

# FY 2024 Family Unification Program (FUP)

Notice of Funding  
Opportunity (NOFO)

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PHA Webinar



# Agenda

1. General Information
2. Program Overview
3. Eligibility Requirements
4. Minimum and Maximum Award
5. Submission Requirements
6. Rating Factors
7. Review and Selection Process
8. Obtaining an Application Package
9. Questions

Applicants should carefully read all of the instructions and sections of the NOFO. Not all NOFO requirements will be discussed in this presentation.



Items flagged “new” indicate a change from the FY 2022 FUP NOFO.



# General Information

- The NOFO makes available **\$5,030,814** for new FUP vouchers.
  - HUD reserves the right to fund applicants to this NOFO using FY 2025 funds to the extent Congress provides funding for new incremental voucher assistance under FUP. HUD also reserves the right to re-open this NOFO with a new due date for the purpose of awarding FY 2025 and prior-year funds, as applicable.
- The NOFO was published on August 1, 2024. **The application deadline is October 30, 2024.**
- Applications must be submitted through [Grants.gov](https://www.grants.gov).
  - An applicant may request a waiver of the electronic submission requirement (see Section IV.A of the NOFO).



# FUP Eligibility

**Under FUP, HCVs may be made available to two groups:**

- 1) Families for whom the lack of adequate housing** is a primary factor in the imminent placement of the family's child, or children, in out-of-home care; or the delay in the discharge of the child, or children, to the family from out-of-home care; and
- 2) Youth at least 18 years and not more than 24 years of age** (have not reached their 25th birthday) who left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in Section 475(5)(H) of the Social Security Act, and are homeless or are at risk of becoming homeless at age 16 or older.

Eligibility is not limited to single persons. Pregnant and/or parenting youth are eligible for FUP assuming they otherwise meet FUP and HCV eligibility requirements.





# FUP Vouchers – Time Limit

- **FUP Vouchers Issued to Families:** There is no time limit on FUP vouchers issued to families.
- **FUP Vouchers Issued to Youth:** FUP vouchers issued to youth are limited to 36 months unless the youth meets the requirements of the Fostering Stable Housing Opportunities (FSHO) amendments.
  - FSHO provides FUP youth an extension of the 36-month time limit for up to an additional 24 months if they meet certain requirements.
  - FSHO applies to FUP youth who first leased or leases a unit after the date of enactment of FSHO, i.e., December 27, 2020.
  - See FSHO implementation notice [87 FR 3570](#).



# FUP Vouchers for Youth – Supportive Services

- **FUP Youth must be offered the supportive services listed below for a minimum of 36 months:**
  - Basic life skills information and counseling.
  - Counseling on compliance with rental lease requirements and with HCV program requirements.
  - Assurances to owners of rental property to assist a FUP youth to rent a unit with a FUP voucher.
  - Job preparation and attainment counseling.
  - Educational and career advancement counseling.
- **FUP youth cannot be required to participate in these services as a condition of receipt of the FUP voucher.**



# Eligible Applicants

## (Section III.A of the NOFO)

- **Only PHAs that have an existing Annual Contributions Contract (ACC) with HUD for the HCV program are eligible to apply for funding under the NOFO.**
- PHAs wishing to share the administration of the program with another PHA may apply jointly. The agreement to share in the administration of the vouchers must be included in the application package.
- An applicant PHA may formally partner with another PHA that will administer the vouchers on behalf of the applicant PHA (where the partner PHA is not applying for FUP vouchers). The agreement to administer the vouchers on behalf of the applicant PHA must be included in the application package.
- **HUD will only consider funding one application per PHA.**

New

New



# Threshold Eligibility Requirements

## (Section III.D of the NOFO)

- **Resolution of Civil Rights Matters**
  - A PHA is ineligible for funding under this NOFO if it has unresolved civil rights matters at the application deadline.
- **Memorandum of Understanding (MOU)**
  - An application is ineligible if it does not include an MOU or if the MOU does not include all of the required signatures.
  - Additionally:
    - The MOU must be signed by all of the parties between 8/1/2024 and 10/30/2024; or
    - If the MOU was signed before 8/1/2024, the application must include a signed certification from all of the parties that the MOU is still in effect and is the most recent and current MOU.
- **Rating Factor Certification**
  - An application is ineligible if it does not include a Rating Factor Certification.





# FUP Utilization Requirements

## (Section III.F.3 of the NOFO)

- For PHAs currently administering FUP vouchers, the following eligibility threshold applies:
  - FUP utilization rate of 90 percent or greater; or
  - Absent a utilization rate of 90 percent or greater, the adoption of an action plan to achieve full utilization within 12 months from the date of application to this NOFO.
- For PHAs currently administering FUP vouchers, the submission of an application under this NOFO will serve as its certification that it meets one of the requirements above. **Therefore, the PHA does not need to submit any documentation that it meets one of the requirements above.**



# Minimum and Maximum Award

## (Section II.C of the NOFO)

- PHAs may apply for **no fewer than 3 vouchers (minimum award)**.
- The **maximum number of vouchers** that a PHA may be awarded will be based upon the size of the PHA's voucher program and the identified need for such vouchers, consistent with the following table:

PHA voucher program size	Maximum voucher award under this NOFO	
Fewer than 500 HCVs	25 vouchers	Identified need, if lower than indicated cap
500 - 1,999 HCVs	50 vouchers	
2,000 – or more HCVs	75 vouchers	

New

- HUD will be using a maximum award amount of \$1,700,000.



# Submission Requirements

## (Section IV of the NOFO)

- **MOU between the PHA, PCWA (and PCWA contractor organization, if applicable), and CoC**
  - Signed certification if MOU was signed before 8/1/2024
- **If applicable, the agreement to share in the administration of the vouchers or the agreement to administer the vouchers on behalf of the applicant PHA.**
- **Rating Factor Certification**
- **Form HUD-52515**
- **See Section IV.B of the NOFO for a list of all required forms**



# Memorandum of Understanding

## (Section III.F.5 of the NOFO)

- **MOU must meet the requirements of Section III.F.5 of the NOFO.**  
*A sample MOU has been included in the Appendix of the NOFO.*
- **Must be submitted as a separate attachment.**
- **MOU deficiencies are not curable.**  
*Examples: Lack of signatures or missing any required element.*
- **The MOU must be signed by all of the parties between 8/1/2024 and 10/30/2024; or**
- **If the MOU was signed before 8/1/2024, the application must include a signed certification from all of the parties that the MOU is still in effect and is the most recent and current MOU.**

New



# Memorandum of Understanding

## (Section III.F.5 of the NOFO)

- **The PHA must submit an MOU signed by the official representative of each of the following:**
  1. Public Housing Agency (PHA)
  2. Public Child Welfare Agency (PCWA) (and PCWA contractor organization, if applicable)
  3. Continuum of Care (CoC)
- **Agency and position titles should be clearly identified and if one person has more than one role, this should be made clear in the MOU.**
- **If a PHA will administer the vouchers on behalf of another PHA, or where two or more PHAs will share in the administration of the vouchers, all PHA parties must sign the MOU. The agreement to administer the vouchers on behalf of the applicant PHA or the agreement to share in the administration of the vouchers must be included in the application package.**

New



# Rating Factor Certification

## (Section IV.B of the NOFO)

- Applicants must provide a Rating Factor Certification in order to get points for Rating Factors 1 through 6.
  - *Applicants must respond to all questions in the Rating Factor Certification*
  - *Applicants must use the specific language of the NOFO and cite specific documents and page numbers*
- Must be signed by the Executive Director, Chief Executive Officer, or individual of equivalent position of the PHA.
- Sample document provided in Appendix of the NOFO.
- Must be provided in one attachment and be no longer than 5 pages.





# **Form HUD-52515**

## **Field C – Number of Vouchers Requested**

### **(Section IV.B of the NOFO)**

- **Instructions for completing the Form HUD-52515 are in Section IV.B of the NOFO.**
- **Note the special instructions for Fields C, F, G, H, and K.**
- **Field C – Number of Vouchers Requested**
  - Enter the number of FUP vouchers being requested in accordance with the minimum/maximum award limits in Section II.C. of the NOFO.
    - Minimum voucher request is 3 vouchers.
    - Maximum voucher request is based on the size of the PHA's voucher program and the identified need for such vouchers.



# Form HUD-52515

## Field F – Need/Extent of the Problem (Section IV.B of the NOFO)

- **The following data on the need for FUP vouchers must be included in Field F:**
  - # of FUP vouchers needed over a 12-month period to serve FUP-eligible families.
  - # of FUP vouchers needed over a 12-month period to serve FUP-eligible youth who are part of the PCWA's active caseload.
  - # of FUP vouchers needed over a 12-month period to serve FUP-eligible youth in the community who are not part of the PCWA's active caseload.
- **Indicate the source(s) of these data.**



# Form HUD-52515

## Field F – Need/Extent of the Problem (Continued) (Section IV.B of the NOFO)



New

- If the applicant PHA will formally **partner** with another PHA, who will administer the vouchers on behalf of the applicant PHA (where the partner PHA is not applying for FUP vouchers), the need in the applicant PHA's jurisdiction must be used.



New

- Where two or more PHAs will **share** in the administration of the vouchers, the need must be based on the shared jurisdiction.



# Form HUD-52515

## Field G – Soundness of Approach (Section IV.B of the NOFO)



- **The Advancing Racial Equity (ARE) narrative required by Section III.F of this NOFO must be included in Field G. A PHA may attach up to one additional page, if needed.**
- **The ARE narrative must address the following:**
  - You analyzed the racial composition of the persons or households who are expected to benefit, directly or indirectly, from your proposed award activities;
  - You identified any potential barriers to persons or communities of color equitably benefiting from your proposed award activities;
  - You detailed the steps you will take to prevent, reduce, or eliminate these barriers; and
  - You have measures in place to track your progress and evaluate the effectiveness of your efforts to advance racial equity in your award activities.



# Form HUD-52515

## Field H – Leveraging Resources

### (Section IV.B of the NOFO)



- **The Experience Promoting Racial Equity (EPRE) narrative required by Section III.F of this NOFO must be included in Field H. A PHA may attach up to one additional page, if needed.**
- **The EPRE narrative must:**
- Demonstrate that the applicant has the experience and/or the resources to effectively address the needs of underserved communities, particularly Black and Brown communities.
  - This may include experience successfully working directly with such groups, experience designing or operating programs that equitably benefit such groups, or experience successfully advancing racial equity in other ways.
  - This may also include experience soliciting, obtaining, and applying input from such groups when designing, planning, or implementing programs and activities.



# Form HUD-52515

## Field K – Other Information Required in the NOFA or Funding Notice (Section IV.B of the NOFO)

- **The Affirmatively Furthering Fair Housing (AFFH) narrative required by Section III.F of this NOFO must be included in Field K. A PHA may attach up to one additional page, if needed.**
- **The AFFH narrative should describe how the proposed NOFO activities will meaningfully:**
  - (1) address significant disparities based on protected class in unmet housing needs;
  - (2) address disparities based on protected class in access to opportunity;
  - (3) address segregation and promoting integration;
  - (4) transform racially or ethnically concentrated areas of poverty into well-resourced areas of opportunity without displacing existing residents; and/or
  - (5) foster and maintain compliance with civil rights and fair housing laws.
- **If the applicant will carry out proposed activities with an Assessment of Fair Housing (AFH), the proposed activities should be consistent with the AFH's fair housing goals and with fair housing strategies specified in the jurisdiction's Consolidated Plan or Public Housing Agency Plan.**



# Rating Factors

## (Section V.A of the NOFO)

- Applicants can obtain up to 100 points.
- The rating factors will be used to rank the applicants for the purpose of funding.
- Minimum score for an application to be considered for funding is 61 points.
- To receive points, the rating factor elements must be identified in the Rating Factor Certification and included in the MOU or other document as specified.



1

Rating  
Factor 1

Housing  
Search  
Assistance in  
Low-Poverty  
Census Tracts

2

Rating  
Factor 2

Financial  
Assistance

3

Rating  
Factor 3

Previous  
Coordination

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4

Rating  
Factor 4

Post-Move  
Counseling

5

Rating  
Factor 5

Case  
Management  
to FUP Families

6

Rating  
Factor 6

Self-  
Sufficiency  
Programs



# Rating Factor 1

## Housing Search Assistance in Low-Poverty Census Tracts (22 Points Maximum)

- **An applicant may earn up to 22 points if housing search assistance in low-poverty census tracts will be made available to all FUP participants (families and youth).**
- Each of the following types of housing search assistance in low-poverty census tracts is worth 11 points (up to the maximum of 22 points):
  - Neighborhood tours
  - Unit viewings
  - Landlord introductions



# Rating Factor 1 (Continued)

**To receive points, this rating factor must be identified in the Rating Factor Certification and included in the MOU.**

The Rating Factor Certification **must** provide responses to the following:

1. Will housing search assistance in low-poverty census tracts be made available to all FUP participants (families and youth)?
2. Which of the following types of housing search assistance in low-poverty census tracts will be made available to all FUP participants (families and youth)? (Neighborhood tours, unit viewings, or landlord introductions)
3. Does the MOU specify the type(s) of housing search assistance in low-poverty census tracts that will be made available to all FUP participants (families and youth) and the agency/organization that will provide the assistance?
4. Identify the page number(s) in the MOU where this information is included.



## **Rating Factor 2 Financial Assistance (22 Points Maximum)**

- **An applicant may earn up to 22 points if financial assistance will be made available to all FUP participants (families and youth) to assist them with leasing up with a FUP voucher.**
- Each of the following types of financial assistance is worth 11 points (up to the maximum of 22 points):
  - Moving cost assistance
  - Security deposit assistance
  - Utility startup (including utility arrears)



## Rating Factor 2 (Continued)

**To receive points, this rating factor must be identified in the Rating Factor Certification and included in the MOU.**

The Rating Factor Certification **must provide** responses to the following:

1. Will financial assistance be made available to all FUP participants (families and youth) to assist them with leasing up with a FUP voucher?
2. Which of the following type of financial assistance will be made available to all FUP participants (families and youth)? (Moving cost assistance, security deposit assistance, or utility start up (including utility arrears))
3. Does the MOU specify the type(s) of financial assistance that will be made available to all FUP participants (families and youth) and the agency/organization that will provide the assistance?
4. Identify the page number(s) in the MOU where this information is included.





## Rating Factor 3

### Previous Coordination

#### (6 Points Maximum)

An applicant may earn up to 6 points if the PHA and/or PCWA has an established agreement with a local CoC to receive referrals from the local coordinated entry system.

Evidence of an established agreement must be in the form of an executed MOU, signed certification from both parties, or an excerpt from a PHA's or PCWA's policy document that describes the referral process. The agreement must have been **established prior to the publication of this NOFO.**

**This documentation must be included as part of the NOFO application.**



## Rating Factor 3 (Continued)

**To receive points, this rating factor must be identified in the Rating Factor Certification and include the required documentation.**

The Rating Factor Certification **must provide** responses to the following:

1. Does the PHA and/or PCWA have an established agreement with a local CoC to receive referrals from the local coordinated entry system?
2. Did the PHA and/or PCWA and a local CoC establish this agreement prior to the publication of this NOFO?
3. What type of documentation is included in this NOFO application as evidence of this agreement? (MOU, signed certification from the PHA and/or PCWA and a local CoC, or PHA or PCWA's policy document that describes the referral process)
4. Identify the document and page number(s) where this information is included.

**This documentation must be included as part of the NOFO application.**



## **Rating Factor 4**

### **Post-Move Counseling**

### **(14 Points Maximum)**

- **An applicant may earn up to 14 points if post-move counseling will be made available to all FUP participants (families and youth).**
- Each of the following types of post-move counseling is worth 7 points:
  - Subsequent-move counseling if the family or youth decides to move a second time
  - Landlord-tenant mediation



## Rating Factor 4 (Continued)

**To receive points, this rating factor must be identified in the Rating Factor Certification and included in the MOU.**

The Rating Factor Certification **must provide** responses to the following:

1. Will post-move counseling be made available to all FUP participants (families and youth)?
2. Which of the following types of post-move counseling will be made available to all FUP participants (families and youth)? (Subsequent-move counseling if the family or youth decides to move a second time, or landlord-tenant mediation)
3. Does the MOU specify the type(s) of post-move counseling that will be made available to all FUP participants (families and youth) and the agency/organization that will provide the counseling?
4. Identify the page number(s) in the MOU where this information is included.



## **Rating Factor 5**

### **Case Management to FUP Families**

#### **(20 Points Maximum)**

- **An applicant may earn up to 20 points if case management will be made available to FUP families after they have been issued a voucher.**
- **Case management must include at a minimum:**
  - Needs assessment to identify all of the family's needs
  - Referrals to services to address the family's needs
  - Regular contact (based on need) with the family to follow up on referrals and provide new referrals as necessary.
- A FUP family cannot be required to participate in these services as a condition of receipt of the FUP voucher.



## Rating Factor 5 (Continued)

- **To receive 10 points**, case management must be made available to all FUP families for **a minimum of 6 months** after the family is issued a voucher. A partial award is available where not all FUP families will be offered case management. In such instances, a maximum of 5 points will be made available.
- **To receive 20 points**, case management must be made available to all FUP families for **a minimum of 12 months** after the family is issued a voucher. A partial award is available where not all FUP families will be offered case management. In such instances, a maximum of 10 points will be made available.





## Rating Factor 5 (Continued)

**To receive points, this rating factor must be identified in the Rating Factor Certification and included in the MOU.**

**The Rating Factor Certification must provide responses to the following:**

1. Will case management be made available to FUP families after they have been issued a voucher?
2. Will a needs assessment to identify all of the family's needs, including housing-related needs and non-housing related needs be carried out?
3. Will families receive referrals to services to address the family's needs?
4. Will regular contact (based on need) be made with the family to follow up on referrals and provide new referrals as necessary?



## Rating Factor 5 (Continued)

5. Will case management be made available to FUP families for a minimum of 6 months or a minimum of 12 months after the family has been issued a voucher?
6. To whom will the case management be provided? (All FUP families, some FUP families)
7. Does the MOU specify the agency/organization that will provide the case management?
8. Identify the page number(s) in the MOU where this information is included.



## Rating Factor 6

### Self-Sufficiency Programs (16 Points Maximum)

**An applicant may earn up to 16 points if the PHA administers the HUD Family Self-Sufficiency program, or similar program promoting self-sufficiency, that is active at the time of application and has current targeted policies or proposed strategies to encourage enrollment of FUP families and/or FUP youth.**

- ***A similar program promoting self-sufficiency refers to a self-sufficiency program that promotes the development of local strategies to coordinate the use of assistance under the HCV program with public and private resources to enable participating families to increase earned income and financial literacy, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency.***



## Rating Factor 6 (Continued)

**An applicant may earn up to 16 points as follows:**

- To receive **10 points**, the PHA must administer the HUD Family Self-Sufficiency program, or similar program promoting self-sufficiency that is active at the time of application and have **current targeted policies or proposed strategies to encourage enrollment of FUP youth.**
- To receive **6 points**, the PHA must administer the HUD Family Self-Sufficiency program, or similar program promoting self-sufficiency that is active at the time of application and have **current targeted policies or proposed strategies to encourage enrollment of FUP families.**

Evidence must be in the form of **a policy excerpt, pamphlet, policy proposal description, or other document**, which must be included as part of the NOFO application.



## Rating Factor 6 (Continued)

**To receive points, this rating factor must be identified in the Rating Factor Certification and include the required documentation.**

**The Rating Factor Certification must provide responses to the following:**

1. Does the PHA administer the HUD Family Self-Sufficiency program, or similar program promoting self-sufficiency, that is active at the time of application?
2. Does the PHA have current targeted policies or proposed strategies to encourage enrollment of FUP families and/or FUP youth in the HUD Family Self-Sufficiency program or similar program promoting self-sufficiency?
3. Are the targeted policies or strategies existing, proposed, or a combination of the two? (Existing, proposed, or a combination of the two (if combination, explain))



## Rating Factor 6 (Continued)

4. If proposed, is the PHA certifying to the adoption of the targeted policies or strategies within three months of being awarded FUP vouchers under the NOFO?
5. Who is the target population for the current policies and/or proposed strategies? (FUP families and/or FUP youth)
6. Identify the document (e.g., policy excerpt, pamphlet, policy proposal description, etc.) and page number(s) where this information is included.



# Review and Selection Process

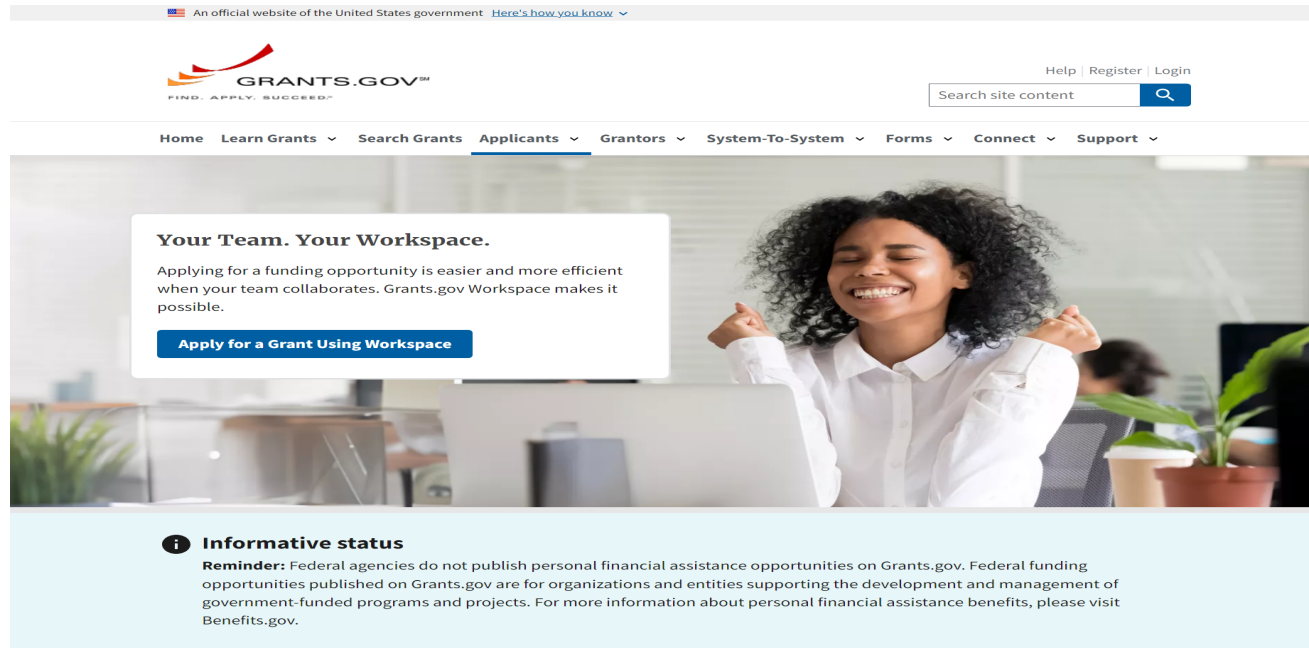
## (Section V.B of the NOFO)

- Applications that meet the threshold requirements will be scored based on the rating factors.
- Scores will be used to rank applications for the purpose of funding.
- The minimum score for an application to be considered for funding is 61 points.
- If more than one PHA has the same score, and there is insufficient funding to fully fund all applications with the same score, HUD will prorate the award accordingly.
- In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds and assess applicant risk.



# Obtaining an Application Package

- The NOFO is published on Grants.gov under Funding Opportunity Number: FR-6800-N-84. The application package and instructions are available on Grants.gov.
- **Applications must be submitted via Grants.gov.**





# Questions?

Questions regarding the specific program requirements of this NOFO should be sent to [2024FUPNOFO@hud.gov](mailto:2024FUPNOFO@hud.gov).

HUD will provide responses to questions received on the NOFO in a Frequently Asked Questions (FAQs) document that will be made available on HUD's FUP webpage:  
[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/family](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/family)

Applicants having difficulty accessing the application and instructions or having technical problems can receive customer support from Grants.gov by calling (800) 518-4726 or by sending an email to [support@grants.gov](mailto:support@grants.gov).

