

U.S. Department of Housing and Urban Development

Public and Indian Housing

Jobs Plus Initiative
FR-6200-N-14
Application Due Date: 09/13/2018

Jobs Plus Initiative
FR-6200-N-14
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U.S. Department of Housing and Urban Development

Program Office:	Public and Indian Housing
Funding Opportunity Title:	Jobs Plus Initiative
Announcement Type:	Modification
Funding Opportunity Number:	FR-6200-N-14
Primary CFDA Number:	14.895
Due Date for Applications:	**09/13/2018**

Overview

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

OMB Approval Number(s): 2577-0281

I. Funding Opportunity Description.

A. Program Description.

1. Purpose

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

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

- Employment-Related Services
- Financial Incentives – Jobs Plus Earned Income Disregard (JPEID)
- Community Supports for Work

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

Background

HUD, the Rockefeller Foundation, and MDRC, through a public-private partnership, designed

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

Employment-Related Services

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

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

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

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

Financial Incentives – Jobs Plus Earned Income Disregard (JPEID)

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

All residents in a Jobs Plus development are eligible to receive the JPEID benefit, even if they do not actively participate in other Jobs Plus activities. But, to access JPEID, residents must sign up for the Jobs Plus program. Residents who previously used up some or all their lifetime EID eligibility are eligible to receive the full JPEID benefit. When the Jobs Plus program ends, all rent will return to regular income-based calculations at the time of the resident's next rent re-certification.

Disregarded Amount. The JPEID excludes from the Family Rent calculation 100 percent of a participating resident's incremental earned income for a period of up to 48 months, beginning on the date on which a public housing resident enrolls in the Jobs Plus program, and ending in 48 months or at the end of the grant period, whichever is sooner.

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

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

Community Supports for Work

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

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

- **Activities that build a caring and cohesive public housing community**. For Jobs Plus to be successful, PHA staff members need to trust residents, residents need to trust PHA staff, and ultimately residents need to trust each other. Activities to build trust, create a sense of community, build a sense of shared purpose, train residents leaders, build resident self-confidence, and reduce the social isolation of individual residents are all important for achieving this goal. Social activities that focus primarily on getting residents out of their units are helpful but not sufficient to achieve this goal.
- **Informal and nontraditional activities that support residents' progress toward economic security.** Through the Jobs Plus program, residents will have access to case management, job training, employment placement services, and the JPEID. This component of CSW focuses on steps that go above and beyond these formal Jobs Plus

activities. Examples include residents helping other residents prepare their resumes and learn about new job openings, residents driving residents to job interviews and setting up carpooling arrangements, and residents providing residents with motivational support. Broadly communicated messages about the importance of work and how "work pays" also contribute to this component of CSW, as do motivational speakers, exposure to internal and external success stories, and the marketing of stories about residents' success in finding a job and moving up the career ladder.

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

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

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

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

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

Partnerships with Local Agencies

The comprehensive nature of the Jobs Plus program requires that PHAs establish partnerships with American Job Centers and other key social service agencies within the community. These partnerships will strengthen program planning and implementation and streamline access to services for participants. For each partner identified, applicants must describe the role of the partner agency and a description of the services to be provided by the partner agency, as well as

any fees associated with those services. Applicants should demonstrate their ability to build collaboration among all partners, regardless of whether a partner will receive grant funding for their services or if the services will be provided in-kind.

Partners should include:

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

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

- Child care services and/or after school programs
- Transportation assistance
- Financial literacy workshops
- Legal services (e.g. expungement)
- Domestic violence prevention services
- Services for formerly incarcerated/returning citizens
- Life skills
- Smoking cessation
- Other applicable local business support

Program Goals

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

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

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

Numeric Goals	**Minimum goal required by HUD by end of Year 4**
1. Number of individuals enrolled in the Jobs Plus Earned	80% work-able adults in

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

2. Changes from Previous NOFA.

The 2018 Jobs Plus program NOFA does not modify the fundamental program design described in the 2017 NOFA.

Substantive changes are:

- Details on Community Support for Work has been modified as described in Section I. A. – Funding Opportunity Description.
- The MOU requirement has been modified as described in Section III.C. – Eligibility Information.
- The use of Capital and Operating funds as match has been clarified in Section III.B for consistency with the restriction that
  Federal sources generally may not be used as match to meet or exceed the 25% threshold requirement unless otherwise permitted by that program's authorizing statute.

3. Definitions.

a. Standard Definitions

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

Award, as used in this NOFA means a federal, grant, cooperative agreement, loan, or loan guarantee.

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

service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).
Consolidated Plan is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR part 91 for more information about the Consolidated Plan and related Annual Action Plan).
Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR 200.22.)
Contractor means an entity receiving a contract.
Deficiency is information missing or omitted within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box, 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, except for documentation of applicant eligibility;
Not influence how an applicant is ranked or scored versus other applicants; and
Be able to 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 if corrected would change an applicant's score or rank versus other applicants.
Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

DUNS Number is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal.
Eligibility requirements are mandatory requirements for an application to be eligible for funding. 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 serving as the Federal government's central portal for searching and applying for federal financial assistance throughout the Federal government. Registration in Grants.gov is required for submission of applications to prospective agencies.
NOTE: Passwords expire every 60 days. Accounts inactive for 1 year or more result in removal of all account roles. For more account management information, review

the Applicant FAQs contained on the grants.gov web page.
Non-Federal Entity means a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or subrecipient.
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 SF424.
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 receiving an award directly from HUD to carry out an activity under a HUD program.
Section 3 Business Concern means a business concern (1) 51 percent or more owned by Section 3 residents; 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) provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns meeting the qualifications in this definition.
Section 3 Residents means: 1) Public housing residents; or 2) Low and very-low income persons, as defined in 24 CFR 135.5, who live in the metropolitan area or non-metropolitan county where Section 3 covered assistance is expended.
Standard Form 424 (SF424) Application for Federal Assistance Programs, required by discretionary grant programs.
Subaward means an award provided by a recipient to a subrecipient for the subrecipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual's beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the recipient considers a contract.
Subrecipient means a non-Federal entity receiving a subaward from a recipient to carry out part of a HUD program; but does not include an individual's beneficiary of such program.
A subrecipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).
System for Award Management (SAM), is an official website of the U.S. government. You can access the website at Sam.gov There is no cost to use SAM. SAM 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 for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility. Threshold requirements are listed in Section III.C. of this NOFA.
Applicants must ensure their application package addresses threshold requirements. Please check your application carefully!

4. Program Definitions

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

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

5. Web Resources
The resources indicated provide details for the application process

- Affirmatively Furthering Fair Housing
- Code of Conduct list
- Do Not Pay
- Dun & Bradstreet
- Request a DUNS Number
- Equal Participation of Faith-Based Organizations
- Federal Awardee Performance and Integrity Information System
- Federal Subaward Reporting System) FSRS
- Grants.gov
- Grants.gov support
- Healthy Homes Strategic Plan
- Healthy Housing Reference Manual
- HUD Funds available
- HUD's Strategic Plan
- HUD Grants
- NOFA webcasts
- Procurement of recovered materials
- Promise Zones
- Section 3 Business Registry
- State Point of Contact List
- System for Award Management (SAM))
- Real Property Acquisition and Relocation
- USASpending

B. Authority.

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

II. Award Information.

A. Available Funds

Funding of up to **$15,000,000** 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 contained in this NOFA.

This NOFA announces the availability of approximately $15 million in funds for Jobs Plus grants. If funds are appropriated by Congress, HUD may, at its discretion, use additional FY2019 Jobs Plus funding to make additional awards under this NOFA. In accordance with the FY2019 Appropriations Act.

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

B. Number of Awards.

HUD expects to make approximately 5 awards from the funds available under this NOFA.

C. Minimum/Maximum Award Information

Estimated total funding for the Jobs Plus Program is $15 million. Minimum award amounts are subject to budget request and maximum award amounts are $3.7 million.

Award funding will be determined as follows:

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

Estimated Total Funding:	$15,000,000
Minimum Award Amount:	$1,000,000 Per Project Period
Maximum Award Amount:	$3,700,000 Per Project Period

D. Period of Performance

The grant term is 54 months.

Estimated Project Start Date:	01/31/2019
Estimated Project End Date:	07/30/2023
Length of Project Periods:	Other

Length of Project Periods Explanation of Other:	The grant period of performance is 54-months. Which includes 6-month start-up period and a 48-month implementation period.

E. Type of Funding Instrument.

Funding Instrument Type: Grant

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

III. Eligibility Information.

A. Eligible Applicants.

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

Additional Information on Eligibility:

Conditions for Eligibility of Public Housing Authorities

Eligible applicants are PHAs that operate one or more public housing developments that meet the criteria outlined in this NOFA. A list of developments that meet the criteria is provided in Appendix B, however, the mere appearance of a development on this list does not mean that the development is appropriate for a Jobs Plus program.

- PHAs that received a Jobs Plus program grant in 2014, 2015, 2016 or 2017 are not eligible for 2018 grant funds.
- Federally designated tribes and tribally designated housing entities are not eligible entities under this award.

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

Successful applicants will be required to inform HUD of any planned Rental Assistance Demonstration (RAD) conversions at the Jobs Plus site. RAD Conversion of Jobs Plus sites will be permitted if the planned conversion will take place post award. Pursuant to the RAD Notice (Rental Assistance Demonstration – Final Implementation, PIH-2012-32 (HA), as amended from time to time), Jobs Plus grantees that convert Jobs Plus target project(s) to PBV or PBRA through RAD will be able to finish out their Jobs Plus period of performance unless significant relocation and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the Secretary’s discretion, choose to end the Jobs Plus program at that project.

Criteria for Eligible Developments

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

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

Place: Units to be served must be contiguous unless good cause can be shown that the program will succeed in non-contiguous developments. A description of how the program will be run from one central location and remain accessible to residents of non-contiguous developments will be required. This requirement may disqualify developments on the Eligible Development list if the Asset Management Project (AMP) is for scattered sites.

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

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

Performance: Developments that belong to a non-performing PHA may be eligible to participate provided HUD has determined the PHA can implement and oversee the grant successfully. A "non-performing PHA" is defined as a PHA designated as a troubled performer under the Public Housing Assessment System (PHAS) as listed on HUD's most recent official Troubled List or is designated a substandard performer based on its most recent published PHAS score.

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

B. Cost Sharing

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

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

To meet the Match Threshold according to HUD guidelines, match letters must contain:

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

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

- The type of match (cash or in-kind);
- The source of the match (e.g. details related to a non federal source);
- The value of the match; and

- How the match will be used.

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

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

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

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

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

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

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.

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

2. **Memorandum of Understanding (MOU) –**Applicants must establish and maintain a working relationship with the local Workforce Development Board and/or local American Job Center (formerly known as One-Stop Center). To meet the threshold requirement, the applicant must submit documentation of this relationship in the form of a MOU between the Housing Authority and the local Workforce Development Board or American Job Center/One-Stop Center. The MOU must demonstrate that the PHA is a required One-Stop partner as outlined in 20 CFR 678.420. Additionally, it must identify roles and responsibilities of the signatory agencies as it pertains to the program, how the Workforce Innovation and Opportunity Act

(WIOA) funds will be used to support the Jobs Plus program at the targeted development, a description of the local employment market with information related to skills and training for in-demand jobs and have been signed by all parties between the date of publication of this NOFA and the application due date. If there is an MOU already in place, the parties must execute an Addendum that specifically references the Jobs Plus Program for Fiscal Year 2018, and meets the date requirements above.

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

D. Statutory and Regulatory Requirements Affecting Eligibility

Eligibility Requirements for Applicants of HUD's Grants Programs
The following requirements affect applicant eligibility. Detailed information on each requirement is posted on HUD's Funding Opportunities Page (**click here**).

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

E. Program Specific Requirements.

Non-Performing PHAs. Non-performing PHAs (per the definition in Section III.A) must submit a justification explaining their capacity to manage a grant despite their non-performing status. PHAs may contact their field office representative to determine if they are on the Troubled list. When applications are received, a list of non-performing PHA applicants will be forwarded to the Office of Field Operations along with any submitted justifications. The Office of Field Operations will make a pass/fail determination on whether the non-performing PHA's application can be scored. If an applicant is selected for funding and it is deemed necessary by HUD, applicants may be required to enter into a Recovery Agreement with HUD, which may include contracting with an entity acceptable to the HUD field office to act as Contract Administrator for the program.

Tribes or Tribally Designated Housing Entities (TDHEs). This program is not open to federally designated tribes or tribally designated housing entities.

Subawards Subrecipients. This program does not allow subawards or subrecipients.

Technical Assistance. HUD encourages PHAs and partners to seek technical assistance in implementing a successful Jobs Plus program. Technical assistance is an eligible use of funds and should be accounted for in the budget; however, HUD reserves the right to approve all technical assistance and providers for the PHA. Further guidance will be issued upon grant award.

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

Eligible Activities and Cost

- Hiring and compensating staff such as Service Coordinators or other service-related personnel (salary and fringe benefits for either Jobs Plus-specific staff or partner staff dedicated in whole or in part to providing Jobs Plus-related services).
- Providing services, such as job development and placement services; work readiness, including health screening; assistance with purchasing books, training materials, uniforms, test fees, work-related tools, interview clothing, required immunizations or health testing (e.g. TB test) or other hiring pre-requisites, state-issued Picture ID; education, job training, job counseling, job search skills, tutoring, mentoring, literacy, financial literacy and/or coaching; computer and internet access/on-site computer labs, and training on computer use and online technologies; counseling; transportation; and child care. (Services may be provided by the PHA or any partner/sub-contractor.)
- Rent incentives.
- Technical assistance.
- Administrative costs, such as rental of office space and related utilities, office supplies, equipment, and postage.
- Lease or rental of private (non-public housing property) space for Jobs Plus activities is an eligible use of administrative funds, these conditions:
    - The lease must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible for a person with disabilities;
    - No repairs or renovations of the property may be undertaken with Jobs Plus funds; and
    - Properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with federal funds.
- Data collection/tracking and related software.
- Staff training/development/conferences/participating in learning networks and associated travel.
- NOTE: All program expenses must be approved by HUD and be within statutory and regulatory limitations (e.g., 2 CFR Part 200).
- NOTE: HUD reserves the right to approve or disapprove any activity and may adjust grant budget amounts accordingly within individual grants and across this grant program.

F. Criteria for Beneficiaries.

This program has eligibility criteria for beneficiaries.
These requirements may, where applicable, determine whether your application is reviewed or make your application ineligible for funding:

- Delinquent Federal debts
- Financial management systems that meet Federal standards;
- Debarment and/or suspension from doing business with the Federal Government;
- False statements;
- Do Not Pay review and compliance with the Improper Payments Elimination and Recovery Improvement Act of 2012;
- Standards of ethical conduct/code of conduct;
- Prohibition against lobbying activities; and
- Conflicts of interest.

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

Email: JobsPlus@hud.gov
The subject line of the email message should be "FY 2018 Jobs Plus NOFA Waiver Request". If an applicant is granted a waiver, then the approval will provide instructions for submitting paper copies to the appropriate HUD office(s).

B. Content and Form of Application Submission.

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

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

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

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

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

Other Application Submission Information

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

Executive Summary	Include an Executive Summary of the proposed program. Do not exceed three (3) pages.
Jobs Plus Narratives	The written narrative must address the rating factors noted in Section V of the NOFA. Narratives are required for Rating Factors 1, 2 and 3. If narratives or other required submissions for the rating factors are missing from the

	application, they cannot be requested as a cure for deficiency. Your application will be reviewed based on the material submitted.
Map of Site	Include a map showing the layout of the proposed site to be served. This is part of Rating Factor 1.
MOU between PHA and WDB and/or AJC/One-Stop	This is a required threshold. If it is missing from the application, it cannot be requested as a cure for deficiency.
Implementation Schedule	Part of Rating Factor 3
Detailed Program Budget	Part of Rating Factor 3 - Applicant's own format
Jobs Plus Summary Budget	Part of Rating Factor 3 - Form provided
Budget Narrative	Part of Rating Factor 3
Match chart	See Rating Factor 4 for instructions
Match Commitment Letters	See Section III.B - Match and Rating Factor 4 for instructions

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

Applications must be submitted these following attachments:

- **Executive Summary –** File named PHA_Name_Executive_Summary. Not to exceed 3 pages.
- **Rating Factor 1 Narrative – Capacity.** File named PHA_Name_Rating_Factor_1_Capacity, not to exceed 15 pages.
- **Rating Factor 2 Narrative – Need.** File named PHA_Name_Rating_Factor_2_Need, not to exceed 5 pages.
- **Rating Factor 3 Narrative – Soundness of Approach.** File named

PHA_Name_Rating_Factor_3_Soundness, not to exceed 20 pages.

- **Map of Site.** File named PHA_Name_Map.
- **Signed MOU between PHA and WDB.** File named PHA_Name_MOU.
- **Implementation Schedule.** File named PHA_Name_Implementation_Schedule. Not to exceed 5 pages.
- **Match Commitment Chart.** File named PHA_Name_Match_Commitment_Chart.
- **Match Commitment Letters.** One PDF file with all letters named PHA_Name_Match_Commitment_Letters.
- **Detailed Program Budget.** File named PHA_Name_Detailed_Budget.
- **Jobs Plus Summary Budget.** Excel file named PHA_Name_Summary_Budget.
- **Budget Narrative.** File named PHA_Name_Budget_Narrative, not to exceed 5 pages.

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

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

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

Guidance for Locating and Completing Forms

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

b. SF 424.
Boxes in yellow are mandatory fields.
Question 2 – All applicants should select the “new” box on question 2, “type of application.”
Question 5a – The Federal Identifier requested in 5a is the PHA number of each applicant PHA (e.g., MD035 or AK002).
Question 5b – You may leave this blank.

Question 8.d – When entering the applicant zip code in 8.d, enter the 9-digit zip code.
Questions 10, 11, 12 and 13 are pre-populated. Do not add or change anything.

Question 14 – You may leave blank and need not attach anything.

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

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

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

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

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

1. SAM Registration Requirement
Applicants must be registered with SAM before submitting their application. In addition, applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.
2. DUNS Number Requirement.
Applicants must provide a valid DUNS number, registered and active at SAM, in the application. DUNS numbers may be obtained for free from Dun & Bradstreet.
3. Requirement to Register with Grants.gov.
Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the EBiz Point of Contact in SAM to submit applications for the organization.
Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot submit an application through Grants.gov. Complete registration instructions and guidance are provided at

Grants.gov. See also Section IV.B for necessary form and content information.

D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **09/13/2018**. 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 paper application will be contained in the waiver of electronic submission.

"Received by Grants.gov" means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Then 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 not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

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

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

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

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column.
- To view more detailed submission information, click the Details link in the Actions column.

- To download the submitted application, click the Download link in the Actions column.

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

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

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

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

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

PLEASE NOTE: Busy servers, slow processing, 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 a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.
If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

2. **Grace Period for Grants.gov Submissions.**
If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

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

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

When HUD identifies a curable deficiency, HUD will notify the authorized representative. The email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request for cure of 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. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to applicationsupport@hud.gov must state: **Technical Cure** and include the Grants.gov application tracking number (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. This only applies to certain programs and responses should be sent to the NOFA specific program.

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

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

E. Intergovernmental Review.

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

F. Funding Restrictions.

Ineligible Activities. Funds under this Jobs Plus NOFA may not be used for performance of routine Public Housing or HCV program functions, or for renovation or repairs of the property, beyond minimal alterations to make the facilities accessible for a person with disabilities.

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. Application Certifications and Assurances

By signing the SF424 either through electronic submission or in paper copy submission (for those granted a waiver), applicant affirms 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 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.

2. Lead Based Paint Requirements

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

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

Threshold Requirements. Applicants that meet all the threshold requirements listed on this NOFA will be eligible to be scored and ranked based on the total number of points allocated for each of the four rating factors described below in this section.

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

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

D. Section 3		5
E. Experience Working with Residents		4
Rating Factor 1 Total Score		**34**
Rating Factor 2: Need (Max 5 pages)		
A. Demographics		1
B. Existing Employment-Related Services		2
C. Local Employment Market		3
D. Community Feedback		2
Rating Factor 2 Total Score		**8**
Rating Factor 3: Soundness of Approach		
A. Program Activities and Implementation Plan (Max 20 pages)	43	
1. Outreach and Engagement		7
2. Career/Employment/Training Services		12
3. Specific Goals		8
4. Financial Incentives/ JPEID		6
5. Community Supports For Work (CSW)		7
6. Data Management		3
B. Program Schedule	4	
C. Budget	7	
Rating Factor 3 Total Score		**54**
Rating Factor 4: Match		**4**
Rating Factor 5: Bonus Points - PZ Documentation		**2**
TOTAL APPLICANT SCORE		**102**

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

Managerial, Technical, and Administrative Capacity.

HUD will evaluate the extent to which the applicant demonstrates past performance and the organizational resources necessary to successfully implement the proposed activities in accordance with the proposed implementation schedule. HUD's evaluation of the applicant's

capacity may include a capacity and past performance review by the local PIH Field Office.

Do not submit job descriptions or resumes. Do not submit Social Security Numbers of any individuals.

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

1. Describe the partnership structure among your PHA and all partner organizations that will be part of your Jobs Plus program; how partners will report to the Jobs Plus project director; and how the Jobs Plus project director will work with other senior staff (up to 3 points).
2. Describe your process for establishing common program goals, maintaining an ongoing commitment to achieving those common goals throughout the grant term, and ensuring accountability from non-performing partners (up to 2 points).
3. Describe how you will ensure your partners will stay engaged throughout the term of the grant, including specific strategies for (up to 2 points):
    - Partner Management, including evaluating partners for effectiveness, adding new partners, and removing non-performing partners.
    - Partner Communication, including keeping partners informed of program developments, sharing challenges, and highlighting impact stories.
4. Describe your strategy for case management (up to 2 points), including:
    - Providing all assessed residents with effective case management that ensures residents can efficiently progress without delay from their first engagement with the Jobs Plus program to their initial assessment, to receiving job training and employment services with the resources you have in place.
    - Your case management staffing plan and tracking system, with the number of case management staff you plan to hire, the timing of those hires, and their expected caseloads.
        - *Please note: Points will only be awarded if there are detailed figures showing why the anticipated caseload is expected to be less than 50:1. If you plan to maintain a caseload that is equal to 50:1 or more, you must explain your reason for maintaining a higher caseload and your basis for expecting that you will be able to provide effective case management with that caseload.*
5. Describe how you will maximize the peer engagement role of community coaches (up to 2 points), including:
    - Recruiting, training, hiring, employing, supervising, and graduating residents as Community Coaches?
    - What specific goals and tasks would you expect your community coaches to achieve in a quarter?

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

1. Describe your proposed team's specific experience with large multiyear programs (up to 3 points), including:

- A detailed description of how the team has effectively worked with multiple partners and sources of funding.
- Evidence of the team's managerial, technical, and administrative capacity to effectively administer such programs.

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

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

1. Describe the relevant experience of the proposed Jobs Plus project director and key staff, including day-to-day managers, job developers, community outreach workers, case managers, resource coordinators and consultants (up to 2 points).
2. Describe the physical facilities that will be used to operate the Jobs Plus program, and how you will specifically use those facilities to offer services to working adults outside of normal business days and hours (up to 2 points).
3. Include a map of the proposed site with the site(s) clearly marked, affirmatively demonstrating a contiguous development (1 point).
4. If you are proposing to combine two or more developments that are not contiguous, describe in detail how you will operate the program from one central location that is easily accessible to all residents and partners (3 point).

Please note: If the proposed development is unambiguously shown and affirmed as contiguous, these points will be automatically awarded.

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

1. Provide a description of your recent (within the last 5 years) Section 3 initiatives and results (up to 2 points), including:
    - Innovative approaches to meet the Section 3 regulatory requirements.
    - The number of residents who have been hired by the agency and by contractors.
    - The number of Section 3 residents who were retained beyond the initial project.
    - The types of training opportunities provided to Section 3 residents.
    - How residents were notified about Section 3 training and employment opportunities.
2. Describe how you will connect Jobs Plus participants to employment opportunities, such as training positions, either within the PHA or with your contractors (up to 3 points), including:

- Incentives will you provide to contractors to hire or retain Jobs Plus participants.
- How contractors will be monitored for compliance.
- What sanctions will be imposed for non-compliance.

E. Partnering with Residents (up to 4 points, as sub-divided below. Please note, applications will receive points for only one of the two bullets in section 2.)

1. Describe in detail your active and ongoing collaborations with residents to meet your mutually agreed upon goals, including the specific, positive outcomes you have achieved together (up to 3 points).
2. EITHER –

   Is there a Resident Council at your proposed Jobs Plus site, with a democratically elected board and written procedures as outlined in 24 CFR 964.115? If so, describe the Council and your involvement with them over the past two years (1 point). If there is no Resident Council, please explain how you have worked with residents at this site over the past two years, and what steps you will take to have a Resident Council in place for the program (1 point).

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

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

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

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

B. Other Employment-Related Programming (up to 2 points). Provide a description of the other programming the PHA has been operating to provide employment-related services to public housing residents in the proposed target site.

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

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

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

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

Rating Factor 3 - Soundness of Approach Maximum Points: 54

This factor addresses the soundness of the proposed approach and the quality and feasibility of the proposed work plan. The proposed approach must clearly present an achievable strategy for increasing residents' income through the three core elements of Jobs Plus -- employment-related services, financial incentives and community support for work.

A. Program Activities and Implementation Plan (Max of 20 pages) Applicants must provide a work plan with the following information:

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

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

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

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

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

a. Who within your partnership structure will provide and connect residents with employment services and how will that data be shared with you (up to 2 points)?

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

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

d. What are your strategies for recruiting employers to that are willing to hire qualified residents for employment (up to 3 points)?

e. What specific strategies will you use—such as MOU's, communication, goals, tracking, etc.—to keep employers engaged to provide career advancement and additional employment opportunities throughout the grant term (1 point)?

f. How will you and your partners work with participants on a continuing basis to ensure job

retention by adapting to changes in their work situation and to strengthen their job skills for career advancement (up to 2 points)?

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

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

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

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

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

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

4. Financial Incentives/JPEID (up to 6 points, as sub-divided below).

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

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

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

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

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

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

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

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

6. Data Management (up to 3 points)

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

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

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

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

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

Applicants must submit:

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

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

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

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

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

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

Match – both financial and in-kind – is an essential element of Jobs Plus. Jobs Plus grant dollars enable grantees to leverage other local, state and federal resources to catalyze significant change

in employment outcomes for public housing residents. Federal sources generally may not be used as match to meet or exceed the 25% threshold requirement unless otherwise permitted by that program's authorizing statute. HUD encourages applicants to create a comprehensive continuum of committed resources that support the proposed program. To receive points under this rating factor, matched resource commitments must directly contribute to the Jobs Plus program. Include a table in your response to this rating factor in the following format summarizing the match commitments you have secured; for example:

Match Chart

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

HUD will use the ratio of grant funds requested to the dollar value of documented, committed resources leveraged from other sources.

Match Ratio	**Points Awarded**
101 percent or more of the requested grant amount	4
76 percent to 100 percent of the requested grant amount	3
51 percent to 75 percent of the requested grant amount	2
26 percent to 50 percent of the requested grant amount	1
25 percent of the requested grant amount	0

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

2. Preference Points.

HUD encourages activities in Promise Zones (PZ) communities. HUD will award two (2) points for qualified activities within a designated zone or area.
To receive Promise Zones Preference Points, applicants must submit form HUD 50153, Certification of Consistency with Promise Zone Goals and Implementation, signed by the Promise Zone Official authorized to certify the project meets the criteria to receive preference points. To view the list of designated Promise Zones and persons authorized to certify, please see the Promise Zone pages on HUD's website.

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 reduce scores as specified under V.A. Review Criteria. Each 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.D 1. Pre-selection Review of Performance, above.

2. Assessing Applicant Risk

HUD may impose special conditions on an award as provided under 2 CFR 200.207:
1. Based on HUD's review of the applicant's risk under 2 CFR 200.205;
2. When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal Award;
3. When the applicant or recipient fails to meet expected performance goals; and
4. When the applicant or recipient is not otherwise responsible.

Review Types. Two types of reviews will be conducted. First, HUD will review each application to determine whether it meets threshold eligibility requirements in Section III.C and Section III D. Second, HUD will review and assign scores to applications (that meet threshold eligibility requirements) in accordance with the rating factors in Section V.A. HUD will not rate or rank applications that do not meet the threshold eligibility criteria or are deficient at the end of the cure period described below (Corrections to Deficient Applications). Such applications will not be eligible for funding.

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

Minimum scoring. Applications will be funded in ranked order with a minimum score of 70 required to be funded. Additionally, to be funded, applicants must earn a minimum of 50 percent of the points for each overall Rating Factor category in Need, Capacity and Soundness of Approach. Any applicant not earning these minimum scoring criteria will not be awarded a grant.

Tiebreaker. If there is a tie, the application with the highest score for Soundness of Approach will be awarded grant funds. If there is still a tie, the score for Capacity will be the deciding factor. If there is still a tie, the remaining funds available will be divided among the tied applicants, unless HUD determines that the amount to be awarded will be insufficient for tied applicants to conduct the grant successfully, in which case, HUD shall reserve the funds for use in future NOFAs under this program area. This Tiebreaker order (Soundness of Approach, then Capacity) also will be used if needed in ranking applications (e.g., if two applications have the same score, the one with the higher Soundness of Approach score will be ranked before the other application).

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

Unacceptable Applications. After the technical deficiency correction period, HUD will disapprove applications it determines are not acceptable for processing (e.g., applications that fail the threshold requirements of this NOFA, or that do not correct technical deficiencies required for funding).

C. Anticipated Announcement and Award Dates.

It is anticipated that award announcements will take place December 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 other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

Successful applicants will receive an award letter from HUD. The award letter will provide instructions about the steps grantees must take to access funding and implement grant activities;

funding will be provided via a grant agreement and through the LOCCS system.

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

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

For this NOFA, the following General Administrative Requirements and Terms for HUD Financial Assistance Awards apply. Please [**click here**] to read the detailed description of each applicable requirement.

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

- Affirmatively Furthering Fair Housing.

2. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business.
3. Environmental Requirements.
In accordance with 24 CFR **58.34(a)(3), (4) and (9), 24 CFR 58.35(b)(2) and (3), and 24 CFR 50.19(b)(3), (4), (9), (12), and (13),** activities funded under this NOFA are categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to environmental review under related laws and authorities.

C. Reporting.

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.
1. Reporting Requirements and Frequency of Reporting. Applicants should be aware that if the total Federal share of your Federal award includes more than $ 500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.
2. Race, Ethnicity and Other Data Reporting. HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. NOFAs may specify the data collection and reporting requirements. Many programs use the Race and Ethnic Data 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.

4. Performance Reports.

Grantee Reporting and Program Evaluation

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

a. Grantee Reporting

Grantees will be required to report to HUD on grant progress and activities in two ways:

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

b. SF-425. Grantees must also submit a completed Federal Financial Report, SF-425, on an annual basis.

D. Debriefing.

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

VII. Agency Contacts.

HUD staff will be available to provide clarification on the content of this NOFA.
Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

JobsPlus@hud.gov

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

VIII. Other Information.

1. National Environmental Policy Act.

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.

Appendix A: List of Common Mistakes

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

Missing or Incomplete MOU. The MOU must follow the guidelines laid out in the NOFA Section III.C.2. If the MOU is not signed by both parties and dated appropriately, the application will fail the MOU threshold requirement.

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

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

Failure to Respond to Deficiency Notice. Applicants will be notified when corrections or clarifications to their application are needed. The Department will notify applicants of a deficiency in two ways. Initially, the Department will send an email to the person designated in item 8 of the SF424 submitted with the application; and to the person in item 21 of the SF424 as authorized representative; and to the person designated in Part I.D of the JP application form. These email notifications will be sent from the Department with confirmation of delivery receipt. The email notifications will be the official notification of the need to cure a technical deficiency. As a courtesy, the Department will also send a fax copy of the email notification to the fax numbers identified for the individuals on the SF424. The fax notification is a courtesy

copy only. It is the responsibility of the applicant to provide the Department with accurate email addresses and fax numbers for receipt of these notifications. The Department is not responsible for correcting an email address or fax number not correctly entered into the SF424 or JP application. Applicants are responsible for monitoring their email accounts and fax depositories to determine whether a cure letter has been received and for notifying staff of the receipt of the fax promptly.

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

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

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

Appendix B: List of Potentially Eligible PHAs and Developments

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

PLEASE NOTE: To be considered for funding a development must be on this list. However, please refer back to the NOFA in order to meet all NOFA requirements. The attached list of developments only identifies developments that meet two selection criteria in the NOFA, namely:

(1) a development must have at least 200 households (excluding elderly-only households);

and

(2) at least 40 percent of the households in the development (excluding elderly only households) report no earned income in PIC based on HUD’s Inventory Management System/PIH Information Center (IMS/PIC) data.

Please review additional selection criteria as described in the NOFA. The listing below was based on IMS/PIC data as of 05/30/2018.