U.S. Department of Housing and Urban Development

Public and Indian Housing

Jobs Plus Initiative
FR-6300-N-14
Application Due Date: 10/01/2019

Jobs Plus Initiative
FR-6300-N-14
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U.S. Department of Housing and Urban Development

Program Office:	Public and Indian Housing
Funding Opportunity Title:	Jobs Plus Initiative
Announcement Type:	Initial
Funding Opportunity Number:	FR-6300-N-14
Primary CFDA Number:	14.895
Due Date for Applications:	**10/01/2019**

Overview

Prospective applicants should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

HUD is prohibited from disclosing 1) information regarding any applicant's relative standing, 2) the amount of assistance requested by an applicant, and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

For Further Information Regarding this NOFA: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the office contact identified in Section VII.

OMB Approval Number(s): 2577-0281

Paperwork Reduction Act.

I. Funding Opportunity Description.

A. Program Description.

1. Purpose.

The Jobs Plus program develops locally-based, job-driven approaches that increase earnings and advance employment outcomes through work readiness, employer linkages, job placement, educational advancement, technology skills, and financial literacy for residents of public housing. The place-based Jobs Plus program addresses poverty among public housing residents by incentivizing and enabling employment through earned income disregards for working residents and a set of services designed to support work including employer linkages, job placement and counseling, educational advancement, and financial counseling. Ideally, these incentives will saturate the target public housing projects (referred to as "projects" hereafter), building a culture of work and making working residents the norm.

The Jobs Plus program comprises these three core components (further described below):

- Employment-Related Services

- Financial/Rent Incentive – Jobs Plus Earned Income Disregard (JPEID)
- Community Supports for Work

Applicants are encouraged to develop key partnerships to connect participants with any other needed services to remove barriers to work. An Individualized Training and Services Plan (ITSP) should be developed for each participant to establish goals and service strategies, and to track progress.

Background

HUD, the Rockefeller Foundation, and MDRC, through a public-private partnership, designed and supported the Jobs Plus program model between 1998 and 2003. HUD has issued two separate evaluation reports on the demonstration, to identify and document the most promising approaches to increasing employment among families in public housing. Each evaluation showed ongoing positive effects for residents when the program was well-implemented and included the three core elements. More information on the findings can be found at http://www.mdrc.org/project/jobs-plus-community-revitalization-initiative-public-housing-families#overview.

Employment-Related Services

Successful applicants must partner with the local Workforce Development Boards (WDB) and American Job Center(s) (AJC/One-Stop) in their area to offer multiple employment-related services for residents with a range of employment needs. Local Labor Market Information (LMI) should be used both for initial planning and analysis of which employment opportunities are most available locally, and for monitoring ongoing trends.

Program services provided on-site should include, but need not be limited to, the following:

- Career exploration/job readiness workshops
- Job search and job placement assistance
- Entrepreneurship workshops
- Work experience including on-the-job training, internships, pre-apprenticeships and Registered Apprenticeships (HUD encourages opportunities for residents to be paid while training)
- Facilitated connections to education and training opportunities
- Rapid re-employment if job loss occurs
- Proactive post-placement job retention support and career advancement coaching
- Access to computers, phones, fax, and copy machines and other supplies for participants' employment-related uses and adequate training on how to use these technologies

To facilitate these employment services, applicants may consider having dedicated on-site workforce system staff to perform job developer and case manager functions. Job developers work directly with the business community to identify and create employment opportunities and act as liaisons with local employment agencies. Case managers work one-on-one with participants to guide them through the employment process and help them achieve employment-related goals.

Financial/Rent Incentive – Jobs Plus Earned Income Disregard (JPEID)

Successful applicants must also implement a financial/rent incentive for residents of the project, known as the Jobs Plus Earned Income Disregard (JPEID). This component will neutralize any rent increase due to rising earned income for Jobs Plus participants, removing a major disincentive to employment. The rent incentive offered through JPEID will be reimbursed to the PHA via the awarded Jobs Plus grant and should be included in the program budget. Any other compensation to the PHA for lost rent revenues, such as by the standard Earned Income Disregard (EID) calculation in the Operating Fund, will be offset manually to prevent overpayment of HUD funds to grant recipients. Further guidance will be available at the time of the award.

All residents in a Jobs Plus project are eligible to receive the JPEID benefit, even if they do not actively participate in other Jobs Plus activities. But, to access JPEID, residents must sign up for (enroll in) JPEID and in the case of a RAD conversion, the public housing tenants must enroll in JPEID before the RAD closing (while they are public housing residents). Residents who previously used up some or all their lifetime EID eligibility are eligible to receive the full JPEID benefit. When the Jobs Plus program ends, all rent will return to regular income-based calculations at the time of the resident's next rent re-certification. Accordingly, grantees must plan for how to prepare JPEID participants for this transition.

As with any government benefit, an increase in earned income may result in the reduction or loss of other benefits that an individual was previously rec eiving. Grantees, through case management or other means, must be prepared to help residents understand what the overall financial impact of an increase in earned income and the JPEID will be. In addition to facilitating the JPEID, it is expected that grantees will encourage residents to take advantage of other financial work incentives they may be entitled to such as the earned income tax credit (EITC).

Disregarded Amount. The JPEID excludes from the Family Rent calculation 100 percent of a participating resident's incremental earned income for a period of up to 48 months, beginning on the date on which a public housing resident enrolls in JPEID, and ending in 48 months or at the end of the grant period, whichever is sooner, in accordance with Federal Register 83:61 (March 29, 2018) p. 13506.

Calculation of the JPEID. Once a resident has enrolled in JPEID, their baseline income will not change for a period of up to 48 months or for the duration of the grant term, whichever is sooner. Participants who enroll in JPEID early may benefit from the JPEID longer than residents who enroll later. To facilitate reimbursements for rent revenue losses due to the JPEID, grantees must calculate and document each participant's Family Rent at the time of each rent re-certification, both before and after the inclusion of any participating resident's incremental earned income. The difference between these two rents is the amount to be reimbursed to the PHA through the JPEID (using the awarded Jobs Plus grant funds). These calculations must be provided to HUD when drawing the Jobs Plus funds.

As with any government benefit, an increase in earned income may cause the reduction or loss of other benefits that an individual was previously receiving. Grantees, through case management or other means, must help residents understand the overall financial impact of an increase in earned income and the JPEID. It is also expected that grantees will encourage participants to take advantage of other financial work incentives they may be entitled to, such as

the Earned Income Tax Credit (EITC).

Community Supports for Work

Community Support for Work (CSW) is a core component of the Jobs Plus program, reflecting the goal of building a caring and cohesive public housing community that is strongly committed to supporting residents' progress towards economic security.

PHAs are expected to develop a strategy to promote CSW and include that strategy in its workplan. The strategy should include multiple intentional and complementary steps to build CSW falling into two main categories:

- **Activities that build a caring and cohesive public housing community**. For Jobs Plus to be successful, PHA staff members need to trust residents, residents need to trust PHA staff, and ultimately residents need to trust each other. Activities to build trust, create a sense of community, build a sense of shared purpose, train resident leaders, build resident self-confidence, and reduce the social isolation of individual residents are all important for achieving this goal. Social activities that focus primarily on getting residents out of their units are helpful but not sufficient to achieve this goal.
- **Informal and nontraditional activities that support residents' progress toward economic security.** Through the Jobs Plus program, residents will have access to case management, job training, employment placement services, and the JPEID. This component of CSW focuses on steps that go above and beyond these formal Jobs Plus activities. Examples include residents helping other residents prepare their resumes and learn about new job openings, residents driving residents to job interviews and setting up carpooling arrangements, and residents providing residents with motivational support. Broadly communicated messages about the importance of work and how "work pays" also contribute to this component of CSW, as do motivational speakers, exposure to internal and external success stories, and the marketing of stories about residents' success in finding a job and moving up the career ladder.

CSW is something that engages the entire public housing community and not merely the residents that choose to formally engage with the Jobs Plus program through the case management processes and job training programs. This includes not only residents but also PHA staff who are not otherwise involved in the Jobs Plus program, such as property management or maintenance staff who can also encourage residents to participate in Jobs Plus.

Successfully executing the formal parts of the Jobs Plus program will not, on its own, enable a PHA to achieve the full transformative potential of CSW. While the successful enrollment of a large share of residents in formal Jobs Plus activities will obviously be helpful in laying the groundwork for a broader sense of shared purpose, it is not enough. Intentional steps to foster community and encourage residents to help other residents are needed.

Successful applicants will incorporate a robust engagement strategy for involving the residents in the targeted project and creating a working community where there is effective collaboration between the PHA and the residents. Engagement is more than signing up – sustained involvement in the program through effective communication among the resident population, leading to residents' ownership of their own growth and experiences, and that of peers, will yield continued benefits for both participants and future residents of the project beyond the

grant period.

Program outreach should be directed towards residents at all points along the employment spectrum – from unemployed individuals with no work history to working, underemployed families with substantial work history. The application narrative should include strategies to target this wide range of potential participants and any barriers they might face, as well as strategies for retention.

One key strategy for program retention should include the use of residents as Community Coaches. Community Coaches should be empowered to help shape program offerings and outreach efforts based on their intimate knowledge of the needs and strengths of the community, create programs and activities related to employment supports, collect feedback about the program and serve as the voice of the residents in governance meetings. Additionally, they can be used to market the various aspects of the Jobs Plus program, disseminate information about job opportunities and programs via resident social networks in the project, and mentor specific individuals or groups who enroll in Jobs Plus.

Partnerships with Local Agencies

The comprehensive nature of the Jobs Plus program requires that PHAs establish partnerships with American Job Centers and other key social service agencies within the community. These partnerships will strengthen program planning and implementation and streamline access to services for participants. For each partner identified, applicants must describe the role of the partner agency and a description of the services to be provided by the partner agency, as well as any fees associated with those services. Applicants should demonstrate their ability to build collaboration among all partners, regardless of whether a partner will receive grant funding for their services or if the services will be provided in-kind.

Partners should include:

- Workforce Development Boards/American Job Centers
- Local social service agencies
- Employment and training organizations
- Vocational training providers
- Community colleges and four-year educational institutions
- Other supportive service agencies providing either direct services or referrals to services that are critical for supporting successful employment

Besides employment, training and educational supports, grantees will have the flexibility to provide other supportive services based on resident needs and local capacity. HUD expects that all services that are available to residents of the community will be provided in-kind from partners. Grant funds should only procure services that are not already available (by either service type or amount). Examples of the services that may be provided by grant funds (only in accordance with Eligible Activities and Costs in Section III.F), formal partners or the program's referral network include but are not limited to:

- Child care services and/or after school programs
- Transportation assistance
- Financial literacy workshops

- Legal services (e.g. expungement)
- Domestic violence prevention services
- Services for formerly incarcerated/returning/reentering citizens
- Life skills
- Smoking cessation
- Other applicable local business support

Program Goals

Overall goal – Each grant program is expected to support a culture of work that leads to sustainable career ladder employment at a living wage for all work-able eligible residents.

Outreach and Saturation – Each grant program is expected to contact 100% of work-able adults in the project, within the first year, to inform them about the Jobs Plus program and encourage them to be assessed for services and supports. Programs should aim for multiple contacts, continually marketing the program through a range of different outreach strategies.

The following are the minimum goals expected of each grant program by the end of the four-year program:

Numeric Goals	**Minimum goal required by HUD by end of Year 4**
1. Number of individuals enrolled in the Jobs Plus Earned Income Disregard	80% work-able adults in the project
2. Number of Individuals engaged with the Jobs Plus program as measured by the number of individuals completing an assessment at intake	65% of work-able adults in the project
3. Number of individuals provided with one or more post-assessment services	60% of work-able adults in the project
4. Employment rate of work-able adults	110% of baseline employment rate
5. Average yearly earnings of work-able adults	115% of baseline average earnings
6. Share of assessed residents continuously employed for at least 180 days	25%

2. Changes from Previous NOFA.

The 2019 Jobs Plus program NOFA does not modify the fundamental program design described in the 2018 NOFA.

Substantive changes are:

- FY2014 Jobs Plus grantees are allowed to apply for FY2019 funding but not for the previously funded project(s) (Section III.A.1.a).
- Added information on average estimated dollar amount for JPEID to assist applicants in planning their program (Section III.F.6).
- Language has been added to the program specific requirements to clarify the relationship between Jobs Plus and the Rental Assistance Demonstration (RAD) program and benefits to the residents (Section III.F.3). An eligibility criterion was clarified to reflect this (Section III.A.1.c).
- Language has been added to clarify that for contributions of space or infrastructure to be accepted as match/leverage, they have to be non-public housing (Section III.C).
- Removed minimum score requirement that applications have a score of 70 to be funded (Section V.B).

3. Definitions.

a. Standard Definitions

Affirmatively Furthering Fair Housing (AFFH) Regulations. Statutory obligation to affirmatively further the purposes and policies of the Fair Housing Act and guidance promulgated thereunder.

Assurances. By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.

Authorized Organization Representative (AOR) is the person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-424.

Award, as used in this NOFA means a federal grant OR cooperative agreement as specified in Section II.E (Type of Funding Instrument).

Catalog of Federal Domestic Assistance (CFDA) is a directory of the various Federal listings, projects, services and activities offering financial and non-financial assistance and benefits to the American public. CFDA Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

Consolidated Plan is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based

investment decisions with funding from formula grant programs. (See 24 CFR part 91 for more information about the Consolidated Plan and related Annual Action Plan).

Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR 200.22.)
Contractor means an entity receiving a contract.

Deficiency is information missing or omitted within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- Curable Deficiency – Applicants may correct a curable deficiency with timely action.

To be curable the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
- not influence how an applicant is ranked or scored versus other applicants; and
- be remedied within the time frame specified in the notice of deficiency.

- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

Non-curable deficiencies are deficiencies that, if corrected, would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

DUNS Number is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal.

Eligibility requirements are mandatory requirements for an application to be eligible for funding.

Federal Awardee Performance and Integrity Information System (FAPIIS) is a database that has been established to track contractor misconduct and performance.

Grants.gov is the website serving as the Federal government's central portal for searching and applying for federal financial assistance throughout the Federal government. Registration in Grants.gov is required for submission of applications to prospective agencies.

Historically Black Colleges and Universities (HBCUs). -The Higher Education Act of 1965 defines historically Black colleges and universities (HBCUs) as "any historically Black college or university that was established prior to 1964, whose principal mission was, and is, the education of Black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation…"

Institution of Higher Education (IHE), has the meaning given at 20 U.S.C. 1001.

Non-Federal Entity means a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or sub recipient.

Nongovernmental organizations include Non-Federal entities and for-profit entities for the purpose of calculating indirect cost proposals accompanying applications submitted under this NOFA.

Personally identifiable information (PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. For more detail, refer to 2 CFR 200.79.

Point of Contact (POC) is the person who may be contacted with questions about the application submitted by the AOR. The point of contact is listed in item 8F on the SF-424.

Opportunity Zone according to the IRS, is an "economically-distressed community where new investments, under certain conditions, may be eligible for preferential tax treatment." Opportunity Zones are further defined in 26 U.S.C. 1400Z.

Promotores/Promotoras are Spanish-speaking Community Health Workers who work in their communities to reduce barriers to health services and make health care systems more responsive.

Recipient means a non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

Section 3 Business Concern means a business concern: (1) 51 percent or more owned by Section 3 residents; (2) of which at least 30 percent of permanent, full-time employees are currently Section 3 residents, or were Section 3 residents within three years of the date of first employment with the business concern; or (3) provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns meeting the qualifications in this definition.

Section 3 Residents means: 1) Public housing residents; or 2) Low and very-low income persons, as defined in 24 CFR 135.5, who live in the metropolitan area or non-metropolitan county where Section 3 covered assistance is expended.

Standard Form 424 (SF-424) means the government-wide forms required to apply for Application for Federal Assistance Programs, required by discretionary Federal grants and other forms of financial assistance programs. Applicants for this Federal assistance program must submit all required forms in the SF-424 Family of forms, including SF-424B. For an application under this notice to be complete, the applicant must sign and submit all required forms in the SF-424 Family.

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. The legal agreement must contain the subrecipient's assurance of compliance with program requirements, including but not limited to nondiscrimination and equal opportunity requirements.

Subrecipient means a non-Federal entity receiving a subaward from a pass-through entity to carry out part of a HUD program; but does not include an individual beneficiary of such program. A subrecipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).

System for Award Management (SAM), is an official website of the U.S. government. SAM is a U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with Sam.gov is required for submission of applications via Grants.gov. You can access the website at Sam.gov There is no cost to use SAM.

Threshold Requirement – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met for an application to be reviewed; are not curable, except for documentation of applicant eligibility and are listed in Section *III.D Threshold Eligibility Requirements.* Similarly, there are eligibility requirements under Section III.E, *Statutory and Regulatory Requirements Affecting Eligibility*.

4. Program Definitions.

Community Supports for Work (CSW) – CSW is a core component of the Jobs Plus program, reflecting the goal of building a caring and cohesive public housing community that is strongly committed to supporting residents' progress towards economic security. See section I.A.1 on Program Purpose for description.

Jobs Plus Earned Income Disregard (JPEID) – JPEID is the term for the financial incentive (rent incentive) provided in the Jobs Plus program. See section I.A.1 on Program Purpose for description.

Jobs Plus Eligible – any public housing resident of the target public housing project is eligible for Jobs Plus. For applicants with RAD, additional program requirements apply as detailed in Section III.F, "Rental Assistance Demonstration."

Jobs Plus Participant – a public housing resident of the target public housing project who has completed an assessment for the program. For applicants with RAD, additional program requirements apply as detailed in Section III.F, "Rental Assistance Demonstration."

JPEID Participant – any public housing resident of the target public housing project that has enrolled in JPEID. All residents in a Jobs Plus project are eligible to receive the JPEID benefit, even if they do not actively participate in other Jobs Plus activities. But, to access JPEID, residents must sign up for (enroll in) JPEID. For applicants with RAD, additional program requirements apply as detailed in Section III.F, "Rental Assistance Demonstration."

Living Wage- A wage sufficient to enable a family to afford adequate shelter, food and the other necessities of life. See http://livingwage.mit.edu/ to calculate.

RAD Closing. In RAD, closing is the event during which the applicable transaction documents are entered into. "Conversion" does not occur prior to Closing. (See Section 1.13 of the RAD Notice REV-3, H 2017-03 for further details on closing.)

Target Public Housing Project – This is the public housing project that the PHA proposes to target through the Jobs Plus grant. Throughout the NOFA it may also be referred to as the "public housing project" or the "project." The project must meet all other criteria of the NOFA such as that described in Section III.A Criteria for Eligible Public Housing Projects.

Work-able Adults- For the purposes of measuring outcomes of this grant program, a work-able adult generally is an individual between the ages of 18-65 who is mentally and physically able to become employed. The term does not define resident eligibility for the program. Eligibility for resident participation is determined individually by each location.

5. Web Resources.

- Affirmatively Furthering Fair Housing Regulations
- Code of Conduct list
- Do Not Pay
- Dun & Bradstreet
- Equal Participation of Faith-Based Organizations
- Federal Awardee Performance and Integrity Information System
- FFATA Subaward Reporting System
- Grants.gov
- Healthy Homes Strategic Plan
- Healthy Housing Reference Manual
- HUD Funding Opportunities
- HUD's Strategic Plan
- HUD Grants
- Limited English Proficiency
- NOFA webcasts
- Opportunity Zone

- Procurement of recovered materials
- Section 3 Business Registry
- State Point of Contact List
- System for Award Management (SAM)
- Uniform Relocation Act – Real Property Acquisition and Relocation Requirements
- USA Spending

B. Authority.

Jobs Plus, authorized by the Consolidated Appropriations Act, 2014, (Public Law 113-76, approved January 17, 2014). The funding authority of Jobs Plus grants under this NOFA is provided by the Consolidated Appropriations Act, 2019 (Public Law 116-6, approved February 15, 2019) and Consolidated Appropriations Act, 2018 (Public Law 115-141, approved March 23, 2018).

II. Award Information.

A. Available Funds.

Funding of up to **$20,700,000** is available through this NOFA.

Additional funds may become available for award under this NOFA, because of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the applicable funding restrictions contained in this NOFA.
This NOFA announces the availability of approximately $20.7 million in funds for Jobs Plus grants. If funds are appropriated by Congress, HUD may, at its discretion, use additional prior FY's and FY2020 Jobs Plus funding to make additional awards under this NOFA, in accordance with the FY2020 Appropriations Act.

For information on the methodology used to make award determinations under this NOFA, please see Section V.B Review and Selection Process.

B. Number of Awards.

HUD expects to make approximately 7 awards from the funds available under this NOFA.

C. Minimum/Maximum Award Information.

Estimated total funding for the Jobs Plus Program is $20.7 million. Minimum award amounts are subject to budget request and maximum award amounts are $3.7 million. In calculating your grant request, please consider the information in the Grant Sizing section in section IV.F regarding how to estimate JPEID costs.

Award funding will be determined as follows:

Non-elderly Households	Maximum Funding
200-400	$ 2,300,000
401-600	$ 3,000,000
601 and Up	$ 3,700,000

Estimated Total Funding:	$20,700,000
Minimum Award Amount:	$1,000,000 Per Project Period
Maximum Award Amount:	$3,700,000 Per Project Period

D. Period of Performance.

The grant term is 54 months, which includes a 6-month start up period and a 48-month implementation period (estimated start is 2/14/2020 and estimated end is 8/13/2024).

Estimated Project Start Date:	02/14/2020
Estimated Project End Date:	08/13/2024
Length of Project Periods:	Other
Length of Project Periods Explanation of Other:	The grant period of performance is 54-months, which includes 6-month start-up period and a 48-month implementation period.

E. Type of Funding Instrument.

Funding Instrument Type: Grant

All Jobs Plus funds will be provided through a Grant Agreement and HUD's Line of Credit Control System (LOCCS).

III. Eligibility.

A. Eligible Applicants.

Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

1. Criteria for Eligible Applicants

a. Eligible applicants. Eligible applicants are only public housing authorities (PHAs) that operate one or more public housing projects that meet the criteria outlined in this NOFA (see Criteria of Eligible Public Housing Projects below) .

PHAs that received a Jobs Plus program grant for FY 2015, FY 2016 or FY 2017, FY 2018 are not eligible for FY 2019 grant funds. PHAs that received FY2014 Jobs Plus grants may apply

for funding under this NOFA. However, public housing projects previously funded through a FY2014 Jobs Plus grant may not be the target of an FY2019 Jobs Plus application.

Federally designated tribes and tribally designated housing entities are not eligible applicants for this NOFA.

b. Non-performing PHAs: Non-performing PHAs may be eligible to participate in Jobs Plus provided HUD has determined the PHA can implement and oversee the grant successfully. A "non-performing PHA" is defined as a PHA designated by HUD (pursuant to section 6(j)(2) of the 1937 Act) as troubled (listed on HUD's most recently released Operational Troubled List)or is designated as a substandard performer (listed on HUD's most recently released Operational Substandard List), based on its most recent published PHAS score under the Public Housing Assessment System (PHAS). PHAs may contact their field office representative to determine if they are on the lists noted above. When applications are received, HUD will review the lists to determine if any applicants appear on them. For applicants that appear on either list, HUD will use its records and the Office of Field Operations in order to determine if the PHA is still eligible to apply and be considered for funding. If an applicant is selected for funding and it is deemed necessary by HUD, applicants may be required to enter into a Recovery Agreement with HUD, which may include contracting with an entity acceptable to the HUD field office to act as Contract Administrator for the program.

c. Relation to Rental Assistance Demonstration (RAD) Applicants. PHAs that have applied for RAD, received a Commitment to enter into a Housing Assistance Payments Contract (CHAP) (either a Portfolio award that covers the project or a Multiphase award) that covers the target public housing project and are planning on demolition and new construction or major rehabilitation or reconstruction may apply for a Jobs Plus Grant provided they have not yet received a RAD Conversion Commitment (RCC) at the time of the application deadline for this NOFA. If the PHA has received its RCC as of the time of the application deadline, it cannot apply for funding under this NOFA. In the case where there is a Multiphase award, only units at the target public housing project that are not included in an RCC can still be eligible. Applicants should review the program requirements on RAD (see section III.F.3, "Rental Assistance Demonstration" for additional information on RAD and Jobs Plus).

2. Criteria for Eligible Public Housing Projects

Applications must target an eligible public housing project(s) (herein referred to as "project"). A list of projects that meet the criteria is provided in Appendix B of this NOFA. However, the mere appearance of a project on this list does not mean that the project is appropriate for a Jobs Plus program. Projects must meet the criteria below.

Size: Minimum project size of 200 households where at least one resident in each of the households is non-elderly (under age 65).

Unemployment: At least 40 percent of the households (excluding households consisting only of elderly residents) that report no earned income in PIC.

Place: Units to be served must be contiguous unless good cause can be shown that the program will succeed in non-contiguous projects. A description of how the program will be run from one central location and remain accessible to residents of non-contiguous projects will be required. This requirement may disqualify projects on the Eligible Projects list if the Asset Management

Project (AMP) is for scattered sites projects.

PHAs that have more than one project already listed as eligible in Appendix B may apply to serve more than one of the eligible projects if they are contiguous or show in the application that they meet the required criteria for place. No Request for Review of Eligibility is required prior to submitting the application. PHAs with projects not listed on Appendix B that they believe, when combined, meet the criteria, may submit a request for review of eligibility. PHAs may propose to combine two or more projects to meet the criteria for eligible projects, subject to these conditions:

- Parts of projects cannot be combined. Only entire projects may be combined.
- The combined projects must meet the criteria for size.
- The combined projects must meet the criteria for unemployment.

Process for Request for Review of Eligibility. Before submitting this grant application, applicants whose projects are not on Appendix B but who believe a combination of projects will meet eligibility requirements, must submit a Request for Review of Eligibility of their target projects. To be considered, applicants must submit a Request via email to JobsPlus@hud.gov that lists the project name and numbers (in the format found in Appendix B) that are proposed to be combined to meet the criteria for the Jobs Plus program. HUD will review the request using the same query of PIC data on the proposed combined projects to determine if the proposed projects meet the criteria for size and unemployment (see above) that were used to generate Appendix B. HUD will respond within five working days of receipt of the request. That response will be an eligibility approval, eligibility disapproval, or a request for more information. If more information is requested, HUD will respond within five working days upon receipt of the additional information. All initial Requests for Review of Eligibility must be received no later than 20 calendar days prior to the due date of this NOFA.

B. Ineligible Applicants.

See III.A above for criteria on Eligible Applicants. If you are not an eligible applicant per III.A, then you are ineligible to apply for Jobs Plus.

C. Cost Sharing or Matching.

This Program requires cost sharing, matching or leveraging as described below.

This program requires cost sharing/match as described below. Match, both financial and in-kind, is an essential element of Jobs Plus. Jobs Plus grant dollars enable grantees to leverage other local, State and Federal resources to catalyze significant change in employment outcomes for public housing residents. HUD encourages applicants to create a comprehensive continuum of committed resources that support the proposed program.

All applicants are required to have in place a firmly committed match contribution equivalent to at least 25 percent of their total grant amount requested. The match may be provided as a cash or in-kind donation. All agencies listed as providing match are required to provide a detailed letter on agency letterhead signed by a person authorized to make the commitment attesting to the match.

To meet the Match Threshold, match letters must contain:

- Letterhead of contributing entity
- Written signature of authorized individual at the contributing agency
- Date of letter that falls between the publication date and application date of the NOFA
- Language that shows the resource is firmly committed. "Firmly committed" means that the funding amount and its dedication to Jobs Plus is explicit. Endorsements or general letters of support from organizations or vendors alone will not count as resources and should not be included in the application.
- Total dollar value of commitment, per year of grant and overall
- Explanation of how the contributed resource relates to the success of participants in the Jobs Plus program
- For in-kind matches, detailed calculations showing how the total dollar value was derived for each match amount
    - Example – ABC agency is committing 5 slots per year in a computer training program. The match commitment letter must read: 5 slots x $100 per slot x 4 years = $2,000
    - Example – XYZ agency is committing 20 hours of volunteer time per week to operate a drop-in daycare center. The match commitment letter must read: 20 hours per week x $7.50 per hour x 52 weeks x 4 years = $31,200
    - Example – 123 PHA is committing case manager office space and associated utilities. The match commitment must read: 800 square feet x $1.50/sq. foot x 12 months x 4 years = $57,600
    - For match based on participants served, the calculation should be: __residents x __ cost of program per resident per year x __ years of grant = total commitment
    - For match based on staff/volunteer time, the calculation should be: __ hours per year x __ hourly rate x __ years of grant = total commitment
    - For match based on a set resource, the calculation should be: __ monthly rate x __ months per year x __ years of grant = total commitment
    - Calculations must be clear and able to be repeated by reviewers
    - Number of participants served must be clearly stated, reasonable, and appropriate for the size of the development and proposed program
- For cash match, the source and type of the funds must be clearly stated but calculations are not necessary

Applicants proposing to use their own, non-Jobs Plus resources to provide match must also have a letter of commitment indicating:

- Whether the resource is cash or in-kind;
- The source and type of funds (e.g. details related to a non-Federal source);
- The value of the match; and
- How the match will be used.

Applicants may include the following example table, as applicable, in the letter to summarize the calculation:

Source and type of funds	Service, brief description	What need resource meets; how it relates to JP	Number of resource units committed (e.g., (hours, services, sq ft, months, etc.)	Cost per resource unit	Number of residents served	Total amount committed

Federal sources generally may not be used as match to meet or exceed the 25% threshold requirement unless otherwise permitted by that program's authorizing statute.

PHA Operating and Capital Funds may not be used as a match, but may be used in conjunction with a Jobs Plus grant if used for purposes eligible under the program. Regular PHA staff time is not eligible to be used for match.

In-kind contributions may include, but are not limited to, items in the following list. All must be related to the activities of the Jobs Plus program.

- The rental value of a non-public housing building or space in a non-public housing building donated for Jobs Plus purposes;
- Other non-public housing infrastructure for Jobs Plus purposes;
- Time and services contributed by volunteers;
- Staff salaries and benefits of service providers (PHA staff time may not be counted);
- The value of supportive services provided by a partner agency
- TANF services:
    - Existing and newly generated TANF cash benefits (for individuals) will not be accepted as a resource for match funding.
    - Existing and newly generated non-cash services provided by TANF agencies may be accepted as a resource for match funding.

Wages projected to be paid to residents through jobs or projected benefits (e.g., health/insurance/retirement benefits) related to projected resources to be provided by the Jobs Plus program may not be counted.

If preferred, match commitments may be laid out in the Memorandum of Understanding (MOU) specified in section III.C.2, below, instead of a Match Commitment letter, but must contain all calculations described above. The letterhead requirement does not apply if match is detailed in the MOU.

Applicants that do not demonstrate the minimum match will not receive further consideration for funding.

D. Threshold Eligibility Requirements.

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated.

Outstanding civil rights matters must be resolved to HUD's satisfaction prior to grant award, provided that all applicable legal processes have been satisfied.

1. Timely Submission of Applications. – Applications submitted after the deadline stated within this NOFA that do not meet the requirements of the grace period policy will be marked late. Late applications are ineligible and will not be considered for funding. See also Section IV Application and Submission Information, part D. Application Submission Dates and Times.

2. Eligible Applicants and Eligible Projects. Applicants that do not demonstrate compliance with the requirements in Section III.A will not receive further consideration for funding.

3. **Memorandum of Understanding (MOU).** Applicants must establish and maintain a working relationship with the local Workforce Development Board and/or local American Job Center (formerly known as One-Stop Center). This is a statutory requirement of the Jobs Plus program. To meet the threshold requirement, the applicant must submit documentation of this relationship in the form of a MOU between the Housing Authority and the local Workforce Development Board or American Job Center/One-Stop Center. Additionally, the MOU must identify roles and responsibilities of the signatory agencies as it pertains to the program and how the Workforce Innovation and Opportunity Act (WIOA) funds will be used to support the Jobs Plus program at the targeted project. The MOU must include a description of the local employment market with information related to skills and training for in-demand jobs (or additional narrative may be provided if it is not possible in the MOU). The MOU must have been signed by all parties between the date of publication of this NOFA and the application due date. If there is an MOU already in place, the parties must execute (and provide a copy of) an Addendum that specifically references the Jobs Plus Program for Fiscal Year 2019, and meets the date requirements above.

4. Match – Applicants that do not demonstrate the minimum match through the attachment of detailed match commitment letters as described in this NOFA Section III.C will not receive further consideration for funding.

5. Application Completeness. Applications missing any of the documents listed in section IV.B.2.b will be considered non-responsive to the NOFA and will not be considered for funding.

E. Statutory and Regulatory Requirements Affecting Eligibility.

Eligibility Requirements for Applicants of HUD's Grants Programs.

The following requirements affect applicant eligibility. Detailed information on each requirement is posted on HUD's Funding Opportunities Page (**click here**).

Outstanding Delinquent Federal Debts
Debarments and/or Suspensions
Pre-selection Review of Performance
Sufficiency of Financial Management System
False Statements
Mandatory Disclosure Requirement
Prohibition Against Lobbying Activities
Equal Participation of Faith-Based Organizations in HUD Programs and Activities

F. Program-Specific Requirements Affecting Eligibility.

This section contains Jobs Plus program requirements. Applicants must review this section and ensure they comply with the requirements, as relevant. Applicants selected for funding must follow these requirements in implementing their grant.

1. Grantees must administer their Jobs Plus program in accordance with the criteria in Section I.A.1 of this NOFA, "Program Description – Purpose." Such criteria includes requirements and guidance on program structure, the three core components of the Jobs Plus program (Employment-Related Services, Financial/Rent Incentive – Jobs Plus Earned Income Disregard (JPEID), and Community Supports for Work), as well as Partnerships and Goal setting.

2. Grant Term. Successful applicants will be required to implement the full term of the grant at the public housing project(s) for which funds were awarded.

3. Rental Assistance Demonstration (RAD). Grantees are required to inform HUD of any planned Rental Assistance Demonstration (RAD) conversions at the Jobs Plus project. Under RAD, PHAs convert public housing to section 8 Project Based Vouchers (PBV) or Project Based Rental Assistance (PBRA). PHAs are required to inform HUD of any planned RAD conversions at Jobs Plus target public housing projects. RAD conversions are permitted at Jobs Plus target public housing projects during the performance period of a Jobs Plus grant award, subject to certain limitations described below. Sections 1.6.C.9 and 1.7.B.8 of the current RAD notice (PIH 2012-32 (HA)/H-2017-03, REV-3), state that Jobs Plus grantees awarded FY14 and subsequent-year funds that convert the target project(s) under RAD "will be able to finish out their Jobs Plus grant at that project unless significant relocation and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the Secretary's discretion, chose to end the Jobs Plus program at that project." In addition, PHAs planning RAD conversions at Jobs Plus target public housing projects must enroll public housing residents into the Jobs Plus rent incentive (JPEID) before the RAD closing prior to conversion (before the public housing residents become section 8 residents). After conversion, these RAD PBV or PBRA residents are no longer public housing residents and they are thus not eligible to enroll in JPEID. RAD PBV or PBRA residents are not eligible to enroll in the JPEID because, pursuant to HUD Appropriations Acts, Jobs Plus is for the benefit of public housing residents. Nonetheless, use of Jobs Plus funds for other eligible activities (i.e., not JPEID) is permissible for all grantees, regardless of whether a Jobs Plus target public housing project has converted to section 8 PBV or PBRA through RAD. This means that if a target public housing project converts through RAD, Jobs Plus services offered at the converted target project can be utilized by all residents, as long as any such services predominantly benefit the former public housing residents who resided at the target project at the time of conversion.

Residents at Jobs Plus target public housing projects will fall into one of three categories: (a) public housing residents; (b) Section 8 residents (PBV or PBRA) who were public housing residents prior to the RAD conversion; and (c) Section 8 (PBV or PBRA) residents who were not public housing residents prior to the RAD conversion. Each category has specific implementation guidance as outlined below:

(a) Public Housing Residents

Public Housing residents at the target public housing project can be served by the full Jobs Plus

program including the JPEID rent incentive for the full term of the grant.

(b) Section 8 Residents (PBV or PBRA) who were Public Housing Residents prior to the RAD Conversion

Section 8 residents (PBV or PBRA) who **were** public housing residents at the target project prior to the RAD conversion **and** enrolled in the JPEID rent incentive can continue to benefit from the full Jobs Plus program (including JPEID) for the full term of the grant.

Section 8 residents (PBV or PBRA) who **were** public housing residents at the target project prior to the assistance conversion but **were not** enrolled in the JPEID rent incentive at the time of the RAD conversion **cannot** benefit from the JPEID. However, for the full term of the grant, these Section 8 residents may benefit from the other elements of the Jobs Plus program including, job development and placement services that predominantly benefit the former public housing residents who resided at the target project at the time of RAD conversion.

(c) Section 8 Residents (PBV or PBRA) who were not Public Housing Residents at the time of a RAD Conversion

Section 8 residents (PBV or PBRA) who were **not** public housing residents prior to the RAD conversion (e.g., residents who moved into the target project after the RAD conversion) **can not** benefit from the JPEID rent incentive. However, for the full term of the grant, these Section 8 RAD PBV or PBRA residents may benefit from the other elements of the Jobs Plus program including, job development and placement services that predominantly benefit the former public housing residents who resided at the target project at the time of RAD conversion.

4. Subawards and Subrecipients. The Jobs Plus program does not allow subawards, subrecipients or subgrantees. This means that if a grantee intends to use an outside service provider/service professional in administering the program, they must follow the applicable procurement requirements and procedures. See 2 CFR part 200.

5. Data Sharing. Applicants must share data gathered as part of the Jobs Plus program with HUD or HUD designees upon HUD's request. This includes, but is not limited to, data on program management, outcomes, participants and expenditures.

6. Eligible Activities and Costs

The following are eligible activities under the Jobs Plus program. Grant funds can be used for these activities/costs.

- Hiring and compensating staff such as case managers or other service-related personnel (salary and fringe benefits for either Jobs Plus-specific staff or partner staff dedicated in whole or in part to providing Jobs Plus-related services).
- Providing services, such as job development and placement services; work readiness, including health screening; assistance with purchasing books, training materials, uniforms, test fees, work-related tools, interview clothing, required immunizations or health testing (e.g. TB test) or other hiring pre-requisites, state-issued Picture ID; education, job training, job counseling, job search skills, tutoring, mentoring, literacy, financial literacy and/or coaching; computer and internet access/on-site computer labs, and training on computer use and online technologies; counseling; transportation; and child care. (Services may be provided by the PHA or any partner/sub-contractor.

- Rent incentive - Jobs Plus Earned Income Disregard. Applicants may consider the following information regarding how to estimate JPEID costs. Please note that these are estimates only. The section provides guidance for projects to consider in budgeting for JPEID. This guidance is based on an analysis of quarterly JPEID data for past Jobs Plus grantees and is focused on quarterly JPEID expenditures, which are defined as the total amount of JPEID for all households at the project for the quarter, which may be determined from the JPEID tool grantees use. There are many factors that may affect future JPEID expenditures, including: the pace of enrollment into JPEID; the extent to which unemployed households enrolled in Jobs Plus experience earnings gains; the extent to which households currently receiving JPEID lose their jobs or experience earnings decreases; local economic conditions; whether the PHA requires interim income recertifications when residents experience an increase in earnings between annual recertifications; predicting the impact of all of these factors can be difficult. It may be useful to estimate a "high" boundary and a "low" boundary for total JPEID expenditures during the planned grant period. But based on analysis of past Jobs Plus grantees JPEID expenditures, applicants may expect to spend for JPEID an average amount of $3,300 per work-able adult over the course of the program. Applicants may find it useful to use this amount in developing their Jobs Plus application and budget.
- Technical assistance. HUD encourages PHAs and partners to seek technical assistance in implementing a successful Jobs Plus program. Technical assistance is an eligible use of funds and should be accounted for in the budget; however, HUD reserves the right to approve all technical assistance and providers for the PHA. Further guidance will be issued upon grant award.
- Administrative costs, such as rental of office space and related utilities, office supplies, equipment, and postage.
- Lease or rental of private (non-public housing property) space for Jobs Plus activities is an eligible use of administrative funds, under these conditions:
    - The lease must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible for a person with disabilities;
    - No repairs or renovations of the property may be undertaken with Jobs Plus funds; and
    - Properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with federal funds.
- Data collection/tracking and related software.
- Staff training/development/conferences/participating in learning networks and associated travel.
- NOTE: All program expenses must be approved by HUD and be within statutory and regulatory limitations (e.g., 2 CFR Part 200).
- NOTE: HUD reserves the right to approve or disapprove any activity and may adjust grant budget amounts accordingly within individual grants and across this grant program.

G. Criteria for Beneficiaries.

This program has eligibility criteria for beneficiaries.

IV. Application and Submission Information.

A. Obtaining an Application Package.

Instructions for Applicants.

You must download both the Application Instruction and the Application Package from Grants.gov. You must verify that the CFDA Number and CFDA Description on the first page of the Application Package, and the Funding Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the portable document forms (PDFs) available on Grants.gov, such as the SF-424 Family. The Instruction Download contains official copies of the NOFA and forms necessary for a complete application. The Instruction Download may include Microsoft Word, Microsoft Excel and additional documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. For example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS is not deemed good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if HUD does not receive your written request at least 15 days before the application deadline and if you do not demonstrate good cause. An email request for a waiver sent 15 days before the application is due will also be considered. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver you must contact:

Email: JobsPlus@hud.gov
The subject line of the email message should be "FY 2019 Jobs Plus 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).

B. Content and Form of Application Submission.

You must verify that boxes 11, 12, and 13 on the SF424 match the NOFA for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and

Application Package.

Submission of an application that is otherwise sufficient, under the wrong CFDA and Funding Opportunity Number is not a curable deficiency and will result in your application being declared ineligible for funding.

1. Content.
Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Application for Federal Assistance - Standard Form SF_424	Required - See Section IV.B.2.b of this NOFA for more information	HUD may contact an applicant to clarify items on this form, and will be treated as a curable deficiency (see Section IV.D and V.B of this NOFA (Corrections to Deficient Applications) for more information.)
Disclosure of Lobbying Activities - Standard Form SF_LLL	If applicable - See Section IV.B.2.c of this NOFA for more information	HUD may contact an applicant to clarify items on this form, and will be treated as a curable deficiency (see Section IV.D and V.B of this NOFA ("Corrections to Deficient Applications") for more information.)
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	HUD will provide instructions to grantees on how the form is to be submitted.	HUD instructions to grantees are provided by webcast, To view the webcast, click here.

Additionally, your complete application must include the following narratives and non-form attachments.

Other Application Submission Information

(See also "Guidance for Locating and Completing Forms")

Executive Summary	Include an Executive Summary of the proposed program. Do not exceed three (3) pages.
Jobs Plus Narratives	The written narrative must address the rating factors noted in Section V.A.1 of the NOFA. Narratives are required for Rating Factors 1, 2 and 3. This is a threshold requirement. If narratives or other required submissions for the rating factors are missing from the application, they cannot be requested as a cure for deficiency. Your

	application will be reviewed based on the material submitted.
Map of Project	Include a map showing the layout of the target public housing project to be served. This is part of Rating Factor 1 (see section V.A.1).
MOU between PHA and WDB and/or AJC/One-Stop	This is a threshold requirement (see section III.D). If it is missing from the application, it cannot be requested as a curable technical deficiency. MOU narrative, if applicable as described in the threshold section III.D, may be included here as well.
Implementation Schedule	Part of Rating Factor 3 (see section V.A.1). This is a threshold requirement. If it is missing from the application, it cannot be requested as a curable technical deficiency.
Detailed Program Budget	Part of Rating Factor 3 (see section V.A.1). - Applicant's own format. This is a threshold requirement. If it is missing from the application, it cannot be requested as a curable technical deficiency.
Jobs Plus Summary Budget	Part of Rating Factor 3 (see section V.A.1). - Form provided in Grants.gov download. This is a threshold requirement. If it is missing from the application, it cannot be requested as a curable technical deficiency.
Budget Narrative	Part of Rating Factor 3 (see section V.A.1). This is a threshold requirement. If it is missing from the application, it cannot be requested as a curable technical deficiency.
Match chart	See Rating Factor 4 for instructions (see section V.A.1).
Match Commitment Letters	This is a threshold requirement. If it is missing from the application, it cannot be requested as a curable technical deficiency. See Section III.C - Match and Rating Factor 4 (section V.A.1) for instructions
Preference Point documentation	See Section V.A.2.

2. Format and Form.
Narratives and other attachments to your application must follow the following format guidelines.

a. Applications must be submitted with these following attachments:

- **Executive Summary –** File named PHA_Name_Executive_Summary. Not to exceed 3 pages.
- **Rating Factor 1 Narrative – Capacity.** File named

PHA_Name_Rating_Factor_1_Capacity, not to exceed 15 pages.

- **Rating Factor 2 Narrative – Need.** File named PHA_Name_Rating_Factor_2_Need, not to exceed 5 pages.
- **Rating Factor 3 Narrative – Soundness of Approach.** File named PHA_Name_Rating_Factor_3_Soundness, not to exceed 20 pages.
- **Map of Project.** File named PHA_Name_Map.
- **Signed MOU between PHA and WDB.** File named PHA_Name_MOU.
- **Implementation Schedule.** File named PHA_Name_Implementation_Schedule. Not to exceed 5 pages.
- **Match Commitment Chart.** File named PHA_Name_Match_Commitment_Chart.
- **Match Commitment Letters.** One PDF file with all letters named PHA_Name_Match_Commitment_Letters.
- **Detailed Program Budget.** File named PHA_Name_Detailed_Budget.
- **Jobs Plus Summary Budget.** Excel file named PHA_Name_Summary_Budget.
- **Budget Narrative.** File named PHA_Name_Budget_Narrative, not to exceed 5 pages.
- **Preference Points.** File named PHA_Name_PrefPts (no page limit)

Upload files ***in the above order*** onto Grants.gov. You may combine all narratives into one PDF file and upload as one file, but a Table of Contents should be included with page numbers to reference each narrative section. Narrative page limits assume 12 point Times New Roman font with double spacing and one-inch margins. A page with smaller type (i.e., smaller font size and shape) or narrower margins will be counted as two pages.Tables and budgets need not adhere to these standards. Only the information contained within the page limits for *each* narrative will be used for scoring *that* narrative.

b. Applications missing any of the following will be considered non-responsive to the NOFA and will not be considered for funding:

- Rating Factor 1 Narrative – Capacity;
- Rating Factor 2 Narrative – Need;
- Rating Factor 3 Narrative – Soundness of Approach;
- Signed MOU between PHA and WDB;
- Implementation Schedule;
- Detailed Match Commitment Letters;
- Detailed Program Budget;
- Jobs Plus Summary Budget;
- And Budget Narrative.

3. Guidance for Locating and Completing Forms

a. General. The application consists of the "application download" and the "instructions download." Forms referred to as "electronic" are part of the application download in grants.gov, and forms referred to as "attachments" are part of the instructions download in grants.gov. Use only the forms included in the Grants.gov application download and instructions download for this funding opportunity to avoid using outdated forms.

b. SF 424.

Boxes in yellow are mandatory fields.
Question 2 – All applicants should select the "new" box on question 2, "type of application."
Question 5a – The Federal Identifier requested in 5a is the PHA number of each applicant PHA (e.g., MD035 or AK002).
Question 5b – You may leave this blank.
Question 8.d – 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 need not attach anything.

Question 15 – PHA discretion. Suggest using the name of your PHA and Jobs Plus.
Question 16 – If the location of the applicant's office and the location of the program/project are within the same Congressional District include the same answer for both parts.

Question 17 – Use the dates stated in the preamble of the NOFA or estimate.
Question 18 – Complete 18.a which will be the amount of federal funds requested from HUD in this application. The dollar amount entered in 18.a must be the total requested under this NOFA. 18.b should reflect the total match that you and your partners are committing to the program. No funding amount should be reported in 18.b through 18.f. The total, found in 18.g, will populate a cumulative figure.
Question 19 – Answer c. Program is not covered by E.O. 12372.
Do not add attachments to the SF_424. Use the Attachments Form in the electronic application to submit attachments.

c. SF-LLL. If this form is not applicable to your agency, do not include it in your submission.

d. HUD2880 Applicant Recipient Disclosure Report - the answer to Part I Threshold Determination Question 1 is "Yes". The answer to Part I Threshold Question 2 is "Yes" if you are applying for more than $200,000 in the first year of this Application or if you (the applicant identified in box 8a of the SF-424) are applying for other awards resulting in a total amount from all applicants in excess of $200,000. Most applicants for Jobs Plus will answer "Yes" to Part I Threshold Question 2. If you answered Yes to Question 2, you must fill in the rest of the form (Parts II and III) even if the answers are "N/A". If you answer "No" to Question 2, you will not need to fill out the rest of the form, but you still must send it in. It will be considered signed as a result of your electronic application submission.

C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.

1. SAM Registration Requirement.
Applicants must be registered with SAM before submitting their application. In addition, applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

2. DUNS Number Requirement.
Applicants must provide a valid DUNS number, registered and active at SAM, in the application. DUNS numbers may be obtained for free from Dun & Bradstreet.

3. Requirement to Register with Grants.gov.

Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the EBiz Point of Contact in SAM to submit applications for the organization.

Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot submit an application through Grants.gov. Complete registration instructions and guidance are provided at Grants.gov. See also Section IV.B for necessary form and content information.

D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **10/01/2019**. Applications must be received no later than the deadline.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

"Received by Grants.gov" means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Grants.gov then assigns an application tracking number and date-and time-stamps each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

"Validated by Grants.gov" means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting "Applicants" from the top navigation, and selecting “Track my application” from the dropdown list. If the application status is "rejected with errors,” you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in “rejected with errors” status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after submitting an application.

HUD strongly recommends applications be submitted at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.

- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column.
- To view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Please make note of the Grants.gov tracking number as it will be needed by the Grants.gov Help Desk if you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially-declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also include the fact of the extension in the program's Notice of Funding Awards required to be published in the Federal Register.

In determining whether to grant a request for an extension based on a presidentially-declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

PLEASE NOTE: Busy servers, slow processing, large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

1. Amending or Resubmitting an Application.
Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

2. Grace Period for Grants.gov Submissions.
If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the

Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding.

There is no grace period for paper applications.

3. Late Applications.
An application received after the NOFA deadline date that does not meet the Grace Period requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

4. Corrections to Deficient Applications.
HUD will not consider information from applicants after the application deadline. HUD may contact the applicant to clarify information submitted prior to the deadline. HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that, if corrected, it would not alter, in a positive or negative fashion, the review and rating of the application. See curable deficiency in the definitions section (Section I.A.3.). Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized representative by email. This email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request to cure a deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

Applicants must email corrections of curable deficiencies to applicationsupport@hud.gov within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to applicationsupport@hud.gov must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in SAM will render the application ineligible for funding.

5. Authoritative Versions of HUD NOFAs. The version of these NOFAs as posted on Grants.gov are the official documents HUD uses to solicit applications.

6. Exemptions. Parties that believe the requirements of the NOFA would impose a substantial burden on the exercise of their religion should seek an exemption under the Religious Freedom Restoration Act (RFRA).

E. Intergovernmental Review.

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

F. Funding Restrictions.

Ineligible Activities.

1. Funds under this Jobs Plus NOFA may not be used for performance of routine Public Housing or HCV program functions, or for renovation or repairs of the property, beyond minimal alterations to make the facilities accessible for a person with disabilities.
2. Jobs Plus funds cannot be used to pay for any activities carried out on or before the date of the letter announcing the award of the Jobs Plus grant.
3. Jobs Plus funds cannot be used to pay for the cost of Jobs Plus application preparation.
4. Jobs Plus funds cannot be used to pay for: medical or dental services; gift cards/cash; personal hygiene items; resident utility payments; resident vehicle repair/inspection/insurance; traffic ticket fines/fees.

Indirect Cost Rate.

Statutory or Regulatory Restrictions Apply

Funding under this program may only be used for direct costs. Therefore, indirect costs are not permitted under this NOFA.

G. Other Submission Requirements.

1. Application Certifications and Assurances.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), the applicant and the signing authorized representative affirm that they have reviewed the certifications and assurances associated with the application for federal assistance and (1) are aware the submission of the SF424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized representative to the application made a false certification or assurance, caused the submission

of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally-recognized Indian tribes, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

2. Lead Based Paint Requirements.

When providing education or counseling on buying or renting housing that may include pre-1978 housing, when required by regulation or policy, applicants must inform clients of their rights under the Lead Disclosure Rule (24 CFR part 35, subpart A), and, if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subparts B, R, and, as applicable, F - M).

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

Only applications that meet all the eligibility and threshold requirements listed in this NOFA will be eligible to be scored and ranked, in accordance with the rating factors in section V.A.

Rating Factors. Each rating factor is weighted as indicated by the number of points that are assigned to it. The total maximum score that can be attained is 102 points. Applicants should be certain that each rating factor is adequately responded to in their application and that all applicable information requested by the NOFA is provided. If the response to a specific rating factor cites information provided in the response to another factor, clearly indicate where the information is located so the information can be easily located by the reviewer. To be awarded full points for each rating factor, you must provide comprehensive, high-quality responses to each of the requested items in each factor.

Scoring Summary Table	Maximum Points
Rating Factor 1: Capacity (Max 15 pages)	
A. Team Make-Up, Roles/Responsibilities	11
B. Past Performance with Similar Programs	6
C. Capacity to Operate a Place-Based, Community-Focused Program	8
D. Section 3	5
E. Experience Partnering with Residents	4

Rating Factor 1 Total Score	**34**
Rating Factor 2: Need (Max 5 pages)	
A. Resident Population Demographics	1
B. Other Existing Employment-Related Programming	2
C. Local Employment Market	3
D. Resident Feedback	2
Rating Factor 2 Total Score	**8**
Rating Factor 3: Soundness of Approach	
A. Program Activities and Implementation Plan (Max 20 pages)	43
1. Outreach and Engagement	7
2. Career/Employment/Training Services	12
3. Specific Goals	8
4. Rent Incentive - JPEID	6
5. Community Supports For Work (CSW)	7
6. Data Management	3
B. Program Schedule	4
C. Budget	7
Rating Factor 3 Total Score	**54**
Rating Factor 4: Match/Leverage	**4**
Rating Factor 5: Preference Points	**2**
TOTAL APPLICANT SCORE	**102**

Rating Factor 1 - Capacity (Max 15 pages) Maximum Points: 34

Managerial, Technical, and Administrative Capacity.

HUD will evaluate the extent to which the applicant demonstrates past performance and the organizational resources necessary to successfully implement the proposed activities in accordance with the proposed implementation schedule. HUD's evaluation of the applicant's capacity may include a capacity and past performance review by the local PIH Field Office.

Do not submit job descriptions or resumes. Do not submit Social Security Numbers of any individuals. Please note that the Capacity rating factors evaluate and award points based on experience that occurred in the past, not plans for the future, unless otherwise noted below.

Please provide your response accordingly.

A. Team Make-up, Roles/Responsibilities (up to 11 points, as sub-divided below).

Note: Only in this Capacity sub-factor may you discuss information and plans for the future.

1. Describe the team you propose to assemble to implement the Jobs Plus grant, including within the PHA as well as all partner organizations that will be part of your Jobs Plus program (external partners and contracted service provider/service professionals). For example, this team may include a Jobs Plus project director, day-to-day managers, job developers , community outreach workers, case managers, service coordinators, Workforce Development Board/American Job Center, service providers, PHA executive leadership, property management staff, consultants and others). . What roles and responsibilities will the team members have? How will team members report to the Jobs Plus project director. How will the Jobs Plus project director work with/report to other senior staff within the PHA (up to 3 points).
2. Describe the decision-making process including the process for establishing common program goals, maintaining an ongoing commitment to achieving those common goals throughout the grant term, and ensuring accountability from non-performing partners (up to 2 points).
3. Describe how you will ensure your partners will stay engaged throughout the term of the grant, including specific strategies for (up to 2 points): Partner Management, including evaluating partners for effectiveness, adding new partners, and removing non-performing partners and Partner Communication, including keeping partners informed of program developments, sharing challenges, and highlighting impact stories.
4. Describe your strategy for case management (up to 2 points), including:
    - Providing all assessed residents with effective case management that ensures residents can efficiently progress without delay from their first engagement with the Jobs Plus program to their initial assessment, to receiving job training and employment services with the resources you have in place.
    - Your case management staffing plan and tracking system, with the number of case management staff you plan to hire, the timing of those hires, and their expected caseloads.
        - *Please note: Points will only be awarded if there are detailed figures showing why the anticipated caseload is expected to be less than 50:1. If you plan to maintain a caseload that is equal to 50:1 or more, you must explain your reason for maintaining a higher caseload and your basis for expecting that you will be able to provide effective case management with that caseload.*

5. Describe how you will maximize the peer engagement role of community coaches (up to 2 points), including:

- Recruiting, training, hiring, employing, supervising, and graduating residents as

Community Coaches?

- What specific goals and tasks would you expect your community coaches to achieve in a quarter?

B. Past Performance with Similar Programs (up to 6 points, as sub-divided below).

1. Describe your proposed team's specific experience with large multiyear programs (up to 3 points), including:
    - A detailed description of how the team has effectively worked with multiple partners and sources of funding.
    - Evidence of the team's managerial, technical, and administrative capacity to effectively administer such programs.
2. Describe in detail your team's recent (within the last 5 years), relevant (include joint initiatives between the PHA and the local Workforce Development Board/American Job Center, if any) experience working collaboratively with residents to (up to 3 points):
    - Operate programs that are specifically designed to improve employment opportunities and increase earned income for low-income individuals.
    - Effectively implemented evidence-based strategies to improve the lives of public housing residents, including details of the how the research was incorporated into the program design.
    - Set achievable goals and track the progress of these programs, including the initial goals set by participants and the eventual measured outcomes for each of these programs, and the specific strategies that they used to achieve their goals.

HUD may verify information provided by applicants in accordance with Section V.B.

C. Capacity to Operate a Place-Based, Community-Focused Program (up to 8 points, as sub-divided below).

1. Describe the relevant past experience of the proposed Jobs Plus team, including Jobs Plus project director and key staff as described in response to the above rating factor, and how it will enable you to ensure you operate a place-based, community focused program (up to 2 points).
2. Describe the physical facilities that will be used to operate the Jobs Plus program, and how you will specifically use those facilities to offer services to working adults outside of normal business days and hours (up to 2 points).
3. Include a map of the target public housing project with the project(s) clearly marked, affirmatively demonstrating a contiguous project (1 point).
4. If you are proposing to combine two or more projects that are not contiguous, describe in detail how you will operate the program from one central location that is easily accessible to all residents and partners (3 point). *Please note: If the proposed project is unambiguously shown and affirmed as contiguous, these points will be automatically awarded.*

D. Section 3 (up to 5 points, as sub-divided below).

1. Provide a description of your recent (within the last 5 years) Section 3 initiatives and results (up to 2 points), including:

- Innovative approaches to meet the Section 3 regulatory requirements.
- The number of residents who have been hired by the agency and by contractors.
- The number of Section 3 residents who were retained beyond the initial project.
- The types of training opportunities provided to Section 3 residents.
- How residents were notified about Section 3 training and employment opportunities.

2. Describe how you will connect Jobs Plus participants to employment opportunities, such as training positions, either within the PHA or with your contractors (up to 3 points), including:
    - Incentives you will provide to contractors to hire or retain Jobs Plus participants.
    - How you will monitor contractors for compliance.
    - What sanctions you will impose for non-compliance.

E. Experience Partnering with Residents (up to 4 points, as sub-divided below)

1. Describe in detail your active and ongoing collaborations with residents to meet your mutually agreed upon goals, including the specific, positive outcomes you have achieved together. Describe how your efforts meaningfully engaged residents (up to 3 points).
2. Resident Council (up to 1 point)

a. Is there a Resident Council at your proposed Jobs Plus project, with a democratically elected board and written procedures as outlined in 24 CFR 964.115? If so, describe the Council and your involvement with them over the past two years (1 point); OR
b. If there is no Resident Council as described in 2.a, please explain how you have worked with residents at this project over the past two years, and what steps you will take to have a Resident Council in place for the program (1 point).
c. Note: You may only earn one point for this factor based on either 2.a or 2.b.

Rating Factor 2 - Need (Max 5 pages)	Maximum Points: 8

HUD will assess the extent to which the applicant can document the need for the program. The application should include qualitative and quantitative information that demonstrates that the proposed project will meet the documented needs of current public housing residents of the target project.

A. Resident Population Demographics (1 point). Provide a socio-economic and demographic description of the residents residing within the target public housing project.

- Include the number of potential participants in the Jobs Plus program (these are "work-able adults," who are people between the ages of 18-65 who are mentally and physically able to become employed).
- Include the current rate of unemployment (individuals and households reporting zero earned income on their latest rent re-certification).

B. Other Employment-Related Programming (up to 2 points). Provide a description of the other programming the
PHA has been operating to provide employment-

related services to public housing residents in the proposed target public housing project.

- Include the goals and outcomes of these programs and how the Jobs Plus program will enhance or replace the existing programming.
- Include a list of the current employer partnerships that have been built as a result of existing programming.

C. Local Employment Market (up to 3 points). Describe the local employment market of the proposed target project(s).

- Include information on the local growth sectors and what skills and training are needed to prepare residents to pursue in-demand jobs, and whether career pathways exist that can lead to a living wage.
- Describe your strategy for using local labor market data to inform the service delivery, employment training, job retention, and career advancement for residents at your target public housing project.
- Describe how you will build interest in growth sectors and match the interest of residents to the needs of the local employment market.

D. Resident Feedback (up to 2 points). Describe the process you have used to determine the needs of the residents in the identified project(s) (for example, surveys or focus groups). How have you used the feedback you received to inform your strategy and shape your program?

Rating Factor 3 - Soundness of Approach	Maximum Points: 54

This factor addresses the soundness of the proposed approach and the quality and feasibility of the proposed work plan. HUD will assess the proposed approach, as provided in response to the subfactors below, and the extent to which it clearly presents a high quality, achievable strategy for increasing residents' income through the three core elements of Jobs Plus -- employment-related services, financial incentives and community support for work.

A. Program Activities and Implementation Plan (Max of 20 pages) (up to 43 points, as sub-divided below). Applicants must provide a work plan with the following information:

1. Outreach and Engagement (up to 7 points, as sub-divided below).

a. How will you contact 100% of work-able adults at the target public housing project with in the first year and maintain active enrollments throughout the term of the grant (up to 2 points)?

b. How will you develop and modify your marketing strategy based on the needs of the residents (up to 2 points)?

c. What special efforts will you make to ensure success of those least likely to obtain or retain employment, such as residents, with no work history, low literacy skills, formerly incarcerated/returning/reentering citizens, no access to dependable transportation or childcare (up to 3 points)?

2. Career/Employment/Training Services (up to 12 points, as sub-divided below).

a. Who within your team structure will provide and connect residents with employment

services and how will that data be shared with you (up to 2 points)?

b. Who is responsible for ensuring that resident service delivery is seamless, timely, and effective? How will you adapt these services to changing resident needs over time, and what feedback mechanisms will you deploy to ensure success (up to 2 points)?

c. How will you and your partners work with each participant to develop and implement an Individual Training and Services Plan (ITSP) (up to 2 points)?

d. What is your strategy for ensuring a continued and successful a working relationship with the local Workforce Development Board and/or local American Job Center that will specifically help the targeted residents (1 point)?

e. What are your strategies for recruiting employers to that are willing to hire qualified residents for employment (up to 2 points)?

f. What specific strategies will you use? Such as MOUs, communication, goals, tracking, etc. to keep employers engaged to provide career advancement and additional employment opportunities throughout the grant term (1 point)?

g. How will you and your partners work with participants on a continuing basis to ensure job retention by adapting to changes in their work situation and to strengthen their job skills for career advancement (up to 2 points)?

3. Specific Goals (up to 8 points, as sub-divided below).

a. List program goals for key outcomes for program participants (up to 2 points), including:

- Percentage of participants who will obtain employment and percent increase in quarterly employment rates.
- Percent increase in the number of residents increasing earned income and the dollar amount of that increase.

b. How do you and your partners plan to ensure that residents have access to a safe environment and the services that will assist residents need to effectively participate in the workforce (for example, physical and mental health care, access to computers, reliable child care and transportation) (up to 2 points).

c. How do you and your partners plan to include financial coaching and empowerment into your Jobs Plus program design (up to 2 points)?

d. How do you and your partners plan to sustain the program to effectively operate beyond the term of the grant (up to 2 points)?

4. Rent Incentive - JPEID (up to 6 points, as sub-divided below).

a. How will you effectively administer and implement the JPEID (up to 4 points)?

- Describe how you will provide training and continual quality assurance for on-site staff to ensure that they understand and are able to accurately administer the JPEID.
- Explain how you will ensure a smooth transition for residents exiting the JPEID at the end of the grant term to ensure that residents are able to maintain employment

and manage a sudden, sharp increase in rent payments.

b. What are your projections for the impact of JPEID on PHA rental income (up to 2 points)?

- Provide the projected number of residents accessing JPEID, including the number actively who you expect to actively participate in Jobs Plus programming and those who simply enroll in the JPEID.
- Provide the projected dollar amount to be realized in JPEID savings per participating resident for each year and for the overall grant term

5. Community Supports for Work (up to 7 points, as sub-divided below)

a. Describe in detail how you will foster the strong, cohesive place-based community required for Jobs Plus programs, including your specific strategies for encouraging, developing, and supporting, peer-to-peer community networks (up to 2 points).

b. What do successful resident networks look like, what are some of the hurdles that residents will need to overcome to achieve these networks, and what resources and support will you and your partners provide to jump-start these critical networks (up to 3 points)?

c. How you will ensure that residents effectively leverage these resident networks to lead and sustain problem-solving groups and forums that engage residents who are least likely to join Jobs Plus and help to overcome common obstacles to employment (up to 2 points)?

6. Data Management (up to 3 points)

a. What specific tracking systems will you use to support the program (up to 3 points), including:

- Project management for goals, progress, and deliverables.
- Financial management system for grant funds and JPEID expenditures.
- Case assessment, management, and service coordination.

B. Program Schedule (Max 5 pages) (4 points, as sub-divided below)

1. Provide a proposed program schedule that documents the activities, deliverables, and key partners required to implement the strategies described in the Activities and Implementation Plan section within the grant period of performance (up to 2 points).
2. Include realistic timeframes for accomplishing all start-up activities immediately following the start of the grant period of performance that ensure that you will begin serving participants no later than 6 months after the grant start date (up to 2 points).

C. Budget. Summary Budget (no page limit), Detailed Budget (no page limit), and Budget Narrative (Max 5 pages) (up to 7 points).

Applicants must submit:

1. A completed Jobs Plus Summary Budget Form (HUD-50144) (1 point)

2. A detailed Jobs Plus program budget showing the following for each category on the Summary Budget (up to 3 points):

- Detailed breakdown of the figures for each category's expenses. For example, the number of employees, delineation of salary and benefits.
- The amounts to be spent during each year of the grant, in addition to the first 6-month startup phase, along with an overall total for the entire grant.
- The planned source of funds, such as through the grant or match.

3. A narrative of no more than five pages summarizing the specific activity costs (listed in the Work Plan), including costs related to (up to 3 points):

- Salaries and benefits.
- Program planning and administration.
- Outside technical assistance.
- All other costs to be paid with grant funds or through match.

Review Section III.E, Eligible Activities and Costs and IV.F Funding Restrictions. Fewer points may be earned for ineligible uses of Jobs Plus funds, lack of feasibility, and /or lack of clarity.

Rating Factor 4- Match/Leverage - No Page Limit Maximum Points: 4

Match/Leverage, both financial and in-kind, is an essential element of Jobs Plus. Jobs Plus grant dollars enable grantees to leverage other local, state and federal resources to catalyze significant change in employment outcomes for public housing residents. HUD encourages applicants to create a comprehensive continuum of committed resources that support the proposed program. To receive points under this rating factor, matched resource commitments must directly contribute to the Jobs Plus program. Include a table in your response to this rating factor in the following format summarizing the match commitments you have secured; for example:

Match/Leverage Chart

Organization	**Brief Description of Cash/In-Kind to be Provided**	**Amount of Match**
Q Organization	Adult Literacy	$120,000
Y Organization	Asset Building and GED	$50,000
Total		**$170,000**

HUD will use the ratio of grant funds requested to the dollar value of documented, committed resources leveraged from other sources and will award points in accordance with the table below..

Match/Leverage Ratio	**Points Awarded**
101 percent or more of the requested grant amount	4
76 percent to 100 percent of the requested grant amount	3

51 percent to 75 percent of the requested grant amount	2
26 percent to 50 percent of the requested grant amount	1
25 percent of the requested grant amount	0

For each entity on the Match Chart, the application must contain a corresponding Match Commitment Letter containing the information required in Section III.B Match. Applications without the required Match Commitment Letters will not meet the 25% match threshold and will not be considered for funding.

2. Other Factors.

Preference Points.
HUD encourages activities in Opportunity Zones (OZ) and activities in collaboration with HBCUs. HUD may award two (2) points for qualified activities supporting either or both initiative(s). In no case will HUD award more than two preference points for these activities.

Opportunity Zones.
HUD encourages activities in Opportunity Zones (OZ) communities. HUD will award two (2) points for qualified activities within a designated zone or area.
Applicants must certify to HUD that the investment is in a qualified OZ.
To view the list of designated OZs, please see the following link on the U.S. Department of the Treasury website: https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx.
Applicants must also certify they will work with local officials to increase employment opportunities in that Opportunity Zone. Certification must be provided in the application and may be in the form of a letter.

HBCU.
Applicants partnering with a Historically Black College or University will receive two (2) HBCU Preference Points when their application includes a Letter of Commitment certifying that an HBCU Partnership is in place and signed by an authorizing official of the HBCU and documentation of the college or university's status as an HBCU. Click here for more information about HBCUs, Partnership Plans, and HBCU authorizing officials.

B. Review and Selection Process.

1. Past Performance
In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to:

The ability to account for funds appropriately;
Timely use of funds received from HUD;
Timely submission and quality of reports submitted to HUD;
Meeting program requirements;
Meeting performance targets as established in the grant agreement;

The applicant's organizational capacity, including staffing structures and capabilities;
Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
The number of persons to be served or targeted for assistance;

HUD may reduce scores as specified under V. A. Review Criteria. Whenever possible, HUD will obtain past performance information. If this review results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.E Pre-selection Review of Performance, above.

2. Assessing Applicant Risk.
In evaluating risks posed by applicants, the Federal awarding agency may use a risk-based approach and may consider any items such as the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in this part;
- History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

a. Review Stages. HUD will review each application to determine whether it meets eligibility and threshold requirements in Section III.C and Section III.D. HUD will review for curable technical deficiencies and will follow the procedures for correcting curable technical deficiencies in accordance with “Corrections to Deficient Applications” criteria in this section and section IV.D of the NOFA. HUD will not rate or rank applications that do not meet the eligibility and threshold requirements or are deficient at the end of the cure period (Corrections to Deficient Applications). Such applications will not be eligible for funding. Then HUD will review and assign scores to applications (that meet eligibility and threshold requirements and have corrected any deficiencies) in accordance with the rating factors in Section V.A.

b. Ranked Order. Once scores have been assigned, HUD will then rank applications in score order.

c. Minimum scoring Applications will be funded in ranked order of score. To be funded, applicants must earn a minimum of 50 percent of the points for each overall Rating Factor category in Need, Capacity and Soundness of Approach. Any applicant not earning these minimum scoring criteria will not be awarded a grant.

d. Tiebreaker. If there is a tie, the application with the highest score for Soundness of Approach will be awarded grant funds. If there is still a tie, the score for Capacity will be the

deciding factor. If there is still a tie, the remaining funds available will be divided among the tied applicants, unless HUD determines that the amount to be awarded will be insufficient for tied applicants to conduct the grant successfully (see Remaining Funds below). This Tiebreaker order (Soundness of Approach, then Capacity) also will be used if needed in ranking applications (e.g., if two applications have the same score, the one with the higher Soundness of Approach score will be ranked before the other application).

e. Corrections to Deficient Applications. The NOFA (see Section IV.D.4; "Corrections to Deficient Applications") provides the procedures for corrections to deficient applications. For timely completion of the review process, this NOFA establishes a 7-calendar-day window for applicants to correct deficiencies; that is, clarifications or corrections of technical deficiencies in accordance with information provided by HUD in the email notification of a technical deficiency, must be received by HUD within 7 calendar days of the date of the HUD email notification. In the case of a deficiency, further instructions on how to submit corrections will be included in the deficiency request.

3. Remaining Funds. HUD reserves the right to reallocate remaining funds from this NOFA to other eligible activities, specifically future Jobs Plus competitions. If the total amount of funds requested by all applications found eligible for funding under this NOFA is less than the amount of funds available from this NOFA, all eligible applications will be funded in rank order and those funds in excess of the total requested amount will be considered remaining funds. If the total amount of funds requested by all applications found eligible for funding under this NOFA is greater than the amount of funds available from this NOFA, eligible applications will be funded until the amount of non-awarded funds is less than the amount required to feasibly fund the next eligible application. In this case, the funds that have not been awarded will be considered remaining funds.

C. Anticipated Announcement and Award Dates

It is anticipated that award announcements will take place December 2019.

VI. Award Administration Information.

A. Award Notices.

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF424.

Negotiation. After HUD has made selections, some HUD programs may negotiate specific terms of the funding agreement and budget with selected applicants. If HUD and a selected applicant do not successfully conclude negotiations in a timely manner, or a selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. Consult the program NOFA for specific details.

HUD may impose special conditions on an award as provided under 2 CFR 200.207:

• Based on HUD's review of the applicant's risk under 2 CFR 200.205;
• When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
• When the applicant or recipient fails to meet expected performance goals; or
• When the applicant or recipient is not otherwise responsible.

Adjustments to Funding. To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.
a. HUD will fund no portion of an application that:
(1) Is not eligible for funding under applicable statutory or regulatory requirements;
(2) Does not meet the requirements of this notice; or
(3) Duplicates other funded programs or activities from prior year awards or other selected applicants.
b. If funds are available after funding the highest-ranking application, HUD may fund all or part of another eligible fundable application. If an applicant turns down an award offer, or if HUD and an applicant do not successfully complete grant negotiations, HUD may make an offer of funding to another eligible application.
c. If funds remain after all selections have been made, remaining funds may be made available within the current FY for other competitions within the program area, or be held for future competitions, or be used as otherwise provided by authorizing statute or appropriation.
d. If, after announcement of awards made under the current NOFA, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

Funding Errors. If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFA, HUD may select that applicant for funding, subject to the availability of funds.

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

Successful applicants will receive an award letter from HUD. The award letter will provide instructions about the steps grantees must take to access funding and implement grant activities; funding will be provided via a grant agreement and through the LOCCS system.

Unsuccessful applicants will receive a denial letter from HUD that will state the basis for the decision. Unsuccessful applicants may request an applicant debriefing. (See Section VI.D of this NOFA ("Debriefing") for additional information regarding a debriefing.) Applicants requesting to be debriefed must follow the instructions provided in the rejection letter.

B. Administrative, National and Department Policy Requirements for HUD recipients.

For this NOFA, the following Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards apply. Please Click here to read the detailed description of each applicable requirement.

1. Compliance with Non-discrimination and Other Requirements

Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs. Please read the following requirements carefully as the requirements are different among HUD's programs.

- Compliance with Fair Housing and Civil Rights Laws, Which Encompass the Fair Housing Act and Related Authorities (cf. 24 CFR 5.105(a)).
    - Affirmatively Furthering Fair Housing.
    - Economic Opportunities for Low-and Very Low-income Persons (Section 3).
    - Improving Access to Services for Persons with Limited English Proficiency (LEP).
    - Accessible Technology.

2. Equal Access Requirements.
3. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Businesses.
4. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.
5. Participation in HUD-Sponsored Program Evaluation.
6. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
7. Drug-Free Workplace.
8. Safeguarding Resident/Client Files.
9. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.
10. Accessibility for Persons with Disabilities.
11. Violence Against Women Act.
12. Conducting Business in Accordance with Ethical Standards/Code of Conduct.
13. Environmental Requirements.

In accordance with 24 CFR **58.34(a)(3), (4) and (9), 24 CFR 58.35(b)(2) and (3), and 24 CFR 50.19(b)(3), (4), (9), (12), and (13),** activities funded 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 environmental review under related laws and authorities.

In accordance with 24 CFR 58.34 (a)(3), (4), (7) and (9), 24 CFR 58.35(b)(2) and (3), and 24 CFR 50.19(b)(3), (4), (7), (9), (12), and (13), activities funded under this NOFA are exempt or categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to environmental review under related laws and authorities.

C. Reporting.

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

1. Reporting Requirements and Frequency of Reporting. Applicants should be aware that if the total Federal share of your Federal award includes more than $ 500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.

2. Performance Reporting. All HUD-funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes under the purpose of the program and the work plan in the award agreement.

Grantee Reporting and Program Evaluation

All Jobs Plus program grantees will be required to report to HUD on a regular basis on grant progress and program activities using a standardized format that will be provided to grantees at the time that a grant agreement is established. In addition to regular reporting, grantees will be required to participate in an independent evaluation of the Jobs Plus program to be funded by HUD.

Grantee Reporting

Grantees will be required to report to HUD on grant progress and activities as follows:

1. Grantees will be required to submit a quarterly report to HUD identifying specific program outputs and metrics (e.g., number of individuals enrolled into the program, number of individuals who completed an ITSP, number of households accessing the JPEID). Standardized quarterly reporting requirements will be provided to grantees at the time that a grant agreement is established.
2. Grantees will be required to submit an annual narrative report to HUD that describes program operations over the past year, including elements such as: current set of program partners and the health of the partnership, challenges encountered and strategies deployed to address challenges, and plans for the upcoming year. A standardized format for the annual narrative report will be provided to grantees at the time that a grant agreement is established
3. SF-425. Grantees must also submit a completed Federal Financial Report, SF-425, on an annual basis.

3. Race, Ethnicity and Other Data Reporting. HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. NOFAs may specify the data collection and reporting requirements. Many programs use the Race and Ethnic Data Reporting Form HUD-27061, U.S.

Department of Housing OMB Approval No. 2535-0113.

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFA, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF424 or by his or her successor in office and be submitted to the point of contact in Section VII Agency Contact(s), below. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

VII. Agency Contacts.

HUD staff will be available to provide clarification on the content of this NOFA.

Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

JobsPlus@hud.gov

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339. Please note that HUD staff cannot assist applicants in preparing their applications.

VIII. Other Information.

1. National Environmental Policy Act.

In accordance with 24 CFR 58.34 (a)(3), (4), (7) and (9), 24 CFR 58.35(b)(2) and (3), and 24 CFR 50.19(b)(3), (4), (7), (9), (12), and (13), activities funded under this NOFA are exempt or categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C.4321) and not subject to environmental review under related laws and authorities.

Appendix.

Appendix A: List of Common Mistakes

Failure to Meet Match Threshold. All match commitment letters for in-kind match must contain proper calculations to show how the amount was derived. See Section III.B of the NOFA for directions. If match commitment letters are missing, not detailed or do not contain calculations, the match commitment cannot be counted and the application will fail the match threshold.

Missing or Incomplete MOU. The MOU must follow the guidelines laid out in the NOFA Section III.D If the MOU is not signed by both parties and dated appropriately, the application will fail the MOU threshold requirement.

Including PHA Staff Time. PHA staff time for regular PHA functions cannot be included in the Jobs Plus budget.

Expired System for Award Management (SAM) Registration. SAM registrations must be renewed and revalidated at least every 12 months from the date the applicant last certified and submitted the registration in SAM, and sooner if the applicant's information changes. Getting your SAM registration can take up to four weeks; therefore, applicants should start this process or check their status immediately upon publication of this NOFA.

Failure to Respond to Deficiency Notice. Applicants will be notified when corrections or clarifications to their application are needed. The Department will notify applicants of a deficiency as described in Corrections to Deficient Applications (section IV.D and V.B). A common mistake is applicants do not follow the instructions provided in the NOFA about how to cure the deficiency. Be sure to follow the instructions provided.

File Attachment Names. File attachment names longer than approximately 50 characters can cause problems processing packages in grants.gov. Also, avoid using any special characters (example: -,&,*,%,/,#) or spacing in the file names. If you need spaces in the name of your files, use the underscore (example: My_Attached_File.pdf) in naming the attachments. Ensure that your file attachment names meet these criteria; otherwise, your application will be rejected by Grants.gov.

Not Checking Validation Status. Ensure that the application was validated by Grants.gov. Sometimes the application was rejected by Grants.gov, and the applicant did not resubmit before the grace period ended, and the applicant was, therefore, ineligible for funding. As described in this NOFA (Section IV.D 'Application Submission Dates and Times'), your application must be 'validated' by Grants.gov after it is 'received' by Grants.gov. The applicant is responsible for tracking the application, as described in this NOFA.

Late Applications. Applicants must successfully submit their applications prior to the deadline date as stated in the NOFA; otherwise, their applications will not be processed. The deadline date for application submission can be found on the first page of this NOFA.

Appendix B: List of Potentially Eligible PHAs and Projects

LIST OF PROJECTS MEETING SOME OF THE MINIMUM REQUIREMENTS FOR PARTICIPATION IN THE JOBS PLUS INITIATIVE

PLEASE NOTE: To be considered for funding a project must be on this list. However, please

refer to the NOFA in order to meet all NOFA requirements. The attached list of projects only identifies projects that meet two eligibility criteria of the NOFA, namely from Section III.A:

Size: Minimum project size of 200 households where at least one resident in each of the households is non-elderly (under age 65).

Unemployment: At least 40 percent of the households (excluding households consisting only of elderly residents) that report no earned income in PIC.

Please review additional selection criteria as described in the NOFA. The listing below was based on IMS/PIC data as of 07/09/2019.