental assistance has been reduced or eliminated. Outcomes are not the development or delivery of services or program activities but the results of the services delivered or program activities – the ultimate results of the program. Applicants must clearly identify the outcomes to be achieved and measured.

Before adding new outputs or outcomes, please CAREFULLY review the options given in the drop-down menus contained in the Logic Model. HUD intends that most of the eligible program activities and overall outcomes will be represented already. Please remember that the Logic Model will be reviewed to determine eligibility for Policy Priority Status. See the **General Section** for further information on the Logic Model.

C. Receipt Dates and Times. Your completed application must be received by Grants.gov no later than 11:59:59 p.m. eastern time on **April 24, 2012** the application deadline date.

Applications must be received by Grants.gov on or by the deadline date. Please note that only the final submission received and validated by Grants.gov will be processed by HUD. If you re-submit, you must re-submit the entire application and re-fax any faxed attachments.

D. Intergovernmental Review. This NOFA is not subject to Executive Order (EO) 12372, Intergovernmental Review of Federal Programs.

E. Funding Restrictions.

1. Salary Cap. Awards under this NOFA are subject to a cap of \$69,000 per year per full-time coordinator position funded. Under this NOFA, if PHAs apply jointly, the \$69,000 maximum amount that may be requested per position applies for the application as a whole, not to each PHA separately. See Part II.B. of this NOFA for information about part-time positions and salary comparability requirements.

2. Limitation on Funding Increases. There will be no funding increases for positions that were funded under the FY2011 HCV FSS NOFA except that the salary of an initial part-time position funded in FY2011 may be increased to the amount of a full-time position based on the amount of the FY2011 award if the applicant qualifies for a full-time position under this NOFA.

3. Ineligible Activities.

- a. Funds under this NOFA may not be used to pay the salary of an FSS coordinator for a public housing FSS program. An HCV FSS program coordinator may only serve HCV families while the public housing FSS program serves only public housing residents.
- b. Funds under this FSS NOFA may not be used to pay for services for FSS program participants or administrative activities.
- c. Funds under this NOFA may not to be used for performance of routine HCV program functions that are covered by HCV administrative fees.
- d. Funds under this NOFA may not be used to compensate coordinators for homeownership functions performed for families not enrolled in the HCV FSS program.

F. Other Submission Requirements

1. Application Submission and Receipt Procedures. See the **General Section**. Electronic application submission is mandatory unless an applicant requests, and is granted, a waiver to the requirement. (Please note that **ONLY** the final submission received and validated by Grants.gov will be processed in the competition. If you resubmit, you must resubmit the entire application and re-fax any attachments.) Applicants seeking waiver of the electronic submission requirement should submit their waiver requests in writing using email. Waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted to Laure.Rawson@hud.gov and to Kathryn.L.Greenspan@hud.gov. The subject line of the email message should be FY2012 HCV FSS NOFA Waiver Request. If an applicant is granted a waiver, then the approval will provide instructions for submitting paper copies to the appropriate HUD office(s). All paper applications must be received by the application deadline date to meet the requirements for timely submission.

V. APPLICATION REVIEW INFORMATION

A. Criteria. The funds available under this NOFA are being awarded based on demonstrated performance. Applications are reviewed by the local HUD field office and by the Grants Management Center (GMC) to determine whether or not they are technically adequate based on the NOFA requirements. Field offices will provide to the GMC in a timely manner, as requested, information needed by the GMC to make its determination, such as the HUD-approved HCV FSS program size of new PHA applicants and information on the administrative capabilities of PHAs which takes into account past performance. Categories of applications that will not be funded are stated in Section V.B.6. of this FSS NOFA.

1. Policy Priority Status.

a. HCV FSS Policy Priorities. This NOFA supports the HUD policy priorities of (1) Job Creation/Employment, (4) Capacity Building and Knowledge Sharing and (5) Using Housing as a Platform for Improving Other Outcomes. See, Section I.B. of the **General Section** for a full discussion of HUD's policy priorities. Please read these sections carefully. *In order to receive*

*funding status priority, the applicant's logic model must include **at least two of the following three categories** of activities/outputs and the related required outcomes.*

(1) For Policy Priority #1, Job Creation/Employment, this NOFA specifically supports:

(a) Improving access to job opportunities through information sharing, coordination with federal, state, and local entities, and other means (Subgoal 3C);

(b) Increasing access to job training, career services, and work, supports through coordination with federal, state, and local entities (Subgoal 3C); and

(c) Expanding economic and job creation opportunities for low-income residents and creating better transportation access to those jobs and other economic opportunities by partnering with federal and nonprofit agencies, private industry, and planning and economic development organizations and by leveraging federal and private resources (Subgoal 4A).

In order to receive status consideration for this Policy Priority, applicants' Logic Models must include **activity/output** of:

- "Policy Priority- Job Creation/Employment- Partnership with Workforce Investment Board (WIB) to establish apprenticeship programs and/or job opportunities" **or**
- "Policy Priority-Job Creation/Employment- Partnerships with local unions to establish apprenticeship programs and/or job opportunities".

The corresponding **outcomes** must be **at least one of the following:**

- "Policy Priority- Job Creation/Employment-Number of job placements as a result of partnerships with the Workforce Investment Board"
- "Policy Priority- Job Creation/Employment-Number of job placements as a result of partnerships with local unions"
- "Policy Priority-Job Creation/employment-Number of new apprenticeship programs established as a result of partnership(s) with Workforce Investment Board" **and/or**
- "Policy Priority-Job Creation/employment-Number of new apprenticeship programs established as a result of partnership(s) with local unions."

(2) For Policy Priority #4, Knowledge Sharing and Capacity Building, this NOFA specifically supports:

(a) Support knowledge sharing and innovation by disseminating best practices, encouraging peer learning, publishing data analysis and research, and helping to incubate and test new ideas (Subgoal 4E).

In order to receive status consideration, applicants' Logic Models must include the **activity/output** of:

- “Policy Priority-Capacity Building and Knowledge Sharing-Meet with local PCC (minimum 4 meetings per year) and conduct gap analysis” showing a *goal of a minimum of four meetings each year*.

The corresponding **outcome** must be **one or more of the following**

- “Policy Priority- Capacity Building and Knowledge Sharing- Number of education/training services available from partners added as a result of the gap analysis”
- “Policy Priority- Capacity Building and Knowledge Sharing- Number of employment/placement opportunities added as a result of the gap analysis”
- “Policy Priority-Capacity Building and Knowledge Sharing- Number of health/mental health services available from partners added as a result of the gap analysis”
- “Policy Priority-Capacity Building and Knowledge Sharing-Number of New Supportive Services partners providing services as a result of the gap analysis”

(3) For Policy Priority #5, Using Housing as a Platform for Improving Other Outcomes, this NOFA specifically supports:

- (a) Increasing access to high quality early learning programs and services through coordination with local programs (Subgoal 3A)
- (b) Utilize HUD assistance to improve health outcomes (subgoal 3B) and
- (c) Utilize HUD assistance to increase economic security and self-sufficiency (subgoal 3C).

In order to receive status consideration, applicants' Logic Models must reflect the **activity/output** of **at least one** of the following:

- “Policy Priority-Housing as a Platform-Partnerships established with high performing Early Childhood Education Programs”.
- “Policy Priority-Housing as a Platform-Partnerships established with local community health clinics”

The corresponding **outcome** must be

- “Policy Priority-Housing as a Platform- Number of children enrolled in high performing early childhood education programs with an identification of young children enrolled in high performing early childhood programs; **or**

- “Policy Priority-Housing as a Platform-Number of Households that have a medical home”

NOTE: A Medical Home is an approach to providing comprehensive primary care that facilitates partnerships between individual patients, and their personal providers; and, when appropriate, the patient’s family. The provision of medical homes can allow better access to health care, increased satisfaction with care, and improved health.

HUD may request documentation of meetings held or partnerships/MOUs established at such time as a grantee indicates on their logic model report that the activity is substantiated.

B. Review and Selection Process

1. Technically Acceptable Applications. All technically adequate applications will be funded to the extent funds are available.

2. Funding Priority Categories. If HUD receives applications for funding greater than the amount made available under this NOFA, HUD will divide eligible applications into priority categories as follows:

Funding Category 1 – PHAs funded under the FY2011 HCV FSS NOFA. Renewal of positions awarded in FY2011 HCV FSS NOFA that meet the requirements of III.A.1.a. and III.A.2. of this FSS NOFA.

Funding Category 2 – PHAs that are currently administering HCV FSS programs that were not funded in category I above that meet the requirements of III.A.1.a. and III.A.2. of this NOFA.

Funding Category 3 - PHA applicants that do not currently administer a HCV FSS program that meet the requirements of III.A.1.b. of this NOFA.

Funding Category 4 – Category 1 PHA applicants that qualify for additional positions based on the requirements for the number of families served in III.A.2 of this NOFA..

3. Order of Funding. Eligible positions in each Funding Category will be funded in order starting with Category 1, then Category 2, etc. In each Funding Category, HUD will first fund applicants that qualify for HUD Policy Priority status under this NOFA, followed by those applicants that did not receive Policy Priority status. (See section V.A.1. for further information on qualifying for HUD Policy Priorities under this NOFA.) Starting with Funding Category 1, HUD will determine whether there are sufficient monies for all eligible positions requested in the Funding Category. If there are not sufficient funds for all eligible positions in a Funding Category, HUD will determine the order of funding in that Funding Category as follows:

a. Funding Category 1. HUD will begin funding eligible renewal positions of Category 1 Policy Priority status applicants in a round robin fashion, first with all eligible applicants getting one position, then a second, etc., until there are insufficient funds for all eligible renewal positions in that round. In that final round, order of funding will be determined based on the percentage of families with positive escrow balances and HCV program size. Preference will be given to applicants with the highest percent of families with positive escrow balances. HCV

program size will be used as a tie breaker where necessary giving preference to the smallest HCV programs first.

If funding is sufficient for all renewal positions of Category 1 Policy Priority applicants but not for all Category 1 non-Policy Priority Category 1 applicants, a round robin approach will also be used for eligible renewal positions of non-Policy Priority Category 1 applicants with preference for applicants with the highest percentage of families with positive escrow balances. HCV program size will again be used as a tie breaker with preference for the smallest HCV programs first.

b. Funding Category 2. HUD will begin funding eligible positions of Category 2 Policy Priority applicants in a round robin fashion, using procedures similar to those used for Category 1 Policy Priority status applicants as described in paragraph a. of this section. If funding remains after all Category 2 Policy Priority positions have been funded but it is not sufficient to fund all non-Policy Priority Category 2 applicants, a round robin approach will then be employed for non-Policy Priority Category 2 applicants with preference for applicants with the highest percentage of families with positive escrow balances and using HCV program size as a tie breaker as was done for non-Policy Priority Category 1 applicants in paragraph a. of this section.

c. Funding Category 3. Category 3 Policy Priority status applicants will be funded first based on HCV program size starting with applicants with the smallest HCV programs first. If monies remain after funding all eligible Category 3 Policy Priority applicants but not sufficient for all non-Policy Priority Category 3 applicants, then HUD will begin funding eligible non-Policy Priority applicants starting with applicants with the smallest HCV programs first.

d. Funding Category 4. HUD will begin funding those eligible Category 4 applicants that qualify for Policy Priority status in a round robin fashion starting with those applicants qualifying for a second position. If funding remains, the funding of the Policy Priority applicants will continue in a round robin fashion, funding a third position and then a fourth, etc. If funding remains after funding all eligible Policy Priority Category 4 applicants, HUD will then follow the same process for non-Policy Priority applicants funding first a second position, then a third, etc.

If there is not enough funding for all applicants in either Policy Priority or non-Policy Priority categories, HUD will use highest percentage of families with positive escrow balances to determine order of funding. HUD program size will be used if a tie breaker is needed with preference for the smallest HCV programs first.

4. Processing of Applications if there are Insufficient Funds. The GMC may elect not to process applications for a funding category where there are insufficient funds available for any applications in that funding category.

5. Corrections to Deficient Applications. The **General Section** provides the procedures for corrections to deficient applications. Please note however, that all applicants must have a DUNS number and active Registration in the CCR. Applicants that file a paper application that does not meet the requirement will be allowed to cure the application in accordance with HUD's policy for treatment of technical deficiencies. Electronic filers will have the opportunity to cure the

deficiency in accordance with HUD's timely receipt requirements and grace period policy. Applicants that do not meet the registration requirements for a DUNS number and the registration in CCR and Grants.gov will not be subject a cure period other than the timely receipt and grace period policy. The 14-day cure period does not apply to DUNS numbers and Registration requirements for electronic filers. Please be sure to read the FY2012 General Section to ensure that you meet the requirements to file an application with Grants.gov and registration with CCR which requires a DUNS number.

6. Unacceptable Applications. After the technical deficiency correction period (as provided in the **General Section**), the GMC will disapprove applications that it determines are not acceptable for processing. Applications that fall into any of the following categories are ineligible for funding under this NOFA:

a. An application submitted by an entity that is not an eligible PHA as defined under Section III.A. and Section III.C. of this NOFA or an application that does not comply with the requirements of Section IV.B., IV.C., and IV.F. of this NOFA.

b. An application that does not meet the fair housing and civil rights compliance requirements of the **General Section**.

c. An application that does not comply with the prohibition against lobbying activities of the **General Section**.

d. An application that as of the application deadline has not made progress satisfactory to HUD in resolving serious outstanding Inspector General audit findings, or serious outstanding HUD management review or Independent Public Accountant audit findings for the HCV program and/or Moderate Rehabilitation program or has a "troubled" rating under SEMAP, and has not designated another organization acceptable to HUD to administer the FSS program on behalf of the PHA as required in Section III.C.2.a.(7) of this FSS NOFA before the end of the technical deficiency correction period established by the GMC.

e. An application from a PHA that has been debarred or otherwise disqualified from providing assistance under the program.

f. Applications that do not meet the Threshold requirements identified in this NOFA and the **General Section**.

C. Anticipated Announcement and Award Dates. It is anticipated that award announcements will take place before September 30, 2012.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices.

(1) Award Letter. Successful applicants will receive an award letter from HUD. Funding will be provided to successful applicants as an amendment to the ACC of the applicant PHA. In the

case of awards to joint applicants, the funding will be provided as an amendment to the ACC of the lead PHA that was identified in the application.

(2) Debriefing. Unsuccessful applicants will receive a notification of rejection letter from the GMC that will state the basis for the decision. The applicant may request an applicant debriefing. Beginning not less than 30 days after the awards for assistance are publicly announced and for a period of at least 120 days, HUD will, upon receiving a written request, provide a debriefing to the requesting applicant. (See the **General Section** for additional information regarding a debriefing.) Applicants requesting to be debriefed must send a written request to: Director, Grants Management Center; U.S. Department of Housing and Urban Development; 451 7th St., SW, B133 Potomac Center, 3rd Floor; Washington, DC 20410.

B. Administrative and National Policy Requirements

1. HUD's Strategic Goals. HUD is committed to ensuring that programs result in the achievement of HUD's strategic mission. The FSS program and this FSS NOFA support the Department's strategic goal of utilizing housing as a platform for improving quality of life. You can find out about HUD's Strategic Framework and policy priorities in the **General Section**.

2. Environmental Impact. This NOFA provides funding under 24 CFR 984, which does not contain environmental review provisions because it concerns only activities listed in 24 CFR 50.19(b). Accordingly, under 24 CFR 50.19(c)(5), this NOFA is categorically excluded from environmental review under the National Environment Policy Act of 1969 (42 U.S.C. 4321).

C. Reporting.

1. PIC and VMS and MTW.

Successful applicants must report activities of their FSS enrollment, progress and exit activities of their HCV FSS program participants through required submissions of the form HUD_50058. MTW PHAs will report using the form HUD_50058_MTW and any additional reports required for MTW reporting. HUD's assessment of the accomplishments of the FSS programs of PHAs funded under this NOFA will be based primarily on PIC system data obtained from forms HUD_50058 and HUD_50058_MTW. For non-MTW programs, PHAs are reminded that the following lines of the form HUD_50058 are to be completed for each report: 17a., identifying FSS; 17b., FSS report category; 17c., FSS effective date of action; 17d., PHA code of PHA administering FSS contract; 17h.(1) through 17h.(6); 17i. Family services table for services received during FSS participation of family; 17j(1) through 17j(5), FSS Contract Information; 17k.(1) through 17k.(3); and, if the family exits, 17m. For MTW PHAs, comparable sections of the form HUD_50058_MTW are; 23a., 23b., 23c., 23d., 23h.(1) through 23h.(6), 23i., 23.j, 23k. and 23m. The amount of FSS escrow deposits and FSS escrow forfeitures and FSS coordinator expenses must be entered in HUD's Voucher Management System (VMS) on an ongoing basis.

2. Logic Model.

Each recipient is also required to submit a completed Logic Model showing accomplishments against proposed outputs and outcomes as part of their annual reporting requirement to HUD. Recipients shall use quantifiable data to measure performance against goals and objectives contained in their Logic Model (HUD_96010).

An annual Performance Report consisting of the updated Logic Model (HUD_96010) and answers to the Logic Model Program Management and Evaluations Questions must be submitted to the Public Housing Director in the recipient's local HUD field office no later than 30 days after the ending date of the one-year funding increment provided to the recipient under this NOFA.

3. Racial and Ethnic Data. HUD requires that funded recipients collect racial and ethnic beneficiary data. It has adopted the Office of Management and Budget's Standards for the Collection of Racial and Ethnic Data. In view of these requirements, funded recipients should use Form HUD_27061, Racial and Ethnic Data Reporting Form (HUD Race Ethnic Form on Grants.gov), or a comparable form. Form HUD_50058, which provides racial and ethnic data to HUD's PIC data system, is a comparable program form that should be used by PHAs for reporting racial and ethnic data for HCV FSS program participants.

D. Increasing Transparency

a. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) (Transparency Act), as amended.

(1) Recipient Reporting to Meet the Requirements of the Federal Financial Assistance Accountability and Transparency Act of 2006, as amended.

(a) Prime Awardee Reporting. Prime recipients of HUD financial assistance are required to report subawards in the federal governmentwide website www.fsrs.gov or its successor system.

Starting with awards made October 1, 2010, prime financial assistance awardees receiving funds directly from HUD are required to report subawards and executive compensation information both for the prime award and subaward recipients, including awards made as pass-through awards or awards to vendors, where both the initial award is \$25,000 or greater or the cumulative award will be \$25,000 or greater if funded incrementally as directed by HUD in accordance with OMB guidance. If subaward recipients' executive compensation is reported through the Central Contractor Registration (CCR) system, the prime recipient is not required to report this information.

The reporting of award and subaward information is in accordance with the requirements of Federal Financial Assistance Accountability and Transparency Act of 2006, as amended by section 6202 of Public Law 110-252, hereafter referred to as the "Transparency Act" and OMB Guidance issued to the Federal agencies on September 14, 2010 (75 FR 55669) and in OMB Policy guidance. The prime awardee will have until the end of the month plus one additional month after a subaward or pass-through award is obligated to fulfill the reporting requirement. Prime recipients are required to report the following information for applicable subawards. This information will be displayed on a public government website pursuant to the Transparency Act.

- (i) Name of entity receiving award;
- (ii) Amount of award
- (iii) Funding agency;

- (iv) North American Industry Classification System (NAICS) code for contracts/CFDA program for financial assistance awards;
- (v) Program source;
- (vi) Award title descriptive of the purpose of the funding action;
- (vii) Location of the entity (including Congressional district);
- (viii) Place of Performance (including Congressional district);
- (ix) Unique identifier of the entity and its parent; and
- (x) Total compensation and names of top five executives.

For the purposes of reporting into the FFATA Sub-award Reporting System (FSRS) reporting site, the unique identifier is the DUN and Bradstreet Universal Numbering System (DUNS) number the entity has obtained from Dun and Bradstreet, and for Prime awardees the DUNS number registered in the Central Contractor Registration as required by HUD regulation 24 CFR 5.1004.

(b) Prime Grant Awardee Executive Compensation Reporting. Prime awardees must also report in the governmentwide website the total compensation and names of the top five executives in the prime awardee organization if:

- (i) More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and
- (ii) Compensation information is not readily available through reporting to the Securities Exchange Commission (SEC.)

(c) Subaward Executive Compensation Reporting. Prime awardees must also report in the governmentwide website the total compensation and names of the top five executives in the subawardees if:

- (i) More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and
- (ii) This required compensation information is not readily available through reporting to the Securities Exchange Commission (SEC.). If the subaward recipient's executive compensation is reported through the Central Contractor Registration (CCR), the prime recipient is not required to report the information again.

(d) Transparency Act Reporting Exemptions. The Transparency Act exempts any sub-awards less than \$25,000 made to individuals and any sub-awards less than \$25,000 made to an entity whose annual expenditures are less than \$300,000. Subawards with a cumulative total of \$25,000 or greater are subject to subaward reporting beginning the date the subaward total award

amount reaches \$25,000. The Transparency Act also prohibits reporting of any classified information. Any other exemptions to the requirements must be approved by the Office of Management and Budget.

NOTE: For the purposes of FFATA reporting requirements, “prime grant awardee” includes awardees of capital advances for the Section 202 Housing for the Elderly and Section 811 Housing for Persons with Disabilities programs.

E. Compliance with Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417), hereafter referred to as “Section 872.” Section 872 requires the establishment of a governmentwide data system – the Federal Awardee Performance and Integrity Information System (FAPIIS) - to contain information related to the integrity and performance of entities awarded federal financial assistance and making use of the information by federal officials in making awards. OMB is in the process of issuing regulations regarding federal agency implementation of section 872 requirements. A technical correction to this General section may be issued when such regulations are promulgated.

HUD anticipates that the terms and conditions to its FY2012 awards will contain requirements related to meeting FFATA and Section 872 requirements.

VII. AGENCY CONTACTS

A. For Technical Assistance. For answers to your questions, you may contact the Public and Indian Housing Resource Center at 800-955-2232. Persons with hearing or speech impairments may access this number via TTY (text telephone) by calling the Federal Relay Service at 800-877-8339. (These are toll-free numbers). Prior to the application deadline, staff at the numbers given above will be available to provide general guidance, but not guidance in actually preparing the application. Following selection, but prior to award, HUD staff will be available to assist in clarifying or confirming information that is a prerequisite to the offer of an award by HUD.

B. Satellite Broadcast. HUD will hold an information broadcast via satellite for potential applicants to learn more about the HCV FSS program and preparation of an application. For more information about the date and time of this broadcast, you should consult the HUD website at www.hud.gov.

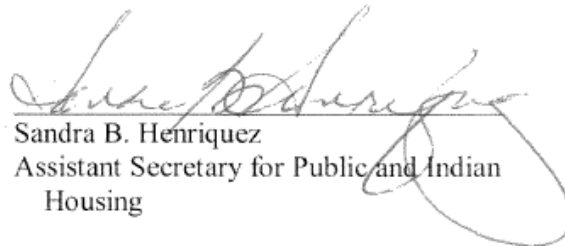
VIII. OTHER INFORMATION

A. Paperwork Reduction Act. The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0178. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average one hour per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and

reporting the data for the application and other required reporting. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

B. Public Access, Documentation, and Disclosure. See Section VIII. G. of the **General Section.**

Date: February 15, 2012



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Housing

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