

U.S. Department of Housing and Urban Development

Public and Indian Housing

Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018

FR-6100-N-41

Application Due Date: 07/24/2018

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U.S. Department of Housing and Urban Development

Program Office:	Public and Indian Housing
Funding Opportunity Title:	Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018
Announcement Type:	Modification
Funding Opportunity Number:	FR-6100-N-41
Primary CFDA Number:	14.880
Due Date for Applications:	**07/24/2018**

Overview

For Further Information Contact: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the agency contact identified in Section VII. Please direct general questions regarding the FY2017 NOFAs to the Office of Strategic Planning and Management, Grants Management and Oversight Division, at AskGMO@hud.gov.

Additional Overview Information

Incorporation of the General Section. HUD publishes a General Section each fiscal year that contains requirements for all applicants to HUD's various competitive grant programs, including this NOFA. Applications must meet all of the requirements of the General Section in addition to the requirements of this NOFA to be considered and potentially receive funding. The full title of the General Section is the General Section to HUD's Fiscal Year 2017 Notices of Funding Availability for Discretionary Programs. Copies are available at Grants.gov and HUD's Funds Available page.

1. Participative Planning and Implementation. HUD encourages applicants to ensure, where applicable, public decision making and meaningful participation throughout the visioning, development, and implementation of funded projects. HUD encourages applicants to work with all residents of affected areas, especially communities traditionally marginalized from planning processes. In seeking public participation, applicants and grantees must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d and Executive Order 13166 require that grantees take responsible steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

2. OMB Approval Number(s): ICR- 2577-0259

I. Funding Opportunity Description.

A. Program Description.

1. Purpose and Summary.

a. Overview. The Family Unification Program (FUP) is a program under which housing assistance is provided under the Housing Choice Voucher (HCV) program in partnership with Public Child Welfare Agencies (PCWAs) to two groups:

1. Families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care; or the delay in the discharge of the child, or children, to the family from out-of-home care; and
2. Youth at least 18 years and not more than 24 years of age (have not reached their 25th birthday), who left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in Section 475(5)(H) of the Social Security Act, and are homeless or are at risk of becoming homeless at age 16 or older. As required by statute, a FUP voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 36 months. (Entities eligible to use FUP vouchers awarded under this NOFA include, but is not limited to, PHAs approved for participation in the Family Unification Program and Family Self Sufficiency Demonstration pursuant to Notice PIH 2016-01.)

b. Policy Priorities. This NOFA adopts the following policy priorities:

1. Leverage coordination with Continuums of Care (CoCs) in the identification and prioritization of FUP-eligible youth.
2. Leverage the HUD Family Self-Sufficiency (FSS) Program or similar programs for both FUP families and youth.
3. Reduce submission burden.
4. Establish a satisfactory FUP utilization baseline for eligibility of new FUP awards.
5. Promote the provision of supportive services to both FUP-eligible families and FUP-eligible youth.

2. Changes from Previous NOFA.

This Section highlights only the major changes from the previous FUP NOFA. Applicants should read this entire NOFA carefully to ensure that all threshold and eligibility requirements are met (otherwise the applicant will be ineligible for funding), and that the program requirements listed in this NOFA are followed.

a. Review and Selection. HUD is providing greater clarification in how it will review, rank, and select PHAs for funding. See Section V.B. for more information.

b. Memorandum of Understanding (MOU). In the past, only the PHA and PCWA were required to enter into an MOU. PHAs were required to notify the CoC that the PHA is administering a FUP program in partnership with the PCWA, or intends to apply for FUP vouchers in partnership with the PCWA, including an explanation of how the program works

and how the local CoC can use the program for the families it serves. This NOFA requires that the CoC be a party to the MOU. The NOFA also requires the CoC's commitment to integrate the prioritization and referral process for FUP-eligible youth into the CoC's coordinated entry process. Where there is more than one CoC in the PHA's jurisdiction, the PHA must determine whether more than one CoC will be a party to the MOU. See Section III.C.8. of this NOFA for more information.

c. FUP Low Utilizers. This NOFA establishes a threshold to prevent FUP low utilizers from receiving a new allocation of FUP vouchers. See Section III.C.6. of this NOFA for more information.

d. Statement of Need. This NOFA requires that the CoC contribute to the PCWA's Statement of Need. The Statement of Need must adequately demonstrate the need for FUP vouchers in the PHA's jurisdiction, which is not being met through other existing programs, by indicating the number of vouchers projected to be needed to assist FUP-eligible families and FUP-eligible youth over a 12-month period and a description of how this estimate was calculated. The estimate must include FUP-eligible youth who are no longer in the child welfare system and could benefit from participation in FUP. See Section IV.B.1.b. of this NOFA for more information.

e. Definitions. This NOFA revises previously defined terms. Special attention should be paid to the adoption of the definition of homeless at 24 CFR 578.3, and revisions to the definition of lack of adequate housing.

f. **Housing Opportunity Through Modernization Act of 2016 (HOTMA).** This NOFA incorporates the changes to the FUP made by HOTMA (Pub. L. 114– 201, 130 Stat. 782). HOTMA revised the length of the term that a FUP-eligible youth may receive FUP assistance from 18 months to 36 months. In addition, the law revised the eligibility requirements for FUP-eligible youth, and authorizes PHAs to project-base the vouchers. See Sections I.A.3.b. and III.E.6. of this NOFA for more information.

3. Definitions.
a. Standard Definitions

Analysis of Impediments to Fair Housing Choice (AI) is a review of impediments or barriers that affect the rights related to fair housing choice, and pertains to program participants in jurisdictions operating under a current Consolidated Plan and public housing agencies operating under a PHA Plan.

Assessment of Fair Housing (AFH) is the analysis undertaken pursuant to 24 CFR 5.154. AFH includes an analysis of fair housing data, an assessment of fair housing issues and contributing factors, the prioritization of contributing factors, and the identification of fair housing goals. It is conducted and submitted to HUD using the Assessment Tool. Entities obligated to prepare and submit an AFH are: (1) Jurisdictions and Insular Areas that are required to submit Consolidated Plans for the following programs: (i) The Community Development Block Grant (CDBG) program (see 24 CFR part 570, subparts D and I); (ii) The Emergency Solutions Grants (ESG) program (see 24 CFR part 576); (iii) The HOME Investment Partnerships (HOME) program (see 24 CFR part 92); and (iv) The Housing Opportunities for Persons With AIDS (HOPWA) program (see 24 CFR part 574); and (2) Public housing agencies (PHAs) receiving

assistance under sections 8 or 9 of the United States Housing Act of 1937 (42 U.S.C. 1437f or 42 U.S.C.1437g).

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

Catalog of Federal Domestic Assistance (CFDA) is a directory of the various Federal programs, projects, services and activities that offer 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, which they complete 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 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 with respect to awards, subawards, and cooperative agreements subject to 2 CFR part 200 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 and 200.92.)

Contractor means an entity that receives a contract.

Deficiency – 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, etc.). 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;
  - 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 – Eligibility requirements are those requirements that must be met for an application to be eligible for funding. Deficiencies in meeting an eligibility requirement may be categorized as either curable or non-curable.

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 that serves as the Federal government's central portal for searching for and applying for grants throughout the Federal government.

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

Pass-through Entity means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

Personally identifiable information (PII), as defined in Office of Management and Budget M-07-16, is any information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

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.

Preferred Sustainability Status Communities (PSS) for the purposes of HUD's FY2017 funding competitions, are communities that have received PSS under HUD's FY2011 Sustainable Communities Regional Planning Grant Program and/or HUD's FY2011 Community Challenge Planning Grant Program. Click here for list. Promise Zones are federally-designated, high-poverty urban, rural and tribal communities where the Federal government will partner with and invest in communities to accomplish these goals: create jobs, leverage private investment, increase economic activity, expand educational opportunities, and reduce violent crime.

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 that receives an award directly from HUD to carry out an activity under a HUD program.

Section 3 Business Concern means a business concern (1) that is 51 percent or more owned by Section 3 residents; or (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) that provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business

concerns that meet 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 a HUD-assisted project for housing or community development is located.

Standard Form 424 (SF-424) is the Application for Federal Assistance Programs required by discretionary grant programs.

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 pass-through entity. It does not include payments to a contractor or payments to an individual that is a 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.

Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a HUD program; but does not include an individual that is a 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), located at the website sam.gov, is the official 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.

Threshold Requirement – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met in order for an application to be reviewed. Threshold requirements are not curable. Threshold requirements are listed in Section III.C.1. Threshold Requirements of this Program NOFA.

Applicants must ensure their application package addresses all threshold requirements. Please check your application carefully!

b. Program Definitions

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

At Risk of Becoming Homeless refers to the population included in the definition of the term "At Risk of Becoming Homeless." at 24 CFR 578.3

FUP-Eligible Family is defined as a family that the Public Child Welfare Agency (PCWA) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the PHA has determined is eligible for a Housing Choice Voucher (HCV).

FUP-Eligible Youth is defined as a youth that the PCWA has certified to be at least 18 years

old and not more than 24 years of age (has not reached their 25th birthday) who left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is At Risk of Becoming Homeless at age 16 or older.

Homeless refers to the population included in the definition of this term at 24 CFR 578.3.

Lack of Adequate Housing means:

- A family or youth is living in dilapidated housing
- A family or youth is homeless;
- A family or youth is living in an overcrowded unit;
- A family or youth is living in a unit where the presence of a household member with certain characteristics (i.e., conviction for certain criminal activities) would result in the imminent placement of the family's child, or children, in out-of-home care; or the delay in the discharge of the child, or children, to the family from out-of-home care; or
- A family or youth is living in housing not accessible to the family's disabled child or children, or to the youth, due to the nature of the disability.

Living in Overcrowded Housing. A family or youth is considered to be living in an overcrowded unit if it meets the following separate criteria for a family or youth as follows:

- The family is separated from its child (or children) and the parent(s) are living in an otherwise standard housing unit, but, after the family is re-united, the parents' housing unit would be overcrowded for the entire family and would be considered substandard; or
- The family is living with its child (or children) in a unit that is overcrowded for the entire family and this overcrowded condition may result in the imminent placement of its child (or children) in out-of-home care; or
- The youth is living in a unit that is overcrowded.

For purposes of the above paragraph, the PHA may determine whether the unit is "overcrowded" in accordance with PHA subsidy standards.

Public Child Welfare Agency (PCWA) means the public agency that is responsible under applicable State law for determining that a child is at imminent risk of placement in out-of-home care or that a child in out-of-home care under the supervision of the public agency may be returned to his or her family, or that a youth is at least 18 years and not more than 24 years of age and left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is At Risk of Becoming Homeless at age 16 or older.

Substandard Housing. A family or youth is living in substandard housing if the unit where the family or youth lives:

- Does not have operable indoor plumbing;
- Does not have a usable flush toilet inside the unit for the exclusive use of a family or youth;
- Does not have a usable bathtub or shower inside the unit for the exclusive use of a

family or youth;
- Does not have electricity, or has inadequate or unsafe electrical service;
- Does not have a safe or adequate source of heat;
- Should, but does not, have a kitchen;
- Has been declared unfit for habitation by an agency or unit of government, or in its present condition otherwise endangers the health, safety, or well-being of the family or youth; or
- Has one or more critical defects, or a combination of intermediate defects in sufficient number or to the extent that it requires considerable repair or rebuilding. The defects may result from original construction, from continued neglect or lack of repair, or from serious damage to the structure.

4. Resources.

- Grants.gov
- HUD Funds available
- Code of Conduct list
- SAM
- Dun & Bradstreet
- Do Not Pay
- FAPIIS

B. Authority.

FUP is authorized by section 8(x) of the United States Housing Act of 1937 (42 U.S.C. 1437(X)). The Consolidated Appropriations Act of 2017 (Pub. L, 115-31, May 5, 2017) and the Consolidated Appropriations Act of 2018 (Pub. L., 115-141, March 23, 2018) provided a combined total of $30 million for incremental voucher assistance through the FUP.

II. Award Information.

A. Available Funds.

$30,000,000 is available through this NOFA.

Additional funds may become available for award under this NOFA as a result 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 described in the General Section and to those contained in this NOFA.

B. Number of Awards.

HUD expects to make approximately 60 awards from the funds available under this NOFA.

C. Minimum/Maximum Award Information.

PHAs may apply for no fewer than 5 units (minimum award).

HUD is establishing an initial maximum award threshold to promote greater access to the FUP in more communities. The maximum number of vouchers that a PHA may be awarded will be based upon the size of the PHA and the identified need for such vouchers (the number of vouchers that the PCWA, in collaboration with the CoC, is projecting will be needed to assist FUP-eligible families and FUP-eligible youth over a 12-month period) as reported in the Statement of Need, consistent with the following chart.

PHA voucher program size	**Maximum award under this NOFA**		
Fewer than 500 HCVs	25 vouchers	**or**	Identified need, if lower than indicated cap
500-1,999 HCVs	50 vouchers		
2,000 or more HCVs	100 vouchers		

No award will be fewer than 5 units. Within the minimum and maximum award thresholds, HUD will allocate vouchers according to the selection process described in Section V.B.

If, as a result of implementing the above maximum thresholds, additional funds remain, HUD may decide to increase the maximum thresholds by the rate necessary to expend the remaining funds. Any increase would be proportional to PHA size and identified need.

Estimated Total Funding:	$30,000,000
Minimum Award Amount:	$44,000 Per Project Period
Maximum Award Amount:	$1,071,000 Per Project Period

D. Period of Performance.

Estimated Project Start Date:	10/24/2018
Estimated Project End Date:	10/23/2019
Length of Project Periods:	12-month project period and budget period

Length of Project Periods Explanation of Other:

E. Type of Funding Instrument.

Funding Instrument Type: Grant

F. Supplementation.

III. Eligibility Information.

A. Eligible Applicants.

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

Additional Information on Eligibility:
a. Only PHAs that have an existing ACC with HUD for HCVs are eligible to apply for funding under this announcement.

b. Eligible PHAs must have demonstrated a commitment to administer FUP, which shall be verified by an executed MOU between the PHA, PCWA, and CoC, and in accordance with this NOFA.

c. HUD will only consider funding one application per PHA. This one application limit applies regardless of whether the PHA is a State or regional PHA, except in those instances where such a PHA has more than one PHA code number due to its operating under the jurisdiction of more than one HUD Field Office. In such instance, a separate application under each code shall be considered for funding with the cumulative total of vouchers applied for under the applications not to exceed the maximum number of vouchers the PHA is eligible to apply for under this NOFA (i.e., no more than the number of vouchers the same PHA would be eligible to apply for if it had only one PHA code number).

d. A contract administrator that does not have an ACC with HUD for HCVs, but constitutes a PHA under 24 CFR 982.4 by reason of its administering HCVs on behalf of another PHA, is not eligible to submit an application under this NOFA.

HUD does not award grants to individuals. HUD will not evaluate applications from ineligible applicants.

B. Cost Sharing or Matching.

This Program does not require an applicant to leverage resources through cost sharing or matching.

C. Threshold 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. See also Section I.A.3. Definitions.

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

2. Resolution of Civil Rights Matters. Outstanding civil rights matters must be resolved before the application deadline. Applicants who after review are confirmed to have civil rights matters unresolved at the application deadline will be deemed ineligible; the application will receive no further review, will not be rated and ranked, and will not receive funding.

a. Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that have not been resolved to HUD's satisfaction before or on the application deadline date are ineligible for funding. Such matters include:

(1) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex, national origin, disability or familial status;
(2) Status as a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);
(3) Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;
(4) Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; or the Americans with Disabilities Act; or
(5) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:

- Current compliance with a voluntary compliance agreement signed by all the parties;
- Current compliance with a HUD-approved conciliation agreement signed by all the parties;
- Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;
- Current compliance with a consent order or consent decree;
- Current compliance with a final judicial ruling or administrative ruling or decision; or
- Dismissal of charges.

3. Program Management Findings. The PHA must not have any major unresolved program management findings from an Inspector General's audit, HUD management review or Independent Public Accountant (IPA) audit for the PHA's HCV program or other significant program compliance problems that were not resolved or in the process of being resolved (as determined by the local field office) prior to this NOFA's application deadline. Major program management findings, or significant program compliance problems, are those that would cast doubt on the capacity of the applicant to effectively administer any new HCV funding in accordance with applicable HUD regulatory and statutory requirements.

4. Litigation. The PHA must not be involved in litigation where HUD determines that the litigation may seriously impede the ability of the applicant to administer the vouchers.

5. Reporting Requirements. Each applicant must meet PIC reporting requirements. All PHAs are required to submit Family Reports (form HUD-50058) for at least 95 percent of voucher families leased at the end of the month prior to the application deadline date as verified by the PIC Delinquency Report. MTW agencies are required to submit MTW Family Reports (form HUD-50058 MTW) for at least 85 percent of voucher families leased at the end of the month prior to the application deadline date as verified by the PIC MTW Delinquency Report.

6. FUP Utilization. Each applicant currently administering the FUP must have a FUP utilization rate of 90 percent or greater. Compliance will be determined by taking the average utilization for the six months prior to the application deadline date (based on data availability). For the purpose of tracking FUP utilization, HUD will be using the Voucher Management System (VMS). The Department has made guidance available on reporting requirements in Notice PIH 2011-52.

7. Section 8 Management Assessment Program. Each applicant must have achieved at least 15 points under the Section 8 Management Assessment Program (SEMAP) leasing indicator (24 CFR 985.3(n)) and not be designated as troubled for its most recent assessed fiscal year, as of the date this NOFA is published. MTW agencies that are not required to report under SEMAP must have achieved at least 95 percent lease-up or budget authority utilization. Submission of the application under this NOFA by an MTW agency will serve as the agency's certification that they are not required to report under SEMAP, and that they meet the 95 percent lease up or budget authority utilization requirement. Because the application itself becomes the MTW agency certification, the MTW agency no longer needs to submit a separate certification to this effect.

8. Memorandum of Understanding (MOU). The PHA must submit a MOU executed by the Executive Director, Chief Executive Officer, or individual of equivalent position, of the PHA and PCWA, CoC Board Chair, and the CoC Collaborative Applicant Authorized Representative. Where there is more than one CoC in the PHA's jurisdiction, the PHA must determine whether it will enter into an agreement with more than one CoC. If a PCWA is authorized under State law to contract out its functions and it has done so, both the executive director of the PCWA and the executive director of the contractor organization must sign the MOU. The MOU execution date must be between the date this NOFA is published and the application deadline date under this NOFA. The MOU will be considered by HUD and the signatories (the PHA, PCWA and the CoC) as a complete statement of the responsibilities of the parties and evidence a commitment of resources to the FUP. As such, the document should be very specific. HUD strongly encourages applicants to carefully read all of the requirements of the MOU addressed in this section.

Contact information for CoCs may be found here: https://www.hudexchange.info/grantees/contacts/?params=%7B%22limit%22%3A20%2C%22sort%22%3A%22%22%2C%22order%22%3A

%22%22%2C%22years%22%3A%5B%5D%2C%22searchTerm%22%3A%22%22%2C%22grantees%22%3A%5B%5D%2C%22state%22%3A%22%22%2C%22programs%22%3A%5B3%5D%2C%22coc%22%3Atrue%7D##granteeSearch.

The MOU must clearly address, at a minimum, the following:

a. The PHA and PCWA's commitment to administering the program.

b. The CoC(s)' commitment to integrate the prioritization and referral process for FUP-eligible youth into the local CoC(s)' coordinated entry process.

c. The PHA and PCWA's goals and standards of success in administering the program.

d. The PHA, PCWA, and CoC(s) must each identify a staff position that will serve as the lead FUP liaison.

e. A statement that both the PHA and PCWA agree to cooperate with any program evaluation efforts undertaken by HUD, or a HUD-approved contractor, including compliance with HUD-approved evaluation protocols and data sharing requests.

f. Define the two populations (families and youth) eligible for FUP assistance. The MOU must use the definitions stated in Section I.3.

g. The assistance that will be provided to FUP families and youth in locating housing units and working with landlords to secure appropriate eligible units, listing the organization(s) responsible for providing this assistance.

h. The services to be provided to FUP-eligible youth by the PCWA or by another agency/organization under agreement/contract with the PCWA, listing the organization(s) to provide the services and resources. The MOU must state that all of the services in (1) through (5) below will be provided for a period of at least 18 months to FUP-eligible youth receiving rental assistance through the use of a FUP voucher regardless of age (e.g., FUP-eligible youth enters the program at age 24 and 10 months, the PCWA or another agency/organization under agreement/contract with the PCWA must still provide 18 months of service, even though after two months the youth no longer meets the initial age of eligibility for FUP youth).

1. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation; and access to health care (e.g., doctors, medication, and mental and behavioral health services).

2. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.

3. Providing such assurances to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher.

4. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, and relationships with supervisory personnel, etc.).

5. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

i. If applying for rating criteria points under Section V.A.1., the MOU must describe the

activities.

j. The MOU must address PHA responsibilities, as outlined in (1) through (8) below.

1. Accept families and youth certified by the PCWA as eligible for the FUP. The PHA, upon receipt of the PCWA list of families and youth, must compare the names with those of families and youth already on the PHA's HCV waiting list. Any family or youth on the PHA's HCV waiting list that matches with the PCWA's list must be assisted in order of their position on the waiting list in accordance with PHA admission policies. Any family or youth certified by the PCWA as eligible and not on the HCV waiting list must be placed on the waiting list (pending HCV eligibility determination). If the PHA has a closed HCV waiting list, it must reopen the waiting list and place on the waiting list a FUP applicant family or youth who is not currently on the PHA's HCV waiting list. The PHA may reopen the waiting list to accept a FUP applicant family or youth without opening the waiting list for other applicants;

2. Determine if families with children, or youth age 18 through 24 referred by the PCWA are eligible for HCV assistance.

3. Determine if any families with children, or youth age 18 through 24 on its HCV waiting list are living in temporary shelters or otherwise meet the definition of homeless and may qualify for the FUP, and refer such applicants to the PCWA;

4. Amend the administrative plan in accordance with applicable program regulations and requirements, if needed;

5. Administer the vouchers in accordance with applicable program regulations and requirements;

6. Comply with the provisions of the MOU;

7. Upon notification that vouchers have been awarded, train PCWA and CoC staff on the PHA’s HCV procedures; and

8. Conduct regular meetings (at least quarterly) with the PCWA and CoC(s).

k. The MOU must address PCWA responsibilities as outlined in (1) through (8) below.

1. Establish and implement a system to identify FUP-eligible families and FUP-eligible youth within the agency's caseload and to review referrals from the PHA and CoC(s). For families, the system should prioritize families with an open case with a substantiated report of child abuse and neglect and whose children are at high risk for out-of-home placement or, for families whose children are already in out-of-home care, at high risk for experiencing additional negative child welfare outcomes (e.g., long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases) and where housing assistance could help the parent(s) to stabilize and participate in any other services necessary for subsequent reunification. The MOU should clarify that referrals should be made for priority families as soon as they are identified and not only upon successful completion of other aspects of families’ case management plans.

2. Establish and implement a system to identify FUP-eligible youth not currently within the agency’s caseload in cooperation with the CoC(s), including integrating the prioritization and referral process for FUP-eligible youth into the local CoC(s)' coordinaed entry process.

3. Provide written certification to the PHA that a family qualifies as a FUP-eligible family, or that a youth qualifies as a FUP-eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, and this NOFA;

4. Commit sufficient staff resources to ensure that eligible families and youth are identified and determined eligible in a timely manner. This commitment must include a process to ensure that the PCWA's active caseload is reviewed at least once a month (when the PHA has FUP vouchers available) to identify FUP-eligible families and FUP-eligible youth and refer them to the PHA. Additionally, the PCWA must be prepared to provide referrals to the PHA within 30 working days of receiving notification from the PHA about voucher availability;

5. Commit sufficient staff resources to provide follow-up supportive services (see Section III.C.8.h. of this NOFA) after the youth leases a unit, documenting the source of funding for these services. PCWA's are encouraged to leverage non-federal funds sources such as: State, local, philanthropic, and faith-based organizations;

6. Comply with the provisions of the MOU;

7. Upon notification that vouchers have been awarded, train PHA and CoC staff on the PCWA's referral procedures; and

8. Conduct regular meetings (at least quarterly) with the PHA and CoC.

l. The MOU must address CoC responsibilities as outlined in (1) through (4) below.

1. Integrate the prioritization and referral process for FUP-eligible youth into the local CoC(s)' coordinated entry process;

2. Identify services, if any, to be provided using CoC program funds to FUP-eligible families and/or youth who qualify for CoC program assistance;

3. Participate in regular meetings conducted by the PHA and PCWA (at least quarterly); and

4. Comply with the provisions of the MOU.

D. Statutory and Regulatory Requirements Affecting Eligibility.

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

Affirmatively Furthering Fair Housing.
Section 808(e)(5) of the Fair Housing Act requires HUD to affirmatively further the purposes of the Fair Housing Act in its housing and urban development programs. HUD requires recipients of funds, including those awarded and announced under HUD's FY 2017 Program NOFAs not specifically exempted, to take meaningful actions that affirmatively further fair housing.

Unless otherwise specified elsewhere in this Program NOFA, an applicant must discuss how it

will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with Section 808(e)(5) of the Fair Housing Act. If the applicant operates in a jurisdiction with an accepted Assessment of Fair Housing, the proposed activities should be consistent with the AFH's fair housing goals and with fair housing strategies specified in any applicable Consolidated Plan or Public Housing Agency Plan.

Federally recognized Indian tribes are not subject to the requirement to affirmatively further fair housing in their use of certain HUD funds. Other tribal entities may also be exempt. If a tribal entity's use of HUD funds is subject to the Fair Housing Act, then its proposed activities under a particular program NOFA should be consistent with the AFH's fair housing goals and with fair housing strategies specified in any applicable Consolidated Plan.

Affirmatively Furthering Fair Housing (AFFH) Statement. Applicants do not have to include a statement on Affirmatively Furthering Fair Housing (AFFH) in their application; instead, successful applicants are required to undertake the following AFFH activities:

a. Ensure that each participant receives training and information on rights and remedies available under the federal, state, and local fair housing and civil rights laws and a copy of the Housing Discrimination Complaint Form.

b. Ensure that each participant is instructed on how to file a fair housing complaint and given the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777.

c. Ensure that the family is provided with an explanation of the advantages of moving to an area that does not have a high concentration of low-and very low-income people.

d. Make available to all participants' information on housing opportunities available throughout the region which will provide them with greater opportunities for employment, job training, highly ranked schools and varied cultural amenities, and how to access such opportunities through support organizations in the area.

e. Seek out fair housing training that will assist the coordinator in fulfilling fair housing responsibilities. Fair housing training may be available through the local Fair Housing Initiatives Program (FHIP) agency or the Fair Housing Assistance Program (FHAP) agency. A listing of FHIPs and FHAPs can be found at https://www.hud.gov/program_offices/fair_housing_equal_opp/partners/FHIP/fhip (FHIP) and https://www.hud.gov/program_offices/fair_housing_equal_opp/partners/FHAP (FHAP).

Improving Access to Services for Persons with Limited English Proficiency (LEP).
Executive Order (E.O.) 13166 seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have LEP. Recipients of HUD funds shall take reasonable steps to ensure meaningful access to their programs and activities to LEP individuals. As an aid to recipients, HUD published Final Guidance to Federal Financial Assistance Recipients: Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (LEP Guidance) in the Federal Register on January 22, 2007 (72 FR 2732). LEP guidance and LEP information is available on HUD's website.

Accessible Technology.
Section 508 of the Rehabilitation Act (Section 508) requires HUD to ensure, when developing,

procuring, maintaining, or using electronic and information technology (EIT), that the EIT allows persons with disabilities to access and use information and data comparably to those without disabilities unless an undue burden would result to the Federal agency. HUD encourages its recipients to adopt the goals and objectives of Section 508 by ensuring comparable access whenever EIT is used. Recipients must also comply with Section 504 of the Rehabilitation Act and, where applicable, the ADA. These statutes also require effective communication with individuals with disabilities and prohibit EIT-imposed barriers to access information, programs, and activities by persons with disabilities. (See Information on accessible technology.)

2. HUD- or Federal government-wide Requirements.

a. Outstanding Delinquent Federal Debts – It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

- A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
- Other arrangements satisfactory to HUD are made prior to the award of funds by HUD.

If satisfactory arrangements cannot be completed within 90 days of notification of selection, HUD will not make an award of funds to the applicant, and instead offer the award to the next eligible applicant. HUD may act earlier than the above stated 90 days to ensure, in HUD's determination, that the funds can be obligated in a timely manner. Applicants selected for funding, or awarded funds, must report any changes in status of current agreements covering federal debt. HUD may withhold funding, terminate an award, or seek other remedies from a grantee if a previously agreed-upon payment schedule has not been followed or a new agreement with the federal agency to which the debt is owed has not been signed.

b. Sufficiency of Financial Management System. HUD will not award or disburse funds to applicants that do not have a financial management system that meets Federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received Federal financial assistance, where HUD Program officials have reason to question whether a financial management system meets Federal standards, or for applicants considered high risk based on past performance or financial management findings.

c. Debarments and/or Suspensions – Under 2 CFR 2424, no award of Federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal government.

d. False Statements – A false statement in an application is grounds for denial or termination of an award and possible punishment, as provided in 18 U.S.C. 1001.

e. Pre-selection Review of Performance. – If your organization has delinquent federal debt or is excluded from doing business with the Federal government, the organization may be ineligible for an award. In addition, before making a Federal award, HUD reviews information available

through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), and the "Do Not Pay" website. HUD may consider other public sources such as newspapers, Inspector General or Government Accountability Office reports or findings, or other complaints that have been proven to have merit. Applicants may review and comment on any information in FAPIIS through SAM. HUD reserves the right to:

- Deny funding, or with a renewal or continuing award, consider suspension or termination of an award immediately for cause,
- Require the removal of any key individual from association with management or implementation of the award, and
- Make provisions or revisions regarding the method of payment or financial reporting requirements.

f. Mandatory Disclosure Requirement. Recipients or applicants must disclose in writing to the awarding program office at HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award within ten days after learning of the violation. Recipients that have received a Federal award including the term and condition outlined in Appendix XII to Part 200—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

g. Conducting Business in Accordance with Ethical Standards/Code of Conduct –

Before entering into an agreement with HUD, applicants selected for award must ensure an up-to-date copy of the organization's code of conduct, dated and signed by the Executive Director, Chair, or equivalent official, of the governing body of the organization has been submitted to HUD.

Codes of conduct must prohibit real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibit the solicitation and acceptance of gifts or gratuities over minimal value by officers, employees, or agents for their personal benefit; and outline administrative and disciplinary actions available to remedy violations of such standards. (See 2 CFR 200.112 and 2 CFR 200.318.)

If the recipient has a parent, affiliate, or subsidiary organization, whether non-profit or for-profit, the recipient must also maintain written standards of conduct covering organizational conflicts of interest. "Organizational conflicts of interest" means that because of relationships with a parent, affiliate, or subsidiary organization, the recipient is unable, or appears to be unable, to be impartial in administering the award or serving as a pass-through-entity.

h. Conflict of Interest of Consultants or Technical Experts Assisting HUD – Consultants and technical experts who assist HUD in rating and ranking applications for funding under published

FY 2017 Program NOFAs are subject to 18 U.S.C. 208, the federal criminal conflict-of-interest statute, and the Standards of Ethical Conduct for Employees of the Executive Branch regulation published at 5 CFR part 2635. As a result, consultants and technical experts who have assisted or plan to assist applicants with preparing applications for FY 2017 Program NOFAs may not serve on a selection panel and may not serve as a technical advisor to HUD. Anyone involved in rating and ranking FY 2017 Program NOFA applications, including departmental staff, experts and consultants must avoid conflicts of interest or the appearance of such conflicts. These individuals must also disclose to HUD's Office of General Counsel Ethics Law Division the following information, if applicable:

- How the selection or non-selection of any applicant under a FY 2017 Program NOFA will affect the individual's financial interests, as provided in 18 U.S.C. 208, or
- How the application process involves a party with whom the individual has a covered relationship under 5 CFR 2635.502

The consultant or technical expert assisting HUD must disclose this information before participating in any matter regarding an FY 2017 program NOFA. Applicants with questions regarding these provisions or concerning a conflict of interest, please call the Office of General Counsel, Ethics Law Division, at (202) 708-3815 (this is not a toll-free number). The phone number above may also be reached by individuals who are deaf or hard of hearing, or who have speech disabilities, through the Federal Relay Services service at 1-800-877-8339.

i. . Prohibition Against Lobbying Activities. Applicants are subject to the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR part 87, which prohibit recipients of federal awards from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a specific award. All applicants must submit with their application the signed Certification Regarding Lobbying included in the Application download from Grants.gov. In addition, applicants must disclose, using Standard Form LLL (SF-LLL), "Disclosure of Lobbying Activities," any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts. Federally-recognized Indian tribes and tribally designated housing entities (TDHEs) established by federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement. Applicants must submit the SF-LLL if they have used or intend to use non-federal funds for lobbying activities.

k. Consistency with the Consolidated Plan and Analysis of Impediments (AI)/Assessment of Fair Housing – Certain competitive Programs require applications to contain a certification of consistency with a HUD-approved Consolidated Plan. This certification means that the proposed activities are consistent with the jurisdiction's strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the Consolidated Plan. The Consolidated Plan also includes the jurisdiction's certification to affirmatively further fair housing which means, among other requirements, that the jurisdiction has conducted an AI/Assessment of Fair Housing. If a program NOFA requires a certification of consistency with the Consolidated Plan and you fail to provide the certification, and you do not cure the omission

as a curable deficiency, HUD will not fund the application.

Under HUD's regulations at 24 CFR 91.2(d), an applicant's PHA Plan must include a certification by the appropriate state or local official that the PHA Plan is consistent with the applicable Consolidated Plan for the jurisdiction in which the PHA is located and must describe the manner in which the applicable contents of the PHA Plan are consistent with the Consolidated Plan.

E. Program Specific Requirements.

1. Eligible Participants. FUP-eligible families and FUP-eligible youth that are income eligible under 24 CFR 982.201(b)(1).

2. HCV Program Regulations. Applicants must administer the FUP in accordance with HCV Program regulations in 24 CFR 982.

3. *Re-issuance*. As specifically required by the Appropriations Act, upon turnover, a voucher issued to a FUP-eligible family or FUP-eligible youth must be reissued to either another FUP-eligible family or FUP-eligible youth.

4. *Re-allocation*. A PHA administering assistance awarded under this NOFA that determines that it no longer has an identified need for such assistance upon turnover must notify HUD, and HUD will recapture such assistance from the PHA and re-allocate to any PHA that has need for FUP.

5. FUP-eligible Youth. A voucher issued to a FUP-eligible youth must not be used to provide housing assistance for that youth for a period exceeding 36 months.

6. Use of Funding. Funding under this NOFA may be used to provide tenant-based or project-based housing assistance.

7. Environmental Review. In accordance with 24 CFR 50.19(b)(11) and 58.35(b)(1) of the HUD regulations, tenant-based rental activities under this program are categorically excluded from the requirements of the National Environmental Policy Act of 1969 (NEPA) and are not subject to environmental review under the related laws and authorities. Activities under the homeownership option of this program are categorically excluded from NEPA requirements and excluded from other environmental requirements under 24 CFR 58.5 in accordance with 24 CFR 58.35(b)(5), but PHAs are responsible for the environmental requirements in 24 CFR 982.626(c). Regarding activities under the homeownership option for units not yet under construction at the time the family enters into the contract for sale, the additional environmental review requirements referenced in 24 CFR Sections 982.628(e), 982.631(c) (3) and 982.637(b) also apply in addition to Section 982.626(c), and the PHA shall submit all relevant environmental information to the responsible entity or to HUD to assist in the completion of those requirements.

F. 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. To ensure you are using the correct Application Package and Application Instructions, you must verify that the CFDA Number and CFDA Description on the first page of the Application Package, and the Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the Adobe forms created by Grants.gov. The Instruction download contains official copies of the General Section and Program NOFA, and forms necessary for a complete application. The Instruction download may include Microsoft Word, Microsoft Excel and additional Adobe Portable Document Format 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 or if you do not demonstrate good cause. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you should contact:

Email: FUPVouchers@hud.gov

The subject line of the email message should be, "Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018 - Waiver." 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.

To ensure that the correct Application Package and Application Instructions are used, applicants must verify that the CFDA Number and CFDA Description on the first page of the Application Package downloaded from Grants.gov, as well as the Funding Opportunity Title, and the Funding Opportunity Number match the Program and NOFA to which they are applying. You must verify that boxes 11, 12, and 13 on the SF-424 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 under the wrong CFDA and Funding Opportunity Number is a curable deficiency.

1. Content.

Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description

Form SF424, Application for Federal Assistance.	All applications must include a SF424 as the cover page to the application. When completing this form, the Federal Identifier requested in section 5a is the PHA's five digit number (e.g., MD035 or AK002). PHA applicants estimate a proposed 1 year start and end date in Section 17. In Section 18 (Estimated Funding), complete only 18.a and 18.g. The amount entered in both fields should be the total number of vouchers requested in Section D of the form HUD52515 times the housing assistance payments per	

	unit cost for 2017 HCV renewal funding, depending on the most recent available data. Applicants must enter the applicant legal name registered in CCR in box 8a of the SF424. Enter your 9 digit zip code in the zip code field.	
Form HUD 96011, Third Party Documentation Facsimile Transmittal		
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 will provide instructions to grantees on how the form is to be submitted.
Form HUD 2993, Acknowledgement of Application Receipt		This form may only be used if a waiver to the electronic application requirement has been granted and the applicant wants to receive a receipt for their paper application submission. In addition to the PHA entering its name and address on the form, the full title of the program under which the PHA is seeking funding must also be entered. This form is available at the following HUD web site: http://www.hud.gov/offices/adm/hudclips/forms/index.cfm

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

a. MOU between the PHA, PCWA and CoC. Requirements of the MOU are explained in Section III.C.8. of this NOFA.

b. Statement of Need. The Statement of Need must be signed by the Executive Director, Chief Executive Officer, or individual of equivalent position, of the PCWA, even if the PCWA has authority under applicable State law to contract out its functions to another organization. The Statement of Need must also be signed by the CoC Board Chair and CoC Collaborative Applicant Authorized Representative.

The Statement of Need must adequately demonstrate the need for FUP vouchers in the PHA's jurisdiction, which is not being met through other existing programs. This is done by indicating the number of FUP-eligible families who currently have children in danger of being placed in out-of-home care or who cannot be returned from out-of-home care due to inadequate housing. Additionally, the Statement must include the number of youths who have attained 18 years and not more than 24 years of age and who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and are homeless or at risk of becoming homeless at age 16 or older. The Statement must identify separately the number of FUP-eligible youth in the community who are no longer part of the PCWA's active caseload (e.g., youth that left foster care who are now homeless or at-risk of homelessness). The CoC must contribute to the identification of FUP-eligible youth that are experiencing homelessness in the community and who are no longer part of the PCWA's active caseload through integration into the local CoC(s)' coordinated entry process.

The Statement of Need must also specify the number of vouchers projected to be needed to assist FUP-eligible families and FUP-eligible youths over a 12-month period and describe how this estimate was calculated. The Statement of Need shall be a maximum of five pages long.

c. Required Documentation for Rating Criteria. Those applicants who will apply for rating criteria points must carefully review the documentation requirements of each rating criteria (see Section V.A.1. of this NOFA) and submit the required documentation with their application materials for each rating criteria they are applying for.

d. PCWA Contractor Documentation. If the PCWA has authority under State law to contract out its function to another organization and the PCWA has exercised this authority, the application under this NOFA must contain a one page letter signed by the Executive Director, Chief Executive Officer, or individual of equivalent position of both the PCWA and the contractor organization which indicates that this agreement has been executed, including the name of the contractor organization and the applicable State law authorizing such an agreement.

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

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 at all times when 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 and Bradstreet.

3. Requirement to Register with Grants.gov.

Anyone planning to submit grant 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 **07/24/2018**. 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 application to Grants.gov are contained in the Application Package you downloaded from Grants.gov. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

Applications under HUD's Continuum of Care (CoC) grant program are an exception to the submission requirements detailed in the previous paragraph. Applications for that grant program are submitted through HUD's e-snaps system.

"Received by Grants.gov" means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Grants.gov assigns an application tracking number and date- and time-stamps each application upon successful receipt by the Grants.gov system. A submission attempt that does not result 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 in order 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. To quickly check the status of your application:

- Go to www.grants.gov.
- Under the APPLICANTS tab on the Home page header, select Track My Application.
- In the text box provided, enter your Grants.gov application tracking number and click on the red Submit Application Tracking Numbers button. If the status is rejected with errors, you can get more information by logging in to Grants.gov with the username and password for the AOR account used to submit the 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.

Note: Now 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:

- Go to www.grants.gov.
- On the top, right corner, click on the LOGIN link.
- Under the APPLICANT tab, enter the username and password for the AOR account used to submit the application and click on the LOGIN button.
- If your organization has Standard AOR Access Level, please click on the CHECK MY APPLICATION STATUS link on the left. If your organization has Expanded AOR Access Level, please click on the CHECK APPLICATION STATUS FOR ORGANIZATION link.
- Select SEARCH BY: ALL and click on the SEARCH button.
- Click on the submission you wish to download to highlight it.
- Click on the DOWNLOAD APPLICATION button.
- You will be prompted to OPEN or SAVE a ZIP file. Click on the button for the option of your choice.

Please make note of the associated tracking number as it will be referenced by the Grants.gov Help Desk. Make note of the ticket number in case you need help from grants.gov.

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.

In the event of either of these events, HUD will post a notice on its website that establishes 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 that is 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, or 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 an application that has been validated by 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 application that is received and validated by Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period that is 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 Program 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.

Except as provided by the electronic submission grace period described in this NOFA, HUD may not consider any information that applicants may want to provide after the application deadline. HUD may not seek or consider clarification of application items or responses that improve the substantive quality of an application or which correct deficiencies which are in whole or part of a rating factor, including items that impact preference points. HUD may contact the applicant to clarify other items in its application. In order not to unreasonably exclude applications from being rated and ranked where there are curable deficiencies, HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight which, if corrected, would not alter, in a positive or negative fashion, the review and rating of the application. Examples of curable (correctable) deficiencies include inconsistencies

in the funding request, failure to submit the proper certifications, and failure to submit an application that contains a signature by an official able to make a legally binding commitment on behalf of the applicant. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized representative in item 21 of the SF-424 describing the curable deficiency. The email notifications are the official notification of the need to cure 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 for cure of a curable 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 not exceed 14 calendar days or be less than 48 hours from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD (or GrantSolutions). If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or other day when HUD's Headquarters offices in Washington, DC, are closed, then the applicant's correction must be received on the next business day that 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 (e.g., Subject: Technical Cure - GRANT123456). 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 that contains 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.

E. Intergovernmental Review.

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

F. Funding Restrictions.

Not Applicable

Indirect Cost Rate.

Normal indirect cost rules apply. If you intend to charge indirect costs to your award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other

documentation from the cognizant agency showing the approved rate.
Nongovernmental organizations and Indian tribal governments. If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and must include a letter or other documentation from the cognizant agency showing the approved rate. If you have never received a Federally negotiated indirect cost rate and elect to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 10% of Modified Total Direct Costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Once an organization elects to use the de minimis rate, the organization must apply this methodology consistently for all Federal awards until the organization chooses to negotiate for a rate, which the organization may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.
State and local governments. If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than $35 million in federal funding, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR part 200.
If your department or agency unit receives no more than $35 million in federal funding and your department or agency unit has prepared and maintains documentation supporting an indirect rate proposal in accordance with 2 CFR part 200, appendix VII, you may use the rate and distribution base specified in your indirect cost rate proposal. Alternatively, if your department or agency unit receives no more than $35 million in federal funding and has never received a Federally negotiated indirect cost rate, you may elect to use the de minimis rate of 10% of MTDC. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

G. Other Submission Requirements.

1. Discrepancies between the NOFA on Grants.gov and Other Documents.
The Program NOFA posted at the Grants.gov website is the official document HUD uses to solicit applications. Applicants are advised to review their application submission against the requirements in the posted Program NOFA. If there is a discrepancy between the Program NOFA posted on Grants.gov and other information provided in any other copy or version or supporting documentation, the posted Program NOFA located at www.Grants.gov prevails. If discrepancies are found, please notify HUD immediately by calling the program contact listed in the Program NOFA. HUD will post any corrections or changes to a Program NOFA on the Grants.gov website. Applicants must enroll an email address at the application download page to receive an e-mail alert from Grants.gov in the event the opportunity is changed.

2. Application Certifications and Assurances.

Applicants signing the SF424 cover page either through electronic submission or in paper copy submission (for those granted a waiver) affirm that the certifications and assurances associated with the application are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined that the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and 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.

3. Lead Based Paint References

When providing housing assistance funding for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

In addition to meeting all of the threshold requirements of the NOFA, applicants can receive up to 100 points by addressing the rating criteria specified in this section.

Applicants may also qualify for two additional bonus points if they have been approved for participation in the FUP and Family Self-Sufficiency Demonstration (FUP FSS Demonstration). Applicants qualifying for the additional two bonus points can receive up to 102 total points.

The rating criteria and bonus points that applicants receive will be used to rank the applicants for the purposes of funding. (See Section V.B. of this NOFA for additional information on the review and selection process.)

The minimum score for an application to be considered for funding is 61 points. However, should HUD determine that no eligible applicants have scored at least 61 points, HUD may award funds to an applicant scoring below 61 points.

PCWA's commitment to FUP-eligible youth	Maximum Points: 15

Scoring. Assign 15 points if the PCWA will commit staff resources to identify and refer, on at least a quarterly basis, FUP-eligible youth in the community who are no longer part of its active caseload (e.g., youth that left foster care who are now homeless or at-risk of homelessness).

This effort is in addition to the PCWA committing staff resources to identify and refer FUP-eligible families.

Documentation. To receive points, the MOU must describe the process for identifying and referring FUP-eligible youth in the community to the PHA, who are no longer part of the PCWA's active caseload.

Housing search assistance in low-poverty census tracts — Maximum Points: 14

Scoring. Assign 14 points if the PHA, PCWA, or CoC provides, funds, or otherwise makes available housing search assistance in low-poverty census tracts within or outside the PHA's jurisdiction. Housing search assistance must include, but is not limited to, providing participants with a current list of other organizations that can help families find units in low-poverty census tracts, and at least one of the following activities: Neighborhood tours, unit viewings, landlord introductions in low-poverty census tracts, or financial assistance to participants for moving costs (such as security and utility deposits).

Documentation. To receive points, the MOU must describe the housing search assistance being funded, provided, or otherwise being made available to all FUP-eligible families and FUP-eligible youth; and list who is providing the assistance.

Financial assistance — Maximum Points: 14

Scoring. Assign 7 or 14 points if financial assistance resources will be leveraged to assist FUP-eligible families and FUP-eligible youth lease-up with a FUP voucher. Financial assistance may include, but is not limited to, moving cost assistance, security deposit assistance, and utility startup (including utility arrears).

(a) To receive 7 points, financial assistance resources must be committed to FUP-eligible families.

(b) To receive 7 points, financial assistance resources must be committed to FUP-eligible youth.

A cumulative maximum of 14 points will be awarded under this category.

Documentation. To receive points, the MOU must identify the financial assistance program(s) that will be leveraged to assist FUP-eligible families and FUP-eligible youth. The organization(s) to provide the assistance must be identified.

Previous Coordination — Maximum Points: 2

Scoring: Assign 2 points if the PHA and/or PCWA can demonstrate cross-program coordination with a local CoC.

Documentation: To receive points, an item under (a) or (b) must be submitted:

(a) Evidence of an established agreement between the PHA or PCWA and the CoC to receive referrals from the local coordinated entry system. Evidence must be in the form of an executed MOU, signed certification from both parties, or an excerpt from a PHA or PCWA's policy document that describes the referral process. The agreement must have been established prior to the publication of this NOFA; or

(b) Evidence that the PHA and/or PCWA attended at least two meetings of the CoC within the last year. These meetings must have occurred prior to publication of this NOFA. Evidence must

be in the form of an excerpt from meeting minutes indicating attendance, an email from the CoC identifying the meetings that the PHA or PCWA attended, or a signed certification from the PHA or PCWA as to the dates of the meetings that were attended.

Post-move counseling	Maximum Points: 10

Scoring. Assign 10 points if the PHA, PCWA, and/or CoC has committed to providing, funding, or otherwise making available post-move counseling to FUP-eligible families and FUP-eligible youth or, in the case of CoC Program assistance, to FUP-eligible families and youth who are also CoC Program-eligible. Post-move counseling must include at least one of the following: budget counseling, credit counseling (including credit restoration counseling), periodic check-ins, subsequent-move counseling if the family or youth decides to move a second time, or landlord-tenant mediation.

Documentation. To receive points, the MOU must list the post-move counseling the PHA, PCWA, and/or CoC will provide, fund, or otherwise makes available to FUP-eligible families and FUP-eligible youth.

Case management to FUP families	Maximum Points: 15

Scoring. Assign 10 or 15 points if the PCWA has committed to providing, funding, or otherwise making available case management to FUP families after they have been issued a voucher. To receive points under this category, the case management must include, at a minimum, a needs assessment to identify all the family's needs, including housing-related needs and non-housing-related needs (such as behavioral health, physical health, employment, child care, and other services needed), referrals to services to address the family's needs, and regular contact (based on need) with the family to follow up on these referrals and provide new referrals as necessary. To receive points under this category, all FUP families should receive services unless they decline to participate or receive the services.

(a) To receive 10 points, the PCWA must commit to provide, fund, or otherwise make available case management for a minimum of 6 months after the family is issued a voucher.

(b) To receive 15 points, the PCWA must commit to provide, fund, or otherwise make available case management for a minimum of 12 months after the family is issued a voucher.

A maximum of 15 points will be awarded under this category.

Documentation. To receive the points, the MOU must describe the case management to be provided, funded, or otherwise made available by the PCWA, including a list of organizations to which the PCWA routinely refers families for service, and the length of time case management will be made available.

Self-sufficiency programs	Maximum Points: 20

Scoring. Assign 10 or 20 points if the PHA administers the HUD Family Self-Sufficiency program, or similar program promoting self-sufficiency, that is active at the time of application. A similar program promoting self-sufficiency refers to a self-sufficiency program that promotes the development of local strategies to coordinate the use of assistance under the HCV program with public and private resources to enable participating families to increase earned income and financial literacy, reduce or eliminate the need for welfare assistance, and

make progress toward economic independence and self-sufficiency.

(a) To receive 10 points, the PHA must have current policies or proposed strategies to encourage enrollment of FUP-eligible families into an existing self-sufficiency program.

(b) To receive 10 points, the PHA must have current policies or proposed strategies to encourage enrollment of FUP-eligible youth into an existing self-sufficiency program.

A cumulative maximum of 20 points will be awarded under this category.

Documentation. To receive points, the PHA applying for points under this category shall provide: (a) A narrative (of no more than 5 pages) or (b) the section referencing these current policies of its most recent FSS Action Plan/policy document of a similar program promoting self-sufficiency.

PHAs submitting a narrative. The narrative must describe: (a) the PHA's proposed strategies; (b) whether these strategies will be adopted in a HUD Family Self-Sufficiency program or similar program promoting self-sufficiency; and (c) the time line for adopting the strategies if awarded vouchers under this NOFA.

PHAs awarded vouchers under this NOFA that received points under this section for proposed HUD Family Self Sufficiency program strategies that have not been incorporated in the PHA's FSS Action Plan, must submit revisions of the FSS Action Plan to FUPvouchers@hud.gov, FSS@hud.gov and their local HUD Field Office within three months of award announcement. Failure to comply with this requirement may result in the revocation of the voucher award.

PHAs awarded vouchers under this NOFA that received points under this section for a proposed similar program promoting self-sufficiency strategies that have not been incorporated in the PHA's written policies or administrative plan for administering the program must adopt these policies within three months of award announcement. Failure to comply with this requirement may result in the revocation of the voucher award.

PHAs administering a HUD Family Self-Sufficiency program. Each PHA that administers a HUD Family Self-Sufficiency program, must have a HUD approved FSS Action Plan with the PHA's local HUD Field Office, prior to this NOFA's application deadline if applying for points under this section. PHAs awarded vouchers under this NOFA that received points under this section for enacted HUD Family Self-Sufficiency program strategies must only include the relevant section(s) of the FSS Action Plan describing policies for encouraging enrollment of FUP-eligible families and FUP-eligible youth.

PHAs administering a similar program promoting self-sufficiency. PHAs awarded vouchers under this NOFA that received points under this section for enacted a similar program promoting self-sufficiency must provide a copy of the section of its most recent policy documents or administrative plan which refers to the policies and procedures for the local operation of its program. **Applicants must only submit the section of its policy document or administrative plan that describes the PHA's self-sufficiency program and outreach efforts, not the entire policy document or administrative plan.**

FUP families and FUP youth enrolled in self-suffiency program	Maximum Points: 10

Scoring. Assign up to 10 points if the PHA documents that there are FUP families and FUP youth currently enrolled in their HUD Family Self-Sufficiency Program or similar program promoting self-sufficiency.

(a) To receive 5 points, the PHA must show that there are FUP families (at least one) enrolled in their HUD Family Self-Sufficiency Program or similar program promoting self-sufficiency.

(b) To receive 5 points, the PHA must show that there are FUP youth (at least one) enrolled in their HUD Family Self-Sufficiency Program or similar program promoting self-sufficiency.

A cumulative maximum of 10 points will be awarded under this category.

Documentation. To receive points, the PHA shall certify to the number of FUP families and FUP youth that are currently enrolled in the HUD Family-Self Sufficiency Program or similar self-sufficiency program, subject to HUD verification. The certification must be on the PHA's letterhead and signed by the PHA's Executive Director, Chief Executive Officer, or individual of equivalent position.

Participation in HUD's FUP and FSS Demonstration (BONUS) Maximum Points: 2

Scoring. Assign 2 bonus points if the PHA applied for and was accepted for participation in HUD's FUP FSS Demonstration as announced through Notice PIH 2016-01.

Documentation. No documentation required. HUD will compare all applicants under this NOFA against the list of PHAs approved for participation in the FUP-FSS Demonstration. The list of PHAs approved to participate in the FUP-FSS Demonstration may be found here: https://portal.hud.gov/hudportal/documents/huddoc?id=fup_fss_demo_update.xlsm.

2. Preference Points.

Preference points are not available for this program.

B. Review and Selection Process.

1. Past Performance

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

a. The ability to account for funds appropriately;
b. Timely use of funds received from HUD;
c. Timely submission and quality of reports submitted to HUD;
d. Meeting program requirements;
e. Meeting performance targets as established in the grant agreement;
f. The applicant's organizational capacity, including staffing structures and capabilities;
g. Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
h. The number of persons to be served or targeted for assistance.

HUD may deduct points from the rating score or establish threshold levels as specified under

the Factors for Award in the Program NOFAs. Each Program NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts. Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding of each applicant's performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.C.2.b.(5), Pre-selection Review of Performance, above.

2. Assessing Applicant Risk

Risk will be evaluated by way of the elements described in Sections III.C., III.D., and III.E. of this NOFA.

3. Review Types

In addition to taking into account past performance and an assessment of risk, three types of reviews will be conducted. **First:** HUD will review applications to determine initial eligibility. **Second:** HUD will review applications to determine compliance with threshold requirements. **Third:** HUD will review and assign scores to applications that meet threshold eligibility requirements using the Rating Factors in Section V.A.1. of this NOFA.

4. Threshold Eligibility Requirements

All applicants requesting funding must meet the eligibility requirements in Section III.A. of this NOFA in order to be reviewed further. Applicants meeting the eligibility requirements will be reviewed for compliance with the threshold requirements in Section III.C. of this NOFA. Applications that do not meet the threshold requirements will be considered ineligible for funding.

5. Ranked Order

Applications that meet the threshold requirements will be scored based on the rating factors in Section V.A.1. of this NOFA. Once scores have been assigned, applications will be listed in ranked order.

The minimum score for an application to be considered for funding is 63 points. Meeting the minimum score of 63 points does not guarantee a funding award will be made. Should HUD determine that no eligible applicants have scored at least 63 points, HUD may award funds to an applicant scoring below 63 points.

HUD will allocate funds among applicants based on the identified need within the maximum award requirements described in Section II.C. of this NOFA. Applicants with a higher ranking will be awarded funds ahead of applicants with a lower ranking. As a result, an applicant with a lower ranking may be funded at less than need and/or less than the maximum award.

C. Anticipated Announcement and Award Dates.

Anticipated announcement date: April 18, 2018

Anticipated award date: September 24, 2018

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 all other applicants, whose applications were received by the deadline, that 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.

B. Administrative, National and Department Policy Requirements.

For this NOFA, the following requirements apply:

Equal Access to HUD-assisted or HUD-insured Housing.

HUD is committed to ensuring that its housing programs are open to all eligible individuals and families regardless of sexual orientation, gender identity or marital status. HUD funding recipients and subrecipients must comply with 24 CFR 5.105(a)(2) in connection with determining eligibility for housing assisted with HUD funds or subject to an FHA-insured mortgage, and in connection with making such housing available. This includes making eligibility determinations and making housing available regardless of actual or perceived sexual orientation, gender identity, or marital status, and prohibiting inquiries about sexual orientation or gender identity for the purpose of making eligibility determinations or making housing available. Applicants are encouraged to become familiar with these requirements, HUD's definitions of sexual orientation and gender identity at 24 CFR 5.100, clarifications to HUD's definition of family at 24 CFR 5.403, and other regulatory changes made through HUD's Equal Access Rule, published in the Federal Register at 77 FR 5662 (Feb. 3, 2012).

Participation in a HUD-Sponsored Program Evaluation.

As a condition of the receipt of financial assistance under a Program NOFA, all successful applicants will be required to cooperate with all HUD staff, contractors, or designated grantees performing research or evaluation studies funded by HUD.

For this NOFA, a HUD-Sponsored Evaluation may include an evaluation supported by HUD, but financially sponsored and/or directed by another Federal agency. This may require cooperation with other Federal staff, contractors, or designated grantees performing research or evaluation studies supported by HUD. If HUD or a Federal agency partner sponsors an evaluation, award recipients will be required to participate in the evaluation and to follow all evaluation protocols established by HUD, its Federal partners, or their designated contractors. If an evaluation involves random assignment of families and/or youth, award recipients will be expected to abide by random assignment procedures and facilitate the random assignment process.

Drug-Free Workplace.

Recipients and subrecipients receiving funds from HUD are subject to 2 CFR part 2429, which implements the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.), as amended, and required to provide a drug-free workplace. Compliance with this requirement means that the applicant will:

- Publish a statement notifying employees that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the applicant's workplace and such activities are prohibited. The statement must specify the actions that will be taken against employees for violation of this prohibition. The statement must also notify employees that, as a condition of employment under the federal award, they are required to abide by the terms of the statement and that each employee must agree to notify the employer in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace, no later than 5 calendar days after such conviction.
- Establish an ongoing drug-free awareness program to inform employees about:
    - The dangers of drug abuse in the workplace;
    - The applicant's policy of maintaining a drug-free workplace;
    - Available drug counseling, rehabilitation, or employee assistance programs; and
    - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- Notify HUD and other federal agencies providing funding in writing within 10 calendar days after receiving notice from an employee of a drug abuse conviction or otherwise receiving actual notice of a drug abuse conviction. The notification must be provided in writing to HUD's Office of Strategic Planning and Management, Grants Management Division, Department of Housing and Urban Development, 451 7th Street, SW, Room 3156, Washington DC 20410-3000, along with the following information:
    - The program title and award number for each HUD award covered;
    - The HUD staff contact name, telephone and fax numbers;
    - A grantee contact name, telephone and fax numbers; and
    - The convicted employee's position and title.
- Require that each employee engaged in the performance of the federally funded award be given a copy of the drug-free workplace statement required in item (a) above and notify the employee that one of the following actions will be taken against the employee within 30 calendar days of receiving notice of any drug abuse conviction:
    - Institution of a personnel action against the employee, up to and including termination consistent with requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended; or
    - Imposition of a requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- Identify to the agency making the award all known workplaces under the award. The workplace identification must include the actual address of buildings or other sites where work under the award will take place. The applicant must also inform the agency of any workplace changes during the performance of the award. The identification of the workplaces must occur either:
    - At the time of application or upon award; or
    - In documents the applicant keeps on file in its offices during performance of the award, in which case the applicant must make the information available for inspection upon request by the agency.

Safeguarding Resident/Client Files.

In maintaining resident and client files, funding recipients shall comply with the Privacy Act of 1974 (Privacy Act), the agency rules and regulations issued under the Privacy Act, and observe state and local laws concerning the disclosure of records that pertain to individuals. Recipients must comply with the Privacy Act in the design, development, or operation of any system of records on individuals and take reasonable measures to ensure that resident and client files are safeguarded, including when reviewing, printing, or copying client files.

Physical Accessibility.

Note that all meetings must be held and services provided in facilities that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, successful applicants must give priority to alternative methods of product or information delivery that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate in accordance with HUD's implementing regulations for section 503 of the Rehabilitation Act of 1973 (29 U.S.C.§794) at 24 CFR part 8. In addition, all notices of and communications during all training sessions and public meetings shall be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities or provide other means of accommodation for persons with disabilities consistent with section 504 of the Rehabilitation Act of 1973 and HUD's section 504 regulations. See CFR section 8.6.

C. Reporting.

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

1. Reporting Requirements and Frequency of Reporting. This Program NOFA and award agreement will specify the reporting requirements, including content, method of data collection, and reporting frequency. Applicants should be aware that if the total Federal share of your Federal award may include 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. 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, handicap (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. Program NOFAs may specify the data collection and reporting requirements. Many programs use the Race and Ethnic Data U.S. Department of Housing OMB Approval No. 2535-0113 Reporting Form HUD-27061.

3. 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.

Please direct questions regarding specific reporting requirements to the point of contact listed in Section VII. Agency Contact(s), below.

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the awards for a Program NOFA are publicly announced, HUD will provide to a requesting applicant a debriefing related to its application. 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 person, organization, or email address identified as the contact under the section entitled Agency Contact(s) in the Program NOFA. 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 Contact(s).

HUD staff will be available to provide clarification on the content of this NOFA. Please note that HUD staff cannot assist applicants in preparing their applications.
Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

Ryan Jones
(202) 402-2677
FUPVouchers@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.

VIII. Other Information.

Paperwork Reduction Act Statement. The information collection requirements in this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C.3501-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. Each Program NOFA will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.

National Environmental Policy Act.

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for

this NOFA in accordance with HUD regulations at 24 CFR Part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at HUD's Funds Available web page at http://portal.hud.gov/hudportal /HUD?src=/program_offices /administration /grants /fundsavail.

Appendix.

Sample Memorandum of Understanding - Family Unification Program

[** ***This sample document demonstrates the Memorandum of Understanding requirements listed in Section III.C.8, and the optional rating factor elements listed in Section V.A.1 of the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018.*** **]

This Memorandum of Understanding (MOU) has been created and entered into on [** ***Insert execution date, which must be between the date the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018 is published and the application deadline date.*** **] *by and between the following parties in relation to their application.*

[PHA Name and Address]

[PCWA Name and Address]

[PCWA contractor organization Name and Address]

[** ***Include only if the PCWA has contracted out its functions to another organization under applicable state law.*** **]

[CoC Name and Address]

1. Introduction and Goals **(*the following elements, listed in a. – d., are threshold requirements*):**
    1. PHA and PCWA's commitment to administering the program.
    2. CoC's commitment to cooperate with and assist the PHA and PCWA.
    3. PHA and PCWA's goals and standards of success in administering the program.
    4. Identification of staff position at the PHA, PCWA, and CoC who will serve as the lead FUP liaisons. *[** **Include the staff position at the PCWA contractor organization if the PCWA has contracted out its functions under applicable***

state law. **]

5. Responsibilities of the FUP liaison in this section. **(optional)**

Lead FUP Liaison:

Name and title of PHA staff position:

_____Name and title of PCWA staff position:

_____

Name and title of CoC staff position:

_____

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1. Statement of cooperation **(threshold requirement):**
   The PHA and PCWA agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation, and follow all evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

- Define the two populations (families and youth) eligible for FUP assistance **(threshold requirement):**
- **FUP-Eligible Family** is defined as a family that the Public Child Welfare Agency (PCWA) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in/out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the PHA has determined is eligible for a Housing Choice Voucher (HCV).

- **FUP-Eligible Youth** is defined as a youth that the PCWA has certified to be at least 18 years old, and not more than 24 years of age, and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

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1. Housing Search Assistance **(threshold requirement):**
   Include a detailed description of the assistance that will be provided to FUP families and

youths in locating housing units and working with landlords to secure appropriate eligible units. List the organization(s) responsible for providing this assistance.

2. Services to be provided to FUP-eligible youths **(*the following elements, listed in a. – e., are threshold requirements*)** [** ***FUP-eligible youth cannot be excluded from the FUP program.*** **]:
   List the services to be provided to FUP-eligible youth by the PCWA or another agency/organization under agreement/contract with the PCWA and list the organizations to provide the services and resources. This list must include all the following services:
3. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services).
4. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
5. Providing such assurances to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher.
6. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).
7. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

The MOU **must** include a statement that all the above services will be provided for a period of at least 18 months to FUP-eligible youth receiving rental assistance through the use of a FUP voucher, regardless of age. For example, a FUP-eligible youth enters the program at age 24 and 10 months, the PCWA or another agency/organization under agreement/contract with the PCWA must still provide 18 months of service, even though after two months the youth no longer meets the initial age of eligibility for FUP youth.

[** ***The MOU may include additional services beyond those listed above (a – e).*** **]

1. PHA Responsibilities **(*the following elements, listed in a. – h., are threshold requirements*):**
   Address how the PHA will fulfill each of the following responsibilities:
2. Accept families and youths certified by the PCWA as eligible for the FUP. The PHA, upon receipt of the PCWA list of families and youths currently in the PCWA caseload, must compare the names with those of families and youths already on the PHA's HCV waiting list. Any family or youth on the PHA's HCV waiting list that matches with the PCWA's list must be assisted in order of their position on the waiting list in accordance with PHA admission policies. Any family or youth certified by the PCWA as eligible and not on the HCV waiting list must be placed on the waiting list. If the PHA has a closed HCV waiting list, it must reopen the waiting list to accept a FUP applicant family or youth who is not currently on the PHA's HCV waiting list. (The PHA may reopen the waiting list to accept a FUP applicant family or youth without opening the waiting list

for other applicants.)

3. Determine if any families with children, or youths age 18 through 24 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FUP, and refer such applicants to the PCWA.
4. Determine if families with children, or youths age 18 through 24 referred by the PCWA are eligible for HCV assistance and place eligible families/youths on the HCV waiting list.
5. Amend the administrative plan in accordance with applicable program regulations and requirements, if needed.
6. Administer the vouchers in accordance with applicable program regulations and requirements.
7. Comply with the provisions of this MOU.
8. Upon notification that vouchers have been awarded, train PCWA staff on the PHA's HCV procedures.
9. Conduct regular meetings (at least quarterly) with the PCWA and CoC.

- PCWA Responsibilities **(*the following elements, listed in a. – h., are threshold requirements*)**
  Address how the PCWA will fulfill each of the following responsibilities:

1. Establish and implement a system to identify FUP-eligible families and FUP-eligible youths within the agency's caseload, and to review referrals from the PHA and CoC. For families, the statement should state the system used for prioritizing families with an open case, along with a substantiated report of child abuse and neglect, and whose children are already in out-of-home care, at high risk for experiencing additional negative child welfare outcomes (e.g., long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases), and where housing assistance could help the parent(s) to stabilize and participate in any other services necessary for subsequent reunification. The MOU should clarify that referrals should be made for priority families as soon as they are identified and not only upon successful completion of other aspects of families' case management plans.
2. Establish and implement a system to identify FUP-eligible youth not currently within the agency's caseload in cooperation with the CoC.
3. Provide written certification to the PHA that a family qualifies as a FUP-eligible family, or that a youth qualifies as a FUP-eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, and the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018.
4. Commit sufficient staff resources to ensure that eligible families and youths are identified and determined eligible in a timely manner. This commitment must include a process to ensure that the PCWA's active caseload is reviewed at least once a month (when the PHA has FUP vouchers available) to identify FUP-eligible families and FUP-eligible youths, and refer them to the PHA. Additionally, the PCWA must be prepared to provide referrals to the PHA within 30 working days of receiving notification from the PHA about voucher availability.
5. Commit sufficient staff resources to provide follow-up supportive services after the youth leases a unit, documenting the source for funding for these services (PCWA's are encouraged to leverage non-Federal funds, including State, local, philanthropic, and

faith-based organizations).
6. Comply with the provisions of this MOU.
7. Upon notification that vouchers have been awarded, train PHA staff on the PCWA's referral procedures.
8. Conduct regular meetings (at least quarterly) with the PHA and CoC.

- CoC Responsibilities **(*the following elements, listed in a. – d., are threshold requirements*)**

Address how the CoC will fulfill each of the following responsibilities:

1. Integrate the prioritization and referral process for FUP-eligible youth into the CoC's coordinated entry process.
2. Identify services to be provided using CoC program funds to families and youth who qualify for CoC program assistance**.**
3. Participate in regular meetings conducted by the PHA and PCWA (at least quarterly).
4. Comply with the provisions of the MOU.

1. **Rating Factors (optional)** *The following is not a comprehensive list of the rating factors as it only includes elements pertinent to the MOU.*

In addition to meeting all the threshold requirements of the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018, applicants can receive points that will be used to rank each applicant for funding. Additional information on the requirements of each rating factor are included in section V.A.1. of the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018.

1. **PCWA's commitment to FUP-eligible youth** – The MOU must describe the process for identifying and referring FUP-eligible youth in the community to the PHA, who are no longer part of the PCWA's active case load.

1. **Housing search assistance in low-poverty census tracts** – The MOU must describe the housing search assistance being funded, provided, or otherwise being made available to all FUP eligible families and FUP-eligible youth; and list who is providing the assistance.

1. **Cash assistance** – The MOU must identify financial assistance resources that may be leveraged to assist families and youth successfully lease-up with a FUP voucher. Financial assistance may include, but is not limited to, moving cost assistance, security

deposit assistance, utility startup (including utility arrears). The MOU must identify the source of this assistance.

1. **Post-move counseling** – The MOU must list the post move counseling the PHA, PCWA, and/or CoC will provide, fund, or otherwise make available to FUP-eligible families and FUP-eligible youth or, in the case of CoC Program assistance, to FUP-eligible families and youth who are also CoC Program-eligible.

1. **Case management to FUP families** – The MOU must describe the case management provided, funded, or otherwise made available by the PCWA, including a list of organizations to which the PCWA routinely refers families for service, and the length of time case management will be made available.

Signed By:

Executive Director, PHA Date

Executive Director, PCWA Date

Executive Director, PCWA Contractor organization (if applicable) Date

CoC Board Chair Date

CoC Collaborative Applicant Authorized Representative Date

[** ***The execution date must be between the publication date and the application deadline date of the*** **Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018.** **]