PUBLIC AND INDIAN HOUSING FAMILY SELF-SUFFICIENCY PROGRAM COORDINATORS UNDER RESIDENT OPPORTUNITIES & SELF-SUFFICIENCY (ROSS) PROGRAM

OVERVIEW INFORMATION:

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

B. Funding Opportunity Title: Public and Indian Housing Family Self-Sufficiency (PH FSS) Program Coordinators.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: FR 5200-N-09; OMB Approval Number is 2577-0229.

E. Catalog of Federal Domestic Assistance (CFDA) Number: 14.877.

F. Application Deadline: The application deadline date is **July 18, 2008**. Please see the **General Section** published on March 19, 2008 (73 FR 14882) for application submission, delivery, and timely receipt requirements.

G. Additional Overview Content Information:

1. Purpose of Program. The purpose of the Public Housing FSS (PH FSS) program is to promote the development of local strategies to coordinate the use of assistance under the Public Housing program with public and private resources, enable participating families to increase earned income, reduce or eliminate the need for welfare assistance, and make progress toward achieving economic independence and housing self-sufficiency. The FSS program and this FSS NOFA support the Department's strategic goals of helping HUD-assisted renters make progress toward housing self-sufficiency. The FSS program provides critical tools that can be used by communities to support welfare reform and

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, well-paid 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.

2. Funding Available. HUD expects to award a total of approximately $12 million in FY 2008.

3. Award Amounts. Awards will pay only for the annual salary and fringe benefits of PH FSS Coordinators. Award amounts will be based on locality pay rates for similar professions. Each new or renewal position amount will not exceed $68,000.

4. Eligible Applicants. Eligible applicants are Public Housing Authorities (PHAs) and tribes/Tribally Designated Housing Entities (TDHEs) that administer PH FSS programs. All applicants must have an approved PH FSS Action Plan on file with their local HUD field office or Area Office of Native American Programs (ONAP) prior to this NOFA's application deadline. Non-profit organizations and resident associations are not eligible to apply for funding under this program.

5. Cost Sharing/Match Requirement. At least 25 percent of the requested grant amount is required as a match. The match may be in cash and/or in-kind donations. Match may also be made up of self-sufficiency and supportive services/programs provided in-kind to participants in this program. Selected applicants will be required to show proof of committed match at the time of grant agreement execution before any grant agreement will be executed. If a selected applicant fails to provide this documentation, the grant will not be made and the funds will go to the next eligible applicant.

6. Grant Term. The grant term is one year from the execution date of the grant agreement.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

A. Authority and Program Description. The Consolidated Appropriations Act, 2008 (Pub. L. 110-161, approved December 26, 2007), allows funding for program coordinators under the Resident Opportunity & Self-Sufficiency program. Through annual NOFAs, HUD has provided funding to public housing agencies (PHAs) or tribes/TDHEs that are operating PH FSS programs to enable those applicants to employ program coordinators to support their PH FSS programs. In this FY2008 PH FSS Program Coordinator NOFA, HUD is again making funding available to PHAs/Tribes/TDHEs to employ PH FSS program coordinators for one year. HUD will accept applications from both new and renewal applicants that have HUD approval to administer a PH FSS program. PHA/Tribe/TDHEs funded under the ROSS PH FSS NOFA in FY 2005, 2006 or 2007 are considered "renewal" applicants in this NOFA. These renewal applicants are invited to apply for funds to continue previously funded PH FSS program coordinator positions. Funding priority will be given to renewals for applicants that have achieved a "High Performer" status on their most recent Public Housing Assessment System (PHAS) review and tribes/THDEs that have been determined eligible as a renewal applicant (PHAS score requirement is not applicable to tribes/THDEs). Second priority will be given to standard performer renewal applicants. Third priority will be given to troubled performer renewal applicants and fourth priority

will be given to new applicants. There will be no funding for expanding the number of coordinator positions in an existing program.

The maximum number of positions that a new applicant, including new joint applicants, may receive is one full-time FSS program coordinator.

Applicants must administer the FSS program in accordance with HUD regulations and requirements in 24 CFR Part 984, which govern the PH FSS program and must comply with the existing Public Housing program requirements, notices, and guidebooks. This includes using a Program Coordinating Committee (PCC) to secure the necessary resources to implement the FSS Program. See 24 CFR 984.202 for more information.

B. Number of Positions for Which Eligible Applicants May Apply. Eligible applicants may apply for funding for PH FSS program coordinator positions under this NOFA as follows:

1. **Renewal Applicants.** Applicants that qualify as eligible renewal applicants under this NOFA may apply for the continuation of each PH FSS coordinator position awarded under the ROSS PH FSS NOFA in FY 2005, 2006 or 2007 (whichever was the latest year funded).

2. **New Applicants.** An applicant that meets the requirements for a new applicant under this FSS NOFA may apply for PH FSS program coordinator positions as follows:

a. Up to one full-time PH FSS coordinator position for an applicant with HUD approval to administer a PH FSS program of 25 or more FSS slots; or

b. Up to one full-time PH FSS coordinator position per application for joint applicants that together have HUD approval to administer a total of at least 25 PH FSS slots.

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

1. **Renewal Applicant.** Applicants that received funding under the ROSS PH FSS NOFA in FY 2005, 2006 or 2007.

2. **New Applicant.** Applicants that did not receive funding under the ROSS PH FSS NOFA in FY 2005, FY2006, or FY2007 that have HUD approval to administer a PH FSS program of at least 25 slots or that fulfill the 25 slot minimum by applying jointly with one or more other applicants who together have approval to administer at least 25 PH FSS slots.

3. **Tribally Designated Housing Entity (TDHE)** is an entity authorized or established by one or more Indian tribes to act on behalf of each such tribe authorizing or establishing the housing entity as defined by Section 4(21) of the Native American and Housing Assistance and Self-Determination Act of 1996 (NAHASDA).

4. **Indian Tribe** means any tribe, band, nation, or other organized group or a community of Indians, including any Alaska Native village, regional, or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, and that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians pursuant to the Indian Self Determination and Education Act of 1975, or any state-recognized tribe eligible for assistance under section 4 (12)(C) of NAHASDA.

5. **MTW PHAs**. New and renewal PHAs that are under MTW agreements with HUD 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 request the number of FSS slots reflected in the PHA's MTW agreement be used instead of the number in the PHA's FSS Action Plan. However, this number must be at least 25 in order to qualify as a new applicant.

6. **FSS Program Size**. The total number of PH FSS program slots identified in the applicant's HUD-approved PH FSS Action Plan, or, if requested by MTW PHA applicants, the number of slots in the applicant's MTW agreement. The total may include both voluntary and mandatory PH FSS program slots.

7. **Action Plan**. Describes the policies and procedures of the PHA or tribe/TDHE 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.

8. **Positive Graduation Percentage**. The percent of public housing FSS families that have successfully graduated from the program between October 1, 2000, and the publication date of this NOFA as shown in FSS exit reports submitted to HUD on Form HUD-50058 or as otherwise reported to HUD by MTW PHAs. The data source is Form HUD-52767 as well as HUD's PIC data system records of Form HUD-50058 PH FSS program exit reports that were effective between October 1, 2000, and the publication date of this NOFA.

9. **The Number of PH FSS Program Participants**. The total number of families formerly or currently enrolled in the applicant's PH FSS program between October 1, 2000 and the publication date of this NOFA. For renewal applicants funded for the first time under the 2007 NOFA, please use the enrollments anticipated by the deadline date of this NOFA. The data source is Form HUD-52767 as well as HUD's PIC data system

records of Form HUD-50058 reports that were effective between October 1, 2000, and the publication date of this NOFA.

10. **Percentage of Families with Positive FSS Escrow Balances**. The number of current or former PH FSS families with positive escrow balances as a percentage of total number of PH FSS program participants. The data source is Form HUD-52767 as well as HUD's PIC data system records of Form HUD-50058 PH FSS program progress reports that were effective between October 1, 2000, and the publication date of this NOFA, or as otherwise reported to HUD by MTW PHAs.

11. **PH FSS Program Coordinator**. A person responsible for linking FSS program participants to supportive services. 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. FSS Coordinators may also perform job development functions for the FSS program.

II. Award Information

A. Available Funds. This NOFA announces the availability of approximately $12 million in FY2008 to employ FSS program coordinators for the PH FSS program. If additional funding becomes available during FY2008, HUD may increase the amount available for PH FSS program coordinators under this NOFA. A maximum of $68,000 is available for each full-time coordinator position funded. Salaries are to be based on local

comparables. The funding will be provided as a one-year grant. Funding amounts for individual grantees will be contingent upon HUD field office approval.

B. Grant Term. The grant term is one year from the execution date of the grant agreement.

C. Grant Extensions. Requests to extend the one-year grant term beyond the grant term must be submitted in writing to the local HUD field office or area ONAP at least 90 days prior to the expiration of the grant term. Requests must explain why the extension is necessary, what work remains to be completed, and what work and progress was accomplished to date. Extensions may be granted only once by the field office or area ONAP for a period not to exceed 6 months and may be granted for longer by the HUD Headquarters Program Office at the request of the Field Office or Area ONAP.

III. Eligibility Information

A. Eligible Applicants. Eligible applicants are PHAs and tribes/TDHEs that administer low-rent public housing programs. New and renewal applicants must have an approved PH FSS Action Plan on file with their local HUD field office or Area ONAP prior to this NOFA's application deadline. PHAs/tribes/TDHEs eligible to apply for funding under this NOFA are:

1. **Renewal Applicants**. PHAs or Tribes/TDHEs that received funding under the PH FSS NOFA in FY 2005, 2006 or 2007. To continue to qualify as renewal applicants, the FY2008 application of joint applicants must include at least one applicant that meets this standard. Joint applicants can change the lead applicant in their FY2008 application. A grantee that was originally funded as part of a joint application, that wishes to now apply separately will continue to be considered a renewal applicant for funding purposes, but

must be able to meet the FSS minimum program size requirement of a HUD-approved PH FSS program of at least 25 slots that applies to new applicants.

2. **New Applicants**. Applicants that were not funded under the PH FSS NOFA in FY 2005, 2006 or 2007. The new applicant PHA or Tribe/TDHE must be authorized through its HUD-approved FSS Action Plan to administer a PH FSS program of at least 25 slots, or be an applicant with HUD approval to administer PH FSS programs of fewer than 25 slots that applies jointly with one or more other applicants so that together they have HUD approval to administer at least 25 PH FSS slots. Joint applicants must specify a lead co-applicant that will receive and administer the FSS program coordinator funding.

3. **Moving to Work (MTW) PHAs**. New and renewal PHAs that are under the MTW demonstration may qualify for funding under this NOFA if the PHA administers a PH FSS program. When determining the size of a MTW PHA's HUD-approved PH FSS program, the PHA may request that the number of PH FSS slots reflected in the PHA's MTW agreement be used instead of the number in the PHA's PH FSS Action Plan. However, this number must be at least 25 in order to qualify as a new applicant.

4. **Troubled Applicants**

a. An applicant that has been designated by HUD as troubled under the Public Housing Assessment System (PHAS), 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 applicant's Low Rent Public Housing program that are resolved prior to the application deadline date is eligible to apply under this NOFA. Serious program management findings are those that would cast doubt on

the capacity of the applicant to administer its PH FSS program in accordance with applicable HUD regulatory and statutory requirements.

b. The requirements that apply to an applicant whose PHAS troubled designation has not been removed by HUD or whose major program management findings or other significant program compliance problems that have not been resolved by the deadline date are stated in the Program Requirements section of this NOFA.

B. **Cost Sharing or Matching**. At least 25 percent of the requested grant amount is required as a match. The match may be in cash and/or in-kind donations. Match may also be made up of self-sufficiency and supportive services/programs provided in-kind to participants in this program. Selected applicants will be required to show proof of committed match at the time of grant agreement execution before any grant agreement will be executed. If a selected applicant fails to provide this documentation, the grant will not be made and the funds will go to the next eligible applicant.

C. **Other**

1. **Eligible Activities**. Funds awarded to applicants under this FSS NOFA may only be used to pay salaries and fringe benefits of PH FSS program staff. Funding may be used to employ or otherwise retain for one year the services of PH FSS program coordinators. PH FSS coordinator support positions funded under previous FSS NOFAs that made funding available for such FSS positions may be continued. A part-time program coordinator may be retained where appropriate. Please note that even with a part-time program coordinator, the 25-slot minimum must be retained.

2. **Threshold Requirements**

a. **All Applicants**

(1) Each applicant must qualify as an eligible applicant under this NOFA and must have submitted an FSS application in the format required by this NOFA that was received and validated by Grants.gov by the application deadline date. Validation may take up to 72 hours.

(2) At least 25 percent of the requested grant amount is required as a match. The match may be in cash and/or in-kind donations. Match may also be made up of self-sufficiency and supportive services/programs provided in-kind to participants in this program. Selected applicants will be required to show proof of committed match at the time of grant agreement execution before any grant agreement will be executed. If a selected applicant fails to provide this documentation, the grant will not be made and the funds will go to the next eligible applicant.

(3) All applications must include a Dun and Bradstreet Universal Numbering System (DUNS) number. (See the **General Section** for further information about the DUNS number requirement.)

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

(5) Applicants must comply with the requirements for funding competitions established by the HUD Reform Act of 1989 (42 U.S.C. 3531 et seq.) and other requirements as defined in the **General Section**.

b. **Renewal Applicants**. Continued funding for existing coordinator positions. In addition to meeting the other requirements of this FSS NOFA, renewal applicants must

continue to operate a PH FSS program and have executed FSS contract(s) of participation with PH FSS program families.

c. **New Applicants.** New applicants must meet the all requirements of this FSS NOFA including those in Section III.A above regarding eligibility.

d. **Troubled Applicants**. Contract Administrator Partnership Agreement. Applicants that are troubled at the time of application are required to submit a signed Contract Administrator Partnership Agreement. The agreement must be for the entire grant term. If an applicant that is required to have a Contract Administrator Partnership Agreement fails to submit one or if it is incomplete, incorrect, or insufficient, this will be treated as a technical deficiency. See **General Section** for more information on Corrections to Deficient Applications. The Contract Administrator must ensure that the financial management system and procurement procedures that will be in place during the grant term will fully comply with 24 CFR Part 85. Contract administrators are expressly forbidden from accessing HUD's Line of Credit Control System (LOCCS) and submitting vouchers on behalf of grantees. Contract administrators must also assist grantees to meet HUD's reporting requirements. Contract administrators may be: local housing agencies; community-based organizations such as community development corporations (CDCs), churches, temples, synagogues, mosques; nonprofit organizations; state/regional/local associations, agencies and organizations. Troubled PHAs are not eligible to be contract administrators. Organizations that the applicant proposes to use as the contract administrator must not violate or be in violation of other conflicts of interest as defined in 24 CFR part 85.

3. **Program Requirements.**

a. **Hiring a PH FSS Program Coordinator**. Funds awarded under this NOFA may only be used to employ or retain the services of a PH FSS Program Coordinator for the one-year grant term. A PH FSS Program Coordinator must:

(1) Work with the Program Coordinating Committee and with local service providers to ensure that PH FSS program participants are linked to the supportive services they need to achieve self-sufficiency.

(2) Ensure that the services included in 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.

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

b. **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/Tribe/TDHE office.

c. **FSS Action Plan**. The requirements for the PH FSS Action Plan are provided in 24 CFR 984.201. For a new applicant to qualify for funding under this NOFA, the PHA/Tribe/TDHE's initial PH FSS Action Plan or amendment to change the number of PH FSS slots in the PHA/Tribe/TDHE's previously HUD-approved PH FSS Action Plan, must be submitted to and approved by the local HUD field office or Area ONAP prior to the application deadline date of this PH FSS NOFA. An FSS Action Plan can be updated

by means of a simple one-page addendum that reflects the total number of PH FSS slots (voluntary and /or mandatory slots) the applicant intends to fill. New applicants with previously approved PH FSS Action Plans may wish to confirm the number of HUD-approved slots their local HUD field office has on record. An MTW PHA may request that the number of PH FSS slots reflected in its MTW agreement be used instead of the number of slots in the PHA's PH FSS Action Plan.

d. **Eligible families**. Current residents of public/Indian housing are eligible. Eligible families that are currently enrolled or participating in local public/Indian housing self-sufficiency programs are also eligible.

e. **Contract of participation**. Each family that is selected to participate in an FSS program must enter into a contract of participation with the PHA or tribe/TDHE that operates the FSS program. The contract shall be signed by the head of the FSS family and be individually designed to benefit the subject family.

f. **Contract term**. The contract with participating families shall be for 5 years. During this time, each family will be required to fulfill its contractual obligations. PHAs or tribes/TDHEs may extend contracts for no more than 2 years for any family that requests an extension of its contract, provided the PHA or tribe/TDHE finds good cause exists to provide an extension. This extension request must be in writing. See 24 CFR 984.303 for more information on contracts of participation.

g. **Escrow accounts for very low or low-income participating families**. Such accounts shall be computed using the guidelines set forth in 24 CFR 984.305. NOTE: FSS families that are not low-income are not entitled to an escrow/credit.

h**. Civil Rights Thresholds, Non-discrimination**,. All applicants must comply with these requirements.

i. **Affirmatively Furthering Fair Housing**. The **General Section** of the SuperNOFA directs applicants to submit a statement of their plans to affirmatively further fair housing if they receive funding or, if directed in the particular program NOFA, to demonstrate otherwise that they will affirmatively further fair housing. Successful applicants for this program will certify in their grant agreement/other funding arrangement that they will take reasonable steps to affirmatively further fair housing and maintain records of these steps and their impacts. Reasonable steps include: (1) advertising for the Service Coordinator position widely in the community, (2) marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency, (3) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD's rule on *effective communications* at 24 CFR 8.6), (4) providing fair housing counseling services or referrals to fair housing agencies, (5) informing participants of how to file a fair housing complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777, and (6) if the program has a goal of homeownership or housing mobility, recruiting landlords and service providers in areas that expand housing choice to program participants. Record-keeping covers, but is not limited to, the race, ethnicity, familial status, and disability status of program participants. Prior to execution of the grant agreement/other funding arrangement, the successful applicant will submit a statement to HUD outlining the reasonable steps it plans to take affirmatively further fair housing and how it proposes to maintain records of such activities and their impact.

IV. Application and Submission Information

A. Addresses to Request Application Package. Applications are available from http://www.grants.gov/applicants/apply_for_grants.jsp. The Download Instructions and the Application Download provide the information and forms that you need to apply for funding under this NOFA. If you have difficulty accessing the information you may receive customer support from Grants.gov by calling their Support Desk at (800) 518-GRANTS, or sending an email to support@grants.gov. You may request general information, from the NOFA Information Center (800-HUD-8929) between the hours of 10 a.m. and 6:30 p.m. (Eastern Time) Monday through Friday, except on federal holidays. Persons with hearing or speech impairments may use the grants.gov helpdesk email or may access this number via TTY (text telephone) by calling the Federal Information Relay Service at 800-877-8339. (These are toll-free numbers.) When requesting information, please refer to the name of the program you are interested in. The NOFA Information Center opens for business simultaneously with the publication of the SuperNOFA.

B. Content and Format of Application Submission

1. **Content of Application**. In addition to any information required in the General Section, each new and renewal applicant must complete the forms on the list below. Copies of the forms may be downloaded with the application package and instructions from http://www.grants.gov/applicants/apply_for_grants.jsp. You must use the forms that are included with the 2008 application so as to avoid using outdated forms that may be on HUDCLIPS or found from another source.

a. SF-424 Application for Federal Assistance - In completing the SF-424, renewal applicants should select the continuation box on question 2, type of application. In section 18 of the SF-424, estimated funding, complete only 18.a., which will be the amount requested from HUD in the FY2008 FSS application, and 18.g., Total. The Federal Identifier requested in 5a. is the PHA number of each applicant (e.g., MD035 or AK002). The Federal Award Identifier is the grant number on your Grant Agreement/1044 from your last grant (e.g. AZ004RFS008A006). If you are a new applicant, you will not have a Federal Award Identifier.

b. SF-LLL Disclosure of Lobbying Activities (if applicable).

c. HUD-2880 – Applicant/Recipient Disclosure/Update Report ("HUD Applicant Recipient Disclosure Report" on Grants.gov).

d. HUD-2991 – Certification of Consistency with the Consolidated Plan (for PHA applicants).

e. HUD-52752 – Certification of Consistency with Indian Housing Plan (for Tribes/TDHE applicants).

f. Contract Administrator Partnership Agreement, required for troubled PHA applicants (see HUD-52755).

g. HUD-96011 Facsimile Transmittal, even if not transmitting any faxes ("HUD Facsimile Transmittal" on Grants.gov).

h. HUD-52767 Family Self-Sufficiency Funding Request Form.

i. The HUD-2994-A – "You Are Our Client Applicant Survey" is optional.

j. Completed Logic Model (form HUD 96010) showing proposed performance measures. See the **General Section** for information on the Logic Model.

k. Code of Conduct per General Section instructions.

2. **Budget Forms**. There are no budget forms required for this application.

C. Submission Date and Time. Your completed application must be received and validated by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date. Please note that validation may take up to 72 hours. Applicants should carefully read section IV titled "APPLICATION and SUBMISSION INFORMATION" in the **General Section** regarding HUD's procedures pertinent to the submission of your application.

D. Intergovernmental Review. Intergovernmental Review is not applicable to this program. **E. Funding Restrictions**

1. **Salary Cap**. Awards under this NOFA are subject to a cap of $68,000 per year per full-time coordinator position funded. Under this NOFA, if applicants apply jointly, the $68,000 maximum amount that may be requested per position applies to up to one full time coordinator position for the application as a whole, not to each applicant separately.

2. **Limitation on Renewal Funding Increases**. For renewal coordinator positions, applicants will be limited to a three percent increase above the amount of the most recent award for the position unless a higher increase is approved by the local HUD field office after review of the applicant's written justification and at least three comparables that must be submitted to the field office by the applicant at the time they submit their FY2008 PH FSS Program Coordinator application to HUD. Examples of acceptable reasons for increases above 3 percent would be the need for a coordinator with higher level of skills or to increase the hours of a part-time coordinator to full-time. Total positions funded cannot exceed the maximum number of positions for which the

applicant is eligible under this NOFA. If the funding increase is not approved by the local field office or area ONAP, the applicant will be eligible for renewal at the level of the most recent award.

3. **Ineligible Activities**

a. Funds under this NOFA may not be used to pay the salary of an FSS coordinator for a Housing Choice Voucher (HCV) FSS program. A PH FSS program coordinator may only serve Low-Rent Public Housing families while the HCV FSS program serves only HCV families. The funding for HCV FSS program coordinators is being made available through a separate NOFA included in the FY2008 Super NOFA.

b. Funds under this FSS NOFA may not be used to pay for services for FSS program participants.

c. Funds under this FSS NOFA may not be used to pay for administrative activities.

F. Other Submission Requirements. Electronic application submission is mandatory unless an applicant requests, and is granted, a waiver to the requirement. Applicants should submit waiver requests in writing using mail or email. Waiver requests must be postmarked (or, for email, dated) no later than 15 days prior to the application deadline date and should be sent to Anice Schervish, 451 7th Street, SW, Room 3236 Washington, DC 20410 or Anice.M.Schervish@hud.gov. If HUD grants a waiver, the applicant will be notified of the application submission requirements for paper copy applications. Paper copy applications must be received by the appropriate HUD office no later than the application deadline date to meet the deadline submission requirements.

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 or area ONAP office and the Grants Management Center to determine whether or not they are technically adequate based on the NOFA requirements. Field offices or area ONAPs will provide to the Grants Management Center (GMC) in a timely manner, as requested, information needed by the GMC to make its determination, such as the HUD-approved PH FSS program size of new applicants and information on the administrative capabilities of applicants.

B. Reviews and Selection Process

1. **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:

a. **Funding Category 1 –** Applications from eligible renewal applicants designated "high performer" in their most recent PHAS review and tribes/THDEs that have been determined eligible as a renewal applicant (PHAS score requirement is not applicable to tribes/THDEs) will be funded for continuation of previously funded eligible positions.

b. **Funding Category 2 –** Eligible renewal applicants designated standard performers on the most recent PHAS review will be funded for continuation of previously funded eligible positions.

c. **Funding Category 3 –** Eligible renewal applicants designated troubled performers on the most recent PHAS review will be funded for continuation of previously funded eligible positions.

d. **Funding Category 4 –** Applications from eligible new applicants agreeing to implement an FSS program of at least 25 slots.

2. Order of Funding.

a. **Funding Category 1**. Starting with Funding Category 1, HUD will first determine whether there are sufficient monies to fund all eligible positions requested in the funding category. If available funding is not sufficient to fund all positions requested in the category, HUD will calculate, for each eligible applicant, the applicant's Positive Escrow Percentage and Graduation Percentage and will use these percentages in making funding decisions. Definitions of the FSS Positive Escrow Percentage and Graduation Percentage are included in the Definitions Section (Section I.C.) of this NOFA.

HUD will begin funding eligible Funding Category 1 applicants starting with the applicants with the highest Graduation Percentage first. If monies are not sufficient to fund all applicants with the same Graduation Percentage, HUD will fund eligible applicants in order starting with those that have the highest Positive Escrow Percentage first. If funding is not sufficient to fund all applicants with the same FSS Graduation Percentage and/or Positive Escrow Percentage, HUD will select among eligible applicants by PH FSS program size (number of approved slots) starting with eligible applicants with the largest PH FSS program size first.

b. **Funding Category 2**. If funding remains after funding all Funding Category 1 applications, HUD will then process eligible Funding Category 2 applications. If there are not enough funds to fund all of Funding Category 2, HUD will use same criteria as provided for Funding Category 1.

c. **Funding Category 3.** If funding remains after funding all Funding Category 2 applications, HUD will then process eligible Funding Category 3 applications. If there are not enough funds to fund all of Funding Category 2, HUD will use the same criteria as provided for Funding Category 1.

d. **Funding Category 4.** If funding remains after funding all Funding Category 1, 2, and 3 applications, HUD will then process requests of eligible Funding Category 4 applicants. If there are not sufficient monies to fund all eligible positions requested, HUD will begin funding positions starting with applicants with the largest PH FSS program size (number of approved slots) first.

3. Based on the number of applications submitted, the GMC may elect not to process applications for a funding priority category where it is apparent that there are insufficient funds available to fund any applications within the priority category.

4. **Corrections to Deficient Applications**. The **General Section** of the SuperNOFA provides the procedures for corrections to deficient applications.

5. **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.

VI. Award Administration Information

A. **Award Notices.** Successful applicants will receive an award letter from HUD. Successful applicants will be notified by letter and will receive instructions for the steps they must take to access funding and begin implementing grant activities. Applicants who are not funded will also receive letters via U.S. postal mail.

B. Administrative and National Policy Requirements

1. **Environmental Impact.** Under 24 CFR 50.19(b)(4) and (12), activities under this NOFA are categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to compliance actions for related environmental authorities.

2. **Applicable Requirements.** Grantees are subject to regulations and other requirements found in:

a. OMB Circular A-87 "Cost principles for State, Local, and Indian Tribal Governments";

b. OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations";

c. HUD Regulations 24 CFR Part 984 "Section 8 and Public Housing Family Self-Sufficiency Program"; and

d. HUD Regulations 24 CFR Part 85 "Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments".

3. **Economic Opportunities for Low- and Very Low-Income Persons (Section 3).** Grantees must comply with Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u and ensure that training, employment, and other economic opportunities shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing and to business concerns that provide economic opportunities to low- and very low-income persons. For this program, this applies to the hiring of FSS Coordinators.

4. **Fair Housing and Civil Rights Laws**. Grantees and their sub-recipients must comply with all Fair Housing and Civil Rights laws, statues, regulations and Executive Orders as enumerated in 24 CFR 5.105(a), as applicable. Please see the General Section III.C.(2)(c) for details.

5. **Provision of Services to Individuals with Limited English Proficiency (LEP)**. Applicants other than EOI General Translation Component should comply with Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, (72 Fed. Reg. 2732, Jan. 22, 2007).

6. **Communications**. Successful applicants should ensure that notices of and communications during all training sessions and meetings shall be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973. See 24 CFR Section 8.6.

7. **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 goals of helping HUD-assisted renters make progress toward self-sufficiency by giving funding preference to PHAs/Tribes/TDHEs whose FSS programs show success in moving families to economic self-sufficiency. You can find out about HUD's Strategic Framework and Annual Performance Plan at http://www.hud.gov/offices/cfo/reports/cforept.cfm.

8. **HUD Policy Priorities**. This NOFA supports the HUD policy priority of helping HUD-assisted renters make progress toward self-sufficiency. See, Section V.B. of the **General Section** for a full discussion of HUD's policy priorities.

C. Reporting. Successful applicants must report activities of their FSS enrollment, progress and exit activities of their FSS program participants through required submissions of the Form HUD-50058 or as otherwise agreed for MTW PHAs. HUD's assessment of the accomplishments of the FSS programs of grantees funded under this NOFA may be based in part on Public Housing Information Center (PIC) system data obtained from the Form HUD-50058. MTW PHAs that do not report to HUD on Form HUD-50058 will be asked to submit an annual report to HUD with the same information on FSS program activities that is provided to HUD by non-MTW PHAs via Form HUD-50058. A grantee is also required to submit a completed Logic Model (HUD-96010) showing accomplishments against proposed outputs and outcomes as part of their annual reporting requirement to HUD. Grantees shall use quantifiable data to measure performance against goals and objectives outlined in their Logic Model. Annual Performance Reports consisting of the updated Logic Model are due in the field office on January 31 of each year. For FY 2008, HUD is considering a new concept for the Logic Model. The new concept is a Return on Investment statement. HUD will be publishing a separate notice on the ROI concept. In addition, 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. Form 50058 used in concurrence with the PIC Data system is a

comparable form. In furtherance of the Federal Funding Accountability and Transparency Act of 2006, funded applicants will be required to provide information on sub-awards made as a result of this award. Sub-award reporting requirements take effect January 1, 2009. HUD will provide further details of this reporting requirement as details are finalized. Applicants that receive awards from HUD should be prepared to report on additional measures that HUD may designate at the time of award.

D. Debriefings. The applicant may request an applicant debriefing. Applicants requesting to be debriefed must send a written request to: Iredia Hutchinson, Director; Grants Management Center, U. S. Department of Housing and Urban Development, 501 School Street, SW, Suite 800; Washington, DC 20024.

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. Prior to the application deadline, staff at the number given above will be available to provide general guidance, but not guidance with 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. Persons with hearing or speech impairments may use the Grants.gov helpdesk email or the toll-free Federal Information Relay Service at 800-877-8339.

B. **Satellite Broadcast.** HUD will hold an information broadcast via satellite for potential applicants to learn more about the PH 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. **Code of Conduct.** Please see the **General Section** for more information.

B. **Transfer of Funds**. If transfer of funds from any of the ROSS programs does become necessary, HUD will consider the amount of un-funded qualified applications in deciding to which program the extra funds will be transferred.

C. 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 2577-0229. 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 6 hours per respondent for the application. This includes the time for collecting, reviewing, and reporting the data for the application. 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.