



**U.S. Department of Housing and Urban Development**

Public and Indian Housing

2019 Family Unification Program Notice of Funding Availability

FR-6300-N-41

Application Due Date: 12/17/2019

2019 Family Unification Program Notice of Funding Availability  
FR-6300-N-41  
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## U.S. Department of Housing and Urban Development

<b>Program Office:</b>	Public and Indian Housing
<b>Funding Opportunity Title:</b>	2019 Family Unification Program Notice of Funding Availability
<b>Announcement Type:</b>	Initial
<b>Funding Opportunity Number:</b>	FR-6300-N-41
<b>Primary CFDA Number:</b>	14.880
<b>Due Date for Applications:</b>	<b>12/17/2019</b>

### Overview

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

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

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

OMB Approval Number(s): ICR- 2577-0169

### Paperwork Reduction Act.

## I. Funding Opportunity Description.

### A. Program Description.

#### 1. Purpose.

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

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

a FUP voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 36 months.

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

1. Increase coordination between public housing agencies (PHAs), PCWAs, and Continuums of Care (CoCs);
2. Leverage data to strategically target and prioritize the use of resources for eligible families and youth;
3. Strengthen connections to the HUD Family Self-Sufficiency (FSS) Program or similar programs promoting self-sufficiency; and
4. Increase access to supportive services.

## **2. Changes from Previous NOFA.**

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

- a. **Statement of Need.** This NOFA provides for the streamlining of the Statement of Need.
- b. **Rating Factor Certification.** This NOFA introduces a Rating Factor Certification.
- c. **Rating Criteria.** This NOFA revises the Rating Criteria elements.

## **3. Definitions.**

### a. Standard Definitions

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

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

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

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

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

service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

**Consolidated Plan** is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR part 91 for more information about the Consolidated Plan and related Annual Action Plan).

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

Contractor means an entity receiving a contract.

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

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

To be curable the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
  - not influence how an applicant is ranked or scored versus other applicants; and
  - be remedied within the time frame specified in the notice of deficiency.
- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

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

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

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

**Federal Awardee Performance and Integrity Information System (FAPIIS)** is a database

that has been established to track contractor misconduct and performance.

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

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

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

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

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

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

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

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

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

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

**Section 3 Business Concern** means a business concern: (1) 51 percent or more owned by

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

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

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

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

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

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

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

#### **4. Program Definitions.**

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

**At Risk of Becoming Homeless** refers to the population included in the definition of the term

"At Risk of Homelessness" at 24 CFR 576.2.

**Community** is a self-organized network of people in a defined geographic area with common agenda, cause, or interest, who collaborate by sharing ideas, information, and other resources.

**CoC** is the group organized to carry out the responsibilities required under 24 CFR Part 578 and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

**FUP-Eligible Family** means a family that the PCWA has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the PHA has determined is eligible for a HCV.

**FUP-Eligible Youth** means a youth that the PCWA has certified to be at least 18 years old and not more than 24 years of age (has not reached their 25th birthday) who left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

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

**Lack of Adequate Housing** means a family or youth meets any one of the following conditions:

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

**Living in Overcrowded Housing** refers to a family living in a unit where one of the following conditions has been met:

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



For purposes of the above paragraph, the determination whether the unit is “overcrowded” must be in accordance with PHA subsidy standards.

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

**Substandard Housing** refers to a unit where the family or youth lives that meets any one of the following conditions:

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

## 5. Web Resources.

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

- [Opportunity Zone](#)
  - [Procurement of recovered materials](#)
  - [Section 3 Business Registry](#)
  - [State Point of Contact List](#)
  - [System for Award Management \(SAM\)](#)
  - [Uniform Relocation Act – Real Property Acquisition and Relocation Requirements](#)
  - [USA Spending](#)
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- [Family Unification Program](#)
  - [HUD Exchange](#)
  - [United States Interagency Council on Homelessness](#)
  - [Administration for Children and Families](#)
  - [FY 2019 Continuums of Care Names and Numbers](#)

HUD will provide responses regarding specific program requirements for this NOFA to a Frequently Asked Questions (FAQs) document that will be made available at the following 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). The document will be titled “2019 FUP NOFA FAQs”. Please review the FAQs before submitting a question as your question may have already been answered. Questions may be submitted by email to [2019FUPNOFA@hud.gov](mailto:2019FUPNOFA@hud.gov). Early submission of questions is recommended. During previous FUP competitions some applicants waited until just before the NOFA deadline to submit their question(s). Depending on the volume, nature, and the timing of the submission, HUD may not be able to review and post a response prior to the NOFA deadline.

### **B. Authority.**

FUP is authorized by section 8(x) of the United States Housing Act of 1937 (42 U.S.C. 1437f(x)). The Consolidated Appropriations Act, 2019 (Pub. L., 116-6, approved February 15, 2019) provides \$20 million for incremental voucher assistance through the FUP.

## **II. Award Information.**

### **A. Available Funds.**

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

Additional funds may become available for award under this NOFA, because of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the applicable funding restrictions contained in this NOFA.

### **B. Number of Awards.**

HUD expects to make approximately 40 awards from the funds available under this NOFA.

This estimate is subject to change based on the number and characteristics of the applications.

**C. Minimum/Maximum Award Information.**

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 and the identified need for such vouchers (the number of vouchers projected that will be needed to assist FUP-eligible families and FUP-eligible youth over a 12-month period) as reported in the Statement of Need, consistent with the following chart.

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

No award will be fewer than 3 vouchers. Within the minimum and maximum award thresholds, HUD will allocate vouchers according to the selection process described in Section V.B.

In addition to having a limit on the number of vouchers that may be awarded, this NOFA includes a minimum and maximum award amount. These amounts are required NOFA fields. HUD will not be using the minimum award amount; rather, it will use the minimum award of 3 vouchers. HUD will be using the maximum award amount of \$1,200,000.

The value of the voucher is dependent on the Per Unit Cost (PUC) identified by HUD for the PHA. For PHAs that administer the FUP, the FUP PUC will be used. Where a PHA’s PUC and maximum voucher award would result in exceeding the maximum award amount, the PHA’s award may be capped at the maximum award amount. For example, a PHA with a 12-month average FUP PUC of \$17,000 per voucher and a maximum voucher award of 75 vouchers would exceed the maximum award amount by \$75,000. This applicant would be eligible to receive no more than 70 vouchers before taking in to account the applicant’s score and any additional proration.

If, as a result of implementing the maximum voucher or award amount thresholds, additional funds remain, HUD may decide to increase the maximum voucher and/or award amount thresholds by the rate necessary to expend the remaining funds.

If after award, a PHA has concerns regarding the sufficiency of the funding based on the PUC, the PHA can request higher FUP funding. PHAs make requests for higher funding to their HUD Field Offices within 12 months of the initial FUP allocation once actual PUC costs are available. PHAs provide the actual PUC data for the FUP units along with gross rent (GR), total tenant payment (TTP) and bedroom size. For instance, if a higher gross rent for a given bedroom size is proposed, the PHA should explain the basis of that estimate (i.e. average of new admissions over the last year to reflect trending costs). If the Field Office confirms the higher rent is reasonable and additional funding is warranted, the Field Office will submit the evidence to HUD’s Financial Management Division (FMD) for final evaluation and processing.

Estimated Total Funding:	\$20,000,000
Minimum Award Amount:	\$0 Per Project Period
Maximum Award Amount:	\$1,200,000 Per Project Period

#### **D. Period of Performance.**

Estimated Project Start Date:	04/01/2020
Estimated Project End Date:	03/31/2021
Length of Project Periods:	12-month project period and budget period
Length of Project Periods Explanation of Other:	

#### **E. Type of Funding Instrument.**

Funding Instrument Type:	Grant
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#### **F. Supplementation.**

### **III. Eligibility.**

#### **A. Eligible Applicants.**

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

Additional Information on Eligibility:

- a. Only PHAs that have an existing Annual Contributions Contract (ACC) with HUD for HCVs are eligible to apply for funding under this announcement.
- b. Eligible PHAs must have demonstrated a commitment to administer FUP, which shall be verified by an executed Memorandum of Understanding (MOU) between the PHA, PCWA, and CoC, and in accordance with this NOFA.
- c. HUD will only consider funding one application per PHA. This one application limit applies regardless of whether the PHA is a State or regional PHA. In instances where a PHA has more than one PHA code number due to its operating under the jurisdiction of more than one HUD Field Office, a separate application, under each code, shall be considered for funding with the cumulative total of vouchers applied for under the applications not to exceed the maximum number of vouchers the PHA is eligible to apply for under this NOFA (i.e., no more than the number of vouchers the same PHA would be eligible to apply for it had only one PHA code number).
- d. A contract administrator that does not have an ACC with HUD for HCVs, but constitutes a PHA under 24 CFR 982.4 by reason of its administering HCVs on behalf of another PHA, is not eligible to submit an application under this NOFA.

## **B. Ineligible Applicants.**

During previous FUP competitions HUD has received applications from individuals; PHAs that administer a Public Housing program but do not have an existing ACC with HUD for HCVs; and other entities ineligible to receive funding.

HUD will not evaluate applications from ineligible applicants. Ineligible applicants will not receive communications from HUD regarding their application.

Families or youth that believe they are eligible to participate in the FUP should contact their local PHA, PCWA, or CoC for assistance.

## **C. Cost Sharing or Matching.**

This Program does not require cost sharing, matching or leveraging.

## **D. Threshold Eligibility Requirements.**

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

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

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

## **E. Statutory and Regulatory Requirements Affecting Eligibility.**

### **Eligibility Requirements for Applicants of HUD's Grants Programs.**

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

[Outstanding Delinquent Federal Debts](#)

[Debarments and/or Suspensions](#)

[Pre-selection Review of Performance](#)

[Sufficiency of Financial Management System](#)

[False Statements](#)

[Mandatory Disclosure Requirement](#)

[Prohibition Against Lobbying Activities](#)

[Equal Participation of Faith-Based Organizations in HUD Programs and Activities](#)

## **F. Program-Specific Requirements Affecting Eligibility.**

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

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

**3. FUP Utilization.** HUD expects full (100 percent) utilization of FUP vouchers. PHAs administering the FUP should continually monitor their utilization of these vouchers. PHAs may review the number of FUP vouchers for which they are accountable at the 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), under "FUP Awards All Years."

For PHAs presently administering FUP vouchers, the following eligibility threshold to receive additional vouchers applies:

- a. FUP utilization rate of 90 percent or greater; or
- b. Absent a utilization rate of 90 percent or greater, the adoption of an action plan to achieve full utilization within 12 months from date of application to this NOFA.

Submission of an application under this NOFA by a PHA administering the FUP will serve as the agency's certification that they have a FUP utilization rate of 90 percent or greater, or absent such a utilization rate, will work with its PCWA and CoC partners to adopt an action plan to fully utilize the vouchers. A stated goal of the action plan must be full FUP utilization within 12 months from date of application to this NOFA. Failure to meet this standard may negatively affect eligibility under future FUP NOFAs.

PHAs awarded new incremental FUP vouchers under the previous NOFA are not held to the 90 percent utilization threshold standard in the first year, but should have a plan to achieve full utilization. Because the application itself becomes the PHA's certification, the PHA does not need to submit the action plan with the application.

PHAs continue to be required to maintain a special program code for FUP participants in line 2n of the Family Report or line 2p of the MTW Family Report, as applicable; FUPF and FUPY must be used in lieu of the FUP code:

<b>Special Program Code</b>	<b>FUP Participant</b>
<b>FUPF</b>	Use if the FUP participant is a FUP eligible family
<b>FUPY</b>	Use if the FUP participant is a FUP eligible youth

As a reminder to recipients of FUP funds, while PHAs previously were able to convert FUP vouchers to regular vouchers under certain circumstances as explained in [Notice PIH 2011-52](#), this is no longer the case. PHAs must continue to use FUP vouchers for FUP-eligible families or FUP-eligible youth upon turnover.

As required by the FY 2019 Appropriations Act (as well as FY 2017 and FY 2018 Acts), any PHA administering FUP vouchers that determines it no longer has an identified need for such assistance upon turnover (all or partial), shall notify HUD by email to [FUPVouchers@hud.gov](mailto:FUPVouchers@hud.gov), and HUD will recapture such assistance (all or partial) and reallocate it to any other PHA based on need.

**4. PHA Code Provided on SF-424.** The SF-424 Application for Federal Assistance completed in Grants.gov MUST include the PHA's code under field 5a. Federal Entity Identifier. The PHA Code is a 5-digit code that begins with the state abbreviation and then 3 numbers identifying the PHA within that state.

**5. MOU.** The PHA must submit a MOU executed by the official representative of the 1) PHA, 2) PCWA, and 3) CoC. As a result, the MOU should have no fewer than three signatures. Agency and position titles should be clearly identified. For example, if it would not be clear to a reviewer that one of the parties signing the MOU is the official representative of the CoC, the MOU must make the role clear. Also make clear where one person has more than one role. For example, in some communities, the PHA Executive Director may also be the CoC Governing Board Chair. Failure to meet this requirement will result in the application failing threshold and will not be considered for further review.

If a PCWA is authorized under State law to contract out its functions and it has done so, both the official representative of the PCWA and the official representative of the contractor organization must sign the MOU.

The MOU execution date must be between the date this NOFA is published and the application deadline date under this NOFA. The MOU will be considered by HUD and the signatories (the PHA, PCWA and the CoC) as a complete statement of the responsibilities of the parties and evidence a commitment of resources to the FUP. As such, the document should be very specific. HUD strongly encourages applicants to carefully read all of the requirements of the MOU addressed in this section.

Only one MOU will be accepted per applicant. An application that includes more than one MOU will fail the threshold review and will not be considered for further review.

Information about CoCs, including contact information may be found here: <https://www.hudexchange.info/programs/coc/>

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

- a. The PHA, PCWA, and CoC's commitment to administering the program.
- b. The goals and standards of success in administering the program.
- c. The PHA, PCWA, and CoC must each identify a staff position that will serve as the lead FUP liaison. (This must include the staff person's name and/or position title.)
- d. A statement that all parties agree to cooperate with any program evaluation efforts undertaken

by HUD, U.S. Department of Health and Human Services (HHS), or a HUD or HHS-approved contractor, including compliance with HUD and HHS-approved evaluation protocols and data sharing requests.

e. Identify and define the two populations (families and youth) eligible for FUP assistance as follows:

1. Families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care; or the delay in the discharge of the child, or children, to the family from out-of-home care; and
2. Youth at least 18 years and not more than 24 years of age (have not reached their 25th birthday) who left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in Section 475(5)(H) of the Social Security Act, and are homeless or are at risk of becoming homeless at age 16 or older. As required by statute, a FUP voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 36 months.

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

h. The services to be provided to FUP-eligible youth, listing the organization(s) to provide the services and resources. The MOU must state that all of the services in (1) through (5) below will be provided for a period of at least 18 months to FUP-eligible youth receiving rental assistance through the use of a FUP voucher regardless of age. A FUP-eligible youth cannot be required to participate in these services as condition of receipt of the FUP voucher.

1. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation; and access to health care (e.g., doctors, medication, and mental and behavioral health services).
2. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
3. Providing such assurances to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher.
4. Job preparation and attainment counseling (e.g., where to look/how to apply, dress, grooming, and relationships with supervisory personnel, etc.).
5. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

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

**j. The MOU must address PHA responsibilities, as outlined in (1) through (9) below.**

1. Accept families and youth certified by the PCWA as eligible for the FUP. The PHA, upon receipt of a referral(s), must compare the name(s) with families and youth already on the PHA's HCV waiting list. Any family or youth on the PHA's HCV waiting list



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

2. Determine if families with children, or youth age 18 through 24 referred by the PCWA are eligible for HCV assistance;
3. Determine if any families with children, or youth age 18 through 24 on its HCV waiting list are living in temporary shelters or otherwise meet the definition of homeless and may qualify for the FUP, and refer such applicants to the PCWA and/or CoC, as applicable;
4. Amend the administrative plan in accordance with applicable program regulations and requirements, if needed;
5. Administer the vouchers in accordance with applicable program regulations and requirements;
6. Upon notification that vouchers have been awarded, train PCWA and CoC staff on the PHA's HCV program;
7. Work with the PCWA and CoC to develop necessary data and tracking metrics for tracking and improvement purposes;
8. Conduct regular meetings (at least quarterly) with the PCWA and CoC(s); and
9. Comply with the provisions of the MOU.

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

1. Establish and implement a system to identify FUP-eligible families and FUP-eligible youth within the agency's caseload and to review referrals from the PHA and CoC. For families, the system should prioritize families with an open case with a substantiated report of child abuse and neglect and whose children are at high risk for out-of-home placement or, for families whose children are already in out-of-home care, at high risk for experiencing additional negative child welfare outcomes (e.g., long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases) and where housing assistance could help the parent(s) to stabilize and participate in any other services necessary for subsequent reunification. The MOU should clarify that referrals should be made for priority families as soon as they are identified and not only upon successful completion of other aspects of family case management plans;
2. Establish and implement a system to identify FUP-eligible youth not currently within the agency's caseload in cooperation with the CoC, including integrating the prioritization and referral process for FUP-eligible youth into the local CoC's coordinated entry process;
3. Provide written certification to the PHA that a family qualifies as a FUP-eligible family, or that a youth qualifies as a FUP-eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, and this NOFA;
4. Commit sufficient staff resources to ensure that eligible families and youth are identified

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

5. Commit sufficient staff resources to provide follow-up supportive services after the youth leases a unit, documenting the source of funding for these services. Communities are encouraged to leverage non-Federal funds from sources such as: State, local, philanthropic, and faith-based organizations;
6. Upon notification that vouchers have been awarded, train PHA and CoC staff on the work of the PCWA as it relates to FUP-eligible families and FUP-eligible youth;
7. Conduct regular meetings (at least quarterly) with the PHA and CoC; and
8. Comply with the provisions of the MOU.

**I. The MOU must address CoC responsibilities as outlined in (1) through (5) below.**

1. Integrate the prioritization and referral process for FUP-eligible youth into the local CoC's coordinated entry process. The CoC should demonstrate how they are assessing the housing and related service needs for youth, and how they come to the determination that a FUP voucher is the appropriate level of assistance needed;
2. Identify services, if any, to be provided using CoC program funds to families and/or youth who qualify for CoC program assistance;
3. Participate in regular meetings conducted by the PHA and PCWA (at least quarterly);
4. Upon notification that vouchers have been awarded, train PHA and PCWA staff on the work of the CoC; and
5. Comply with the provisions of the MOU.

**G. Criteria for Beneficiaries.**

**IV. Application and Submission Information.**

**A. Obtaining an Application Package.**

**Instructions for Applicants.**

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

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

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

Email: [2019FUPNOFA@hud.gov](mailto:2019FUPNOFA@hud.gov)

**B. Content and Form of Application Submission.**

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

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

**1. Content.**

Forms for your package include the forms outlined below:

<b>Forms / Assurances / Certifications</b>	<b>Submission Requirement</b>	<b>Notes / Description</b>
Disclosure of Lobbying Activities - Form SF-LLL, if applicable	If this form is not applicable to your agency, do not include it as part of your submission.	This form is only applicable if your agency has used or intends to use non-federal funds for lobbying activities. HUD may contact an applicant to clarify items on this form, and will be treated as a curable deficiency (see Sections IV.D.4 of this NOFA "Corrections to Deficient Applications" for more information).

HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	HUD will provide instructions to grantees on how the form is to be submitted.	HUD instructions to grantees are provided by webcast, To view the webcast, <a href="#">click here</a> .
Acknowledgment of Application Receipt (HUD2993), if applicable	This form is applicable only to applications submitted on paper, following receipt of a waiver of electronic submission.	This form is not required but is available for applicants who want confirmation that their hard-copy application was received by HUD. The form must be submitted with the application, in accordance with the application submission instructions included in the waiver of electronic submission.

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

The following elements are threshold requirements.

**Attachment 1. MOU between the PHA, PCWA and CoC**

Requirements of the MOU are explained in Section III.F. of this NOFA.

**Attachment 2. Statement of Need**

This NOFA requires the PHA to provide a Statement of Need, certifying to the community's need. See sample document provided in Appendix.

Following are the requirements of the certification.

PHA Name

PHA Code

The following information on the need for FUP vouchers in the PHA's jurisdiction, which is not being met through existing programs must be provided:

	Statement of Need Category	Number of FUP Vouchers Needed Over a 12-month Period, which is Not Being Met Through Existing Programs	Data Source(s)
1	The number of FUP-eligible families who currently have children in danger of being placed in out-of-home care or who cannot be returned from out-of-home care due to inadequate housing.		
2	The number of FUP-eligible youth in the community who are part of the PCWA's active caseload.		
3	The number of FUP-eligible youth in the community who are no longer part of the PCWA's active caseload (e.g., youth that left foster care who are now homeless or at risk of becoming homeless).		
4	Total Need		
5	Total Requested		

The PCWA and CoC must contribute to the provision of data used in the Statement of Need.

The Statement of Need must be signed by the Executive Director, Chief Executive Officer, or individual of equivalent position of the PHA.

The file must be no longer than 2 pages.

All information identified in the chart must be provided.

The Statement of Need must be submitted as a separate attachment.

Only one Statement of Need will be reviewed per application.

Failure to follow the instructions above, will result in the application failing threshold. Such an application will not be reviewed further.

### **Attachment 3. Rating Factor Certifications**

In order to get points for Rating Factors 1 through 7 as provided for in Section V.A.1. of the NOFA, the PHA must provide a Rating Factor Certification. The certification must be provided as one attachment. The certification must be signed by the Executive Director, Chief Executive Officer, or individual of equivalent position of the PHA. The file must be no longer than 5 pages. A sample document that includes all required elements is included in the Appendix.

NOFA reviewers will only review rating criteria elements that have been identified in the Rating Factor Certification. Applicants must clearly identify where a NOFA reviewer may find the applicable rating factor element by document name and page number. Reviewers will only look at the document and page(s) identified in the Rating Factor Certification. NOFA reviewers will be looking for specific language. For example, to qualify for points under Rating Factor 1: Housing Search Assistance in Low-poverty Census Tracts the NOFA provides that one of the following three activities must occur: neighborhood tours, unit viewings, or landlord introductions. An applicant will only be awarded points if one of the three items is listed. Alternative language will not be considered.

### **Guidance for Locating and Completing Forms.**

**General.** The application consists of the "application download" and the "instructions download." Forms referred to as "electronic" and "attachments" are part of the application download at [www.grants.gov](http://www.grants.gov).

### **Application for Federal Assistance (form SF-424)**

Complete all required fields unless otherwise noted in the following instructions:

Field 17 - Most applicants should indicate April 1, 2020 - March 31, 2021 (however, this is an estimate and the actual dates will be determined at grant agreement).

Field 18 - Estimate Funding - Only complete 18a and 18g. The estimate at 18a should be the number of vouchers being requested from the Statement of Need multiplied by the PHA's estimate PUC. This field is only an estimate and will not be used for making funding determinations.

### **Applicant Recipient Disclosure Report (form HUD-2880)**

Complete all required fields unless otherwise noted in the following instructions:

Field 2 - Social Security Number or Employer ID Number. Enter PHA code.

Field 4 - Amount of HUD Assistance Requested/Received. Enter the the number of vouchers being requested from the Statement of Need multiplied by the PHA's estimate PUC. This field is only an estimate and will not be used for making funding determinations.

### **Funding Application (HUD-52515)**

Complete all required fields unless otherwise noted in the following instructions:

Parts E through L may be left blank as this information is included in other aspects of the application submission.

HUD recently updated the form. The most current version of the form has an expiration of July 21, 2022.

**Note:** HUD is notifying applicants that the content of an application may be used by HUD, HHS, or a HUD or HHS-approved contractor for the purpose of program evaluation and monitoring.

## **2. Format and Form.**

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

1. File Name. Each document must be clearly labeled using the following structure [PHA Code\_Name of Document (e.g., MOU, Statement of Need, etc.)\_2019FUPNOFA]
2. Use 8-1/2 X 11-inch paper.
3. All margins should be approximately one inch.
4. Text size should be between 11 and 12 point.
5. All narrative documents must have page numbers.
6. No more than one page of text may be placed on one sheet of paper; i.e., do not shrink pages to get two or more on a page. Such text will not be reviewed.

HUD recommends reviewing all submitted material prior to the NOFA deadline to ensure that applications are complete, including that attachments include all necessary pages, and are legible. During previous FUP competitions, some applicants uploaded scanned attachments with missing pages or pages that were illegible.

## **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 **12/17/2019**. Applications must be received no later than the deadline.

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

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

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

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

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

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

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



column.

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

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

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

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

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

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

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

### **1. Amending or Resubmitting an Application.**

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

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

### **2. Grace Period for Grants.gov Submissions.**

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

Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

### **3. Late Applications.**

An application received after the NOFA deadline date that does not meet the Grace Period

requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

#### **4. Corrections to Deficient Applications.**

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

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

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

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

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

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

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

### **E. Intergovernmental Review.**

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

### **F. Funding Restrictions.**

No restrictions.

Indirect Cost Rate.

Statutory or Regulatory Restrictions Apply

Indirect Cost Rate.

Statutory or Regulatory Restrictions Apply

Indirect costs may not be charged to awards made under this NOFA.

### **G. Other Submission Requirements.**

#### **1. Application Certifications and Assurances.**

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), the applicant and the signing authorized representative affirm that they have reviewed the certifications and assurances associated with the application for federal assistance and (1) are aware the submission of the SF424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally-recognized Indian tribes, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

#### **2. Lead Based Paint Requirements.**

When providing housing assistance funding for purchase, lease, support services operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-

based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

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

**V. Application Review Information.**

**A. Review Criteria.**

**1. Rating Factors.**

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

The rating criteria that applicants receive will be used to rank the applicants for the purposes of funding.

The minimum score for an application to be considered for funding is 61 points. Should HUD determine that not enough eligible applicants have scored at least 61 points, HUD may award funds to an applicant scoring below 61 points or choose to hold back some funding for a future NOFA.

Applicants seeking rating factor points under the criteria specified in this section must submit a completed Rating Factor Certification described in section IV.B. of this NOFA. Providing this information is a threshold a requirement and is necessary to aid the NOFA reviewer in identifying and scoring rating factor elements.

If information is not clearly identifiable to the NOFA reviewer, the reviewer will not search submitted documentation or request clarification from the applicant. It should be understood that the NOFA reviewer may not necessarily be a subject matter expert. As such, plain language that aligns with the language in the NOFA must be used.

The use of CoC Program assistance identified in the following Rating Factor elements is limited to FUP-eligible families and youth who are also CoC funding eligible.

<b>NOFA Rating Factors</b>		
<b>Rating Factor</b>	<b>Category</b>	<b>Maximum Points</b>
1	Housing Search Assistance in Low-Poverty Census Tracts	16
2	Financial Assistance	18
3	Previous Coordination	6

4	Post-Move Counseling	14
5	Case Management to FUP Families	16
6	Self-Sufficiency Programs	12
7	Supportive Assistance for Youth to 36 Months	18
	Total	100

Rating Factor 1. Housing search assistance in low-poverty census tracts Maximum Points: 16

**Scoring.** Assign up to 16 points if the PHA, PCWA, or CoC provides, funds, or otherwise makes available housing search assistance in low-poverty census tracts. For the purpose of this NOFA, low-poverty census tracts are defined as having a poverty rate of 20 percent or less as determined in the most recent American Community Survey 5-Year Estimates. Poverty rates by census tract may be found at the following link: <https://www.huduser.gov/portal/maps/hcv/home.html>.

At least one of the following activities must be offered in low-poverty census tracts and identified in the MOU: neighborhood tours, unit viewings, or landlord introductions.

1. To receive 8 points, a required housing search assistance activity in low-poverty census tracts must be offered to all FUP-eligible families. A partial award is available where not all FUP-eligible families will be offered the required housing search assistance. In such instances, a maximum of 4 points will be made available.
2. To receive 8 points, a required housing search assistance activity in low-poverty census tracts must be offered to all FUP-eligible youth. A partial award is available where not all FUP-eligible youth will be offered the required housing search assistance. In such instances, a maximum of 4 points will be made available.

A cumulative maximum of 16 points will be awarded under this category.

**Documentation.** To receive points, this rating criteria element must be included in the MOU and identified in the Rating Factor Certification. The Rating Factor Certification must provide responses to the following:

1. Will the PHA, PCWA, or CoC provide, fund, or otherwise make available housing search assistance in low-poverty census tracts to FUP participants? **(Yes or No) (If No, skip to next Rating Factor.)**
2. Which of the following activity(ies) will be offered in low-poverty census tracts as identified in the MOU? **(Neighborhood tours, unit viewings, or landlord introductions)**
3. Who will the above activity(ies) be provided to, as identified in the MOU? **(All FUP-eligible families, all FUP-eligible youth, some FUP-eligible families, and/or some FUP-eligible youth)**
4. Does the MOU specify the service provider(s)? **(Yes or No) (If No, skip to next Rating Factor.)**

5. Identify the page number(s) in the MOU where this information is included.

**Rating Factor 2. Financial assistance**

**Maximum Points: 18**

**Scoring.** Assign up to 18 points if the PHA, PCWA, or CoC provides, funds, or otherwise makes available financial assistance resources to assist FUP-eligible families and/or FUP-eligible youth lease-up with a FUP voucher. Financial assistance must include at least one of the following: moving cost assistance, security deposit assistance, or utility startup (including utility arrears).

1. To receive 9 points, financial assistance resources in the form of moving cost assistance, security deposit assistance, or utility startup (including utility arrears) must be committed to all FUP-eligible families. A partial award is available where not all FUP-eligible families will be offered at least one of the required financial assistance resources. In such instances, a maximum of 4 points will be made available.
2. To receive 9 points, financial assistance resources in the form of moving cost assistance, security deposit assistance, or utility startup (including utility arrears) must be committed to all FUP-eligible youth. A partial award is available where not all FUP-eligible youth will be offered at least one of the required financial assistance resources. In such instances, a maximum of 4 points will be made available.

A cumulative maximum of 18 points will be awarded under this category.

**Documentation.** To receive points, this rating criteria element must be included in the MOU and identified in the Rating Factor Certification. The Rating Factor Certification must provide responses to the following:

Question 1. Will the PHA, PCWA, or CoC provide, fund, or otherwise make available financial resources to assist FUP-eligible families and/or FUP-eligible youth lease-up with a FUP voucher? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 2. Which of the following forms of financial assistance will be provided? **(Moving cost assistance, security deposit assistance, or utility start up (including utility arrears))**

Question 3. Who will the above assistance be provided to? **(All FUP-eligible families, all FUP-eligible youth, some FUP-eligible families, some FUP-eligible youth)**

Question 4. Does the MOU specify the service provider(s)? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 5. Identify the page number(s) in the MOU where this information is included.

**Rating Factor 3. Previous Coordination**

**Maximum Points: 6**

**Scoring.** Assign up to 6 points if the PHA and/or PCWA can demonstrate recent cross-program coordination with a local CoC.

1. To receive 6 points, evidence of an established agreement between the PHA or PCWA and the CoC to receive referrals from the local coordinated entry system.
2. To receive 2 points, PHA and/or PCWA attended at least two meetings of the CoC within the last year.

A maximum of 6 points will be awarded under this category.

Where an applicant qualifies for the 6 points as a result of an established agreement between the PHA or PCWA and the CoC, the applicant is not eligible for the 3 points resulting from previous coordination.

**Documentation.** To receive points, this rating criteria element must include the required documentation and be identified in the Rating Factor Certification. The Rating Factor Certification must provide responses to the following:

Question 1. Can the PHA and/or PCWA demonstrate recent cross-program coordination with a local CoC? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 2. Is recent cross-program coordination in the form of an established agreement between the PHA or PCWA and the CoC to receive referrals from the local coordinated entry system, or attendance of at least two meetings of the CoC within the last year? **(Established agreement between the PHA or PCWA and the CoC to receive referrals from the local coordinated entry system, or attendance of at least two meetings of the CoC within the last year) (If neither, skip to next Rating Factor.)**

Question 3. Identify the document and page number(s) where this information is included.

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

Evidence of the PHA and/or PCWA attending meetings of the CoC within the last year must be in the form of a signed certification from the PHA or PCWA that it has attended at least two meetings of the CoC within the last year (as of the publication date of this NOFA), indicating the dates of the meetings that were attended.

#### Rating Factor 4. Post-move counseling

Maximum Points: 14

**Scoring.** Assign up to 14 points if the PHA, PCWA, or CoC provides, funds, or otherwise makes available post-move counseling to FUP-eligible families and/or FUP-eligible youth. Post-move counseling must include at least one of the following: subsequent-move counseling if the family or youth decides to move a second time, or landlord-tenant mediation.

1. To receive 7 points, post-move counseling in the form of subsequent-move counseling if the family decides to move a second time, or landlord-tenant mediation must be provided to all FUP-eligible families. A partial award is available where not all FUP-eligible families will be offered post move counseling. In such instances, a maximum of 3 point will be made available.
2. To receive 7 points, post-move counseling in the form of subsequent-move counseling if the youth decides to move a second time, or landlord-tenant mediation must be provided to all FUP-eligible youth. For example, a partial award is available where not all FUP-eligible youth will be offered post-move counseling. In such instances, a maximum of 3 point will be made available.

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

**Documentation.** To receive points, this rating criteria element must be included in the MOU and identified in the Rating Factor Certification. The Rating Factor Certification must provide responses to the following:

Question 1. Will the PHA, PCWA, or CoC provide, fund, or otherwise makes available post-move counseling to FUP-eligible families and/or FUP-eligible youth? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 2: Who will the above assistance be provided to? **(All FUP-eligible families, all FUP-eligible youth, some FUP-eligible families, some FUP-eligible youth)**

Question 3. Does the MOU specify the service provider(s)? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 4. Identify the page number(s) in the MOU where this information is included.

**Rating Factor 5. Case management to FUP families** **Maximum Points: 16**

**Scoring.** Assign up to 16 points if case management to FUP families will be made available after they have been issued a voucher. A FUP-family cannot be required to participate in these services as a condition of receipt of the FUP voucher. To receive points under this category, the case management must include, at a minimum, a needs assessment to identify all the family's needs, including housing-related needs and non-housing-related needs (such as behavioral health, physical health, employment, child care, and other services needed), referrals to services to address the family's needs, and regular contact (based on need) with the family to follow up on these referrals and provide new referrals as necessary. To receive points under this category, all FUP families should receive services unless they decline to participate.

1. To receive 8 points, the MOU must include a commitment to provide, fund, or otherwise make available case management for a **minimum of 6 months** after the family is issued a voucher. A partial award is available where not all FUP-eligible families will be offered case management. In such instances, a maximum of 4 points will be made available.
2. To receive 16 points, the MOU must include a commitment to provide, fund, or otherwise make available case management for a **minimum of 12 months** after the family is issued a voucher. A partial award is available where not all FUP-eligible families will be offered case management. In such instances, a maximum of 8 points will be made available.

A cumulative maximum of 16 points will be awarded under this category.

**Documentation.** To receive the points, this rating criteria element must be included in the MOU and identified in the Rating Factor Certification. The Rating Factor Certification must provide responses to the following:

Question 1. Will case management to FUP families be made available after families have been issued a voucher? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 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? **(Yes or No) (If No, skip to next Rating Factor.)**



Question 3. Will families receive referrals to services to address the family's needs? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 4. Will regular contact (based on need) be made with the family to follow up on referrals and provide new referrals as necessary? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 5. Does the MOU include a commitment to provide, fund, or otherwise make available case management for a minimum of 6 months or a minimum of 12 months after the family is issued a voucher? **(Case management to be provided for a minimum of 6 months, or case management to be provided for a minimum of 12 months)**

Question 6: Who will the above assistance be provided to? **(All FUP-eligible families, some FUP-eligible families)**

Question 7. Does MOU specify the service provider(s)? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 8. Identify the page number(s) in the MOU where this information is included.

Rating Factor 6. Self-sufficiency Programs	Maximum Points: 12
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**Scoring.** Assign up to 12 points if the PHA administers the HUD Family Self-Sufficiency program, or similar program promoting self-sufficiency, that is active at the time of application. A similar program promoting self-sufficiency refers to a self-sufficiency program that promotes the development of local strategies to coordinate the use of assistance under the HCV program with public and private resources to enable participating families to increase earned income and financial literacy, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency.

1. To receive 6 points, the PHA must have current targeted policies or proposed strategies to encourage enrollment of FUP-eligible youth. The strategies to encourage enrollment must include all FUP-eligible youth. A partial award is not available.
2. To receive 6 points, the PHA must have current targeted policies or proposed strategies to encourage enrollment of FUP-eligible families. The strategies to encourage enrollment must include all FUP-eligible families. A partial award is not available.

A cumulative maximum of 12 points will be awarded under this category.

**Documentation.** To receive points, this rating criteria element must include the required documentation and identified in the Rating Factor Certification. The Rating Factor Certification must provide responses to the following:

Question 1. Does the PHA have current targeted policies or proposed strategies to encourage enrollment of FUP-eligible participants in a Family Self-Sufficiency program or similar program? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 2. Are the targeted policies existing, proposed, or a combination of the two (e.g., existing policies to encourage enrollment of FUP-eligible youth and proposed strategies to encourage enrollment of FUP-eligible families)? **(Existing, proposed, or a combination of the two (if combination, explain))**

Question 3. If proposed, is the PHA certifying to adoption of the targeted strategies within

three months of being awarded FUP vouchers under the NOFA? **(Yes or Not Applicable/current policy) (If proposed and there is no certification, skip to next Rating Factor.)**

Question 4. Who is the target audience of the current policies or proposed strategies? **(FUP-eligible families, FUP-eligible youth.)**

Question 5. Identify the document (e.g., policy excerpt, pamphlet, policy proposal description, etc.) and page number(s) where this information is included.

**Rating Factor 7. Supportive Assistance for Youth to 36 months** **Maximum Points: 18**

**Scoring.** Assign up to 18 points if the services required to be provided to FUP-eligible youth as identified in Section h. of the MOU will be provided beyond 18 months.?

- To receive 6 points, supportive assistance will be provided longer than 18 months, but less than 24 months.
- To receive 10 points, supportive assistance will be provided at least 24 months, but less than 28 months.
- To receive 14 points, supportive assistance will be provided at least 28 months, but less than 36 months.
- To receive 18 points, supportive assistance will be provided for 36 months.

A maximum of 18 points will be awarded under this category.

**Documentation.** To receive the points, this rating criteria element must be included in the MOU and identified in the Rating Factor Certification. The Rating Factor Certification must provide responses to the following:

Question 1. Will supportive services be provided to youth for a period longer than 18 months? **(Yes or No) (If No, there are no further Rating Factors.)**

Question 2. Will supportive services be provided for a period of:

**Option 1: Longer than 18 months, but less than 24 months;**

**Option 2: At least 24 months, but less than 28 months;**

**Option 3: At least 28 months, but less than 36 months; or**

**Option 4: 36 months.**

Question 3. Identify the page number in the MOU where this information is included.

## **2. Other Factors.**

### **Preference Points.**

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

### **Opportunity Zones.**

This program does not offer Opportunity Zone preference points.

## **HBCU.**

This program does not offer HBCU preference points.

### **B. Review and Selection Process.**

#### **1. Past Performance**

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

The ability to account for funds appropriately;

Timely use of funds received from HUD;

Timely submission and quality of reports submitted to HUD;

Meeting program requirements;

Meeting performance targets as established in the grant agreement;

The applicant's organizational capacity, including staffing structures and capabilities;

Time-lines for completion of activities and receipt of promised matching or leveraged funds;  
and

The number of persons to be served or targeted for assistance;

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

#### **2. Assessing Applicant Risk.**

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

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

## VI. Award Administration Information.

### A. Award Notices.

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

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

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

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

**Adjustments to Funding.** To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD will fund no portion of an application that:

- (1) Is not eligible for funding under applicable statutory or regulatory requirements;
- (2) Does not meet the requirements of this notice; or
- (3) Duplicates other funded programs or activities from prior year awards or other selected applicants.

b. If funds are available after funding the highest-ranking application, HUD may fund all or part of another eligible fundable application. If an applicant turns down an award offer, or if HUD and an applicant do not successfully complete grant negotiations, HUD may make an offer of funding to another eligible application.

c. If funds remain after all selections have been made, remaining funds may be made available within the current FY for other competitions within the program area, or be held for future competitions, or be used as otherwise provided by authorizing statute or appropriation.

d. If, after announcement of awards made under the current NOFA, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

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

funding, subject to the availability of funds.

For this NOFA, notifications may be sent to the Executive Director or similar position contact listed in IMS/PIC.

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

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

### 1. Compliance with Non-discrimination and Other Requirements

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

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

### 2. Equal Access Requirements.

### 3. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Businesses.

### 4. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.

### 5. Real Property Acquisition and Relocation.

### 6. Participation in HUD-Sponsored Program Evaluation.

### 7. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### 8. Drug-Free Workplace.

### 9. Safeguarding Resident/Client Files.

### 10. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.

### 11. Eminent Domain.

### 12. Accessibility for Persons with Disabilities.

### 13. Violence Against Women Act.

### 14. Conducting Business in Accordance with Ethical Standards/Code of Conduct.

### 15. Environmental Requirements.

Compliance with 24 CFR part 50 or 58 procedures is explained below:

In accordance with 24 CFR 50.19(b)(11) and 58.35(b)(1) of the HUD regulations, tenant-based rental activities under this program are categorically excluded from the requirements of the National Environmental Policy Act of 1969 (NEPA) and are not subject to environmental

review under the related laws and authorities. Activities under the home ownership option of this program are categorically excluded from NEPA requirements and excluded from other environmental requirements under 24 CFR 58.5 in accordance with 24 CFR 58.35(b)(5), but PHAs are responsible for the environmental requirements in 24 CFR 982.626(c). Regarding activities under the home ownership option for units not yet under construction at the time the family enters into the contract for sale, the additional environmental review requirements referenced in 24 CFR Sections 982.628(e), 982.631(c) (3) and 982.637(b) also apply in addition to Section 982.626(c), and the PHA shall submit all relevant environmental information to the responsible entity or to HUD to assist in the completion of those requirements.

### **C. Reporting.**

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

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

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

**3. Race, Ethnicity and Other Data Reporting.** HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. NOFAs may specify the data collection and reporting requirements. Many programs use the Race and Ethnic Data Reporting Form HUD-27061, U.S. Department of Housing OMB Approval No. 2535-0113.

### **D. Debriefing.**

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFA, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF424 or by his or her successor in office and be submitted to the point of contact in Section VII Agency Contact(s), below. Information

provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

For this NOFA, debriefing requests must be submitted by email to [2019FUPVouchers@hud.gov](mailto:2019FUPVouchers@hud.gov). Information provided during a debriefing will not include evaluator comments.

## 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.

[2019FUPNOFA@hud.gov](mailto:2019FUPNOFA@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 Funding Opportunities web page at: [https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps).

## Appendix.

### Sample 1. Statement of Need

[Insert Date]

[Insert PHA Name]

[Insert PHA Code]

### Statement of Need

The following chart represents the need for FUP vouchers in the [Insert PHA Name's] jurisdiction, which is not being met through existing programs:

	Statement of Need Category	Number of FUP Vouchers Needed Over a 12-month Period, which is Not Being Met Through Existing Programs	Data Source(s)
1	The number of FUP-eligible families who currently have children in danger of being placed in out-of-home care or who cannot be returned from out-of-home care due to inadequate housing.		
2	The number of FUP-eligible youth in the community who are part of the PCWA's active caseload.		
3	The number of FUP-eligible youth in the community who are no longer part of the PCWA's active caseload (e.g., youth that left foster care who are now homeless or at risk of becoming homeless).		
4	Total Need		
5	Total Requested		

[Insert name of PCWA and CoC] contributed to the provision of data used in the Statement of Need.

[Insert signature of the Executive Director, Chief Executive Officer, or individual of equivalent position of the PHA.]

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**Sample 2. Rating Factor Certification**



The Rating Factor Certification must use the following format:

[Insert Date]

[Insert PHA Name]

[Insert PHA Code]

### **Rating Factor Certification**

#### **Rating Factor 1. Housing Search Assistance in Low-Poverty Census Tracts**

Question 1. Will the PHA, PCWA, or CoC provide, fund, or otherwise make available housing search assistance in low-poverty census tracts to FUP participants? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 2. Which of the following activity(ies) will be offered in low-poverty census tracts? **(Neighborhood tours, unit viewings, or landlord introductions)**

Question 3. Who will the above activity(ies) be provided to? **(All FUP-eligible families, all FUP-eligible youth, some FUP-eligible families, and/or some FUP-eligible youth)**

Question 4. Does MOU specify the service provider(s)? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 5. Identify the page number(s) in the MOU where this information is included.

#### **Rating Factor 2. Financial Assistance**

Question 1. Will the PHA, PCWA, or CoC provide, fund, or otherwise make available financial resources to assist FUP-eligible families and/or FUP-eligible youth lease-up with a FUP voucher? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 2. Which of the following forms of financial assistance will be provided? **(Moving cost assistance, security deposit assistance, or utility start up (including utility arrears))**

Question 3. Who will the above assistance be provided to? **(All FUP-eligible families, all FUP-eligible youth, some FUP-eligible families, some FUP-eligible youth)**

Question 4. Does the MOU specify the service provider(s)? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 5. Identify the page number(s) in the MOU where this information is included.

#### **Rating Factor 3. Previous Coordination**

Question 1. Can the PHA and/or PCWA demonstrate recent cross-program coordination with a local CoC? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 2. Is recent cross-program coordination in the form of an established agreement between the PHA or PCWA and the CoC to receive referrals from the local coordinated entry system, or attendance of at least two meetings of the CoC within the last year? **(Established agreement between the PHA or PCWA and the CoC to receive referrals from the local coordinated entry system, or attendance of at least two meetings of the CoC within the last year) (If neither, skip to next Rating Factor.)**

Question 3. Identify the document and page number(s) where this information is included.

#### **Rating Factor 4. Post-move counseling**

Question 1. Will the PHA, PCWA, or CoC provide, fund, or otherwise makes available post-move counseling to FUP-eligible families and/or FUP-eligible youth? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 2: Who will the above assistance be provided to? **(All FUP-eligible families, all FUP-eligible youth, some FUP-eligible families, some FUP-eligible youth)**

Question 3. Does the MOU specify the service provider(s)? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 4. Identify the page number(s) in the MOU where this information is included.

#### **Rating Factor 5. Case management to FUP families**

Question 1. Will case management to FUP families be made available after families have been issued a voucher? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 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? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 3. Will families receive referrals to services to address the family's needs? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 4. Will regular contact (based on need) be made with the family to follow up on referrals and provide new referrals as necessary? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 5. Does the MOU include a commitment to provide, fund, or otherwise make available case management for a minimum of 6 months or a minimum of 12 months after the family is issued a voucher? **(Case management to be provided for a minimum of 6 or months, or case management to be provided for a minimum of 12 months)**

Question 6: Who will the above assistance be provided to? **(All FUP-eligible families, some FUP-eligible families)**

Question 7. Does MOU specify the service provider(s)? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 8. Identify the page number(s) in the MOU where this information is included.

#### **Rating Factor 6. Self-sufficiency Programs**

Question 1. Does the PHA have current policies or proposed strategies to encourage enrollment of FUP-eligible participants in a Family Self-Sufficiency program or similar program? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 2. Are the policies existing, proposed, or a combination of the two (e.g., existing policies to encourage enrollment of FUP-eligible youth and proposed strategies to encourage enrollment of FUP-eligible families)? **(Existing, proposed, or a combination of the two (if combination, explain))**

Question 3. If proposed, is the PHA certifying to adoption of the strategies within three months of being awarded FUP vouchers under the NOFA? **(Yes or Not Applicable/current policy) (If**

**proposed and there is no certification, skip to next Rating Factor.)**

Question 4. Who is the target audience of the current policies or proposed strategies? **(FUP-eligible families, FUP-eligible youth.)**

Question 5. Identify the document (e.g., policy excerpt, pamphlet, policy proposal description, etc.) and page number(s) where this information is included.

### **Rating Factor 7. Supportive Assistance for Youth to 36 months**

Question 1. Will supportive services be provided to youth for a period longer than 18 months? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 2. Will supportive services be provided for a period of:

**Option 1: Longer than 18 months, but less than 24 months;**

**Option 2: At least 24 months, but less than 28 months;**

**Option 3: At least 28 months, but less than 36 months; or**

**Option 4: 36 months.**

Question 3. Identify the page number in the MOU where this information is included.

[Insert signature of the Executive Director, Chief Executive Officer, or individual of equivalent position of the PHA.]

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### **Sample 3. Memorandum of Understanding**

#### **Memorandum of Understanding**

***[\*\* This sample document demonstrates the Memorandum of Understanding requirements listed in Section III.F.7. of the 2019 Family Unification Program Notice of Funding Availability, it does not include the optional Rating Factor elements listed in Section V.A.1. Unless otherwise noted, all elements are threshold requirements \*\*]***

*This Memorandum of Understanding (MOU) has been created and entered into on **[\*\* Insert execution date, which must be between the date the 2019 Family Unification Program Notice of Funding Availability is published and the application deadline date. \*\*]** by and between the following parties in relation to their application.*

[PHA Name and Address]

[PCWA Name and Address]

[PCWA contractor organization Name and Address]

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

[CoC Name and Address]

#### **Introduction and Goals**

1. PHA and PCWA's commitment to administering the program.
2. CoC's commitment to cooperate with and assist the PHA and PCWA.

3. PHA and PCWA's goals and standards of success in administering the program.
4. Identification of staff position at the PHA, PCWA, and CoC who will serve as the lead FUP liaisons. [**\*\* Include the staff position at the PCWA contractor organization if the PCWA has contracted out its functions under applicable state law. \*\***]
5. Responsibilities of the FUP liaison in this section. **(optional)**

Lead FUP Liaison:

[Name and title of PHA staff position]

[Name and title of PCWA staff position]

[Name and title of CoC staff position]

Statement of cooperation

The PHA, PCWA, and CoC agree to cooperate with any program evaluation efforts undertaken by HUD, HHS, or a HUD or HHS-approved contractor, including compliance with HUD and HHS-approved evaluation protocols and data sharing requests.

Define the two populations (families and youth) eligible for FUP assistance

- **FUP-Eligible Family** is defined as a family that the Public Child Welfare Agency (PCWA) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in/out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the PHA has determined is eligible for a Housing Choice Voucher (HCV).
- **FUP-Eligible Youth** is defined as a youth that the PCWA has certified to be at least 18 years old, and not more than 24 years of age, and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

Housing Search Assistance

Include a detailed description of the assistance that will be provided to FUP families and youths in locating housing units and working with landlords to secure appropriate eligible units. List the organization(s) responsible for providing this assistance.

Services to be provided to FUP-eligible youths [**\*\* FUP-eligible youth cannot be excluded from the FUP program. \*\***]:

List the services to be provided to FUP-eligible youth by the PCWA or another agency/organization under agreement/contract with the PCWA and list the organizations to provide the services and resources. This list must include all the following services:

1. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services).
2. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
3. Providing such assurances to owners of rental property as are reasonable and necessary

to assist a FUP-eligible youth to rent a unit with a FUP voucher.

4. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).
5. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

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

**[\*\* The MOU may include additional services beyond those listed above (1 – 5). \*\*]**

#### PHA Responsibilities

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

1. Accept families and youths certified by the PCWA as eligible for the FUP. The PHA, upon receipt of the PCWA list of families and youths currently in the PCWA caseload, must compare the names with those of families and youths already on the PHA's HCV waiting list. Any family or youth on the PHA's HCV waiting list that matches with the PCWA's list must be assisted in order of their position on the waiting list in accordance with PHA admission policies. Any family or youth certified by the PCWA as eligible and not on the HCV waiting list must be placed on the waiting list. If the PHA has a closed HCV waiting list, it must reopen the waiting list to accept a FUP applicant family or youth who is not currently on the PHA's HCV waiting list. (The PHA may reopen the waiting list to accept a FUP applicant family or youth without opening the waiting list for other applicants.)
2. Determine if any families with children, or youths age 18 through 24 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FUP, and refer such applicants to the PCWA.
3. Determine if families with children, or youths age 18 through 24 referred by the PCWA are eligible for HCV assistance and place eligible families/youths on the HCV waiting list.
4. Amend the administrative plan in accordance with applicable program regulations and requirements, if needed.
5. Administer the vouchers in accordance with applicable program regulations and requirements.
6. Upon notification that vouchers have been awarded, train PCWA staff on the PHA's HCV procedures.
7. Work with the PCWA and CoC to develop necessary data and tracking metrics for tracking and improvement purposes.
8. Conduct regular meetings (at least quarterly) with the PCWA and CoC.
9. Comply with the provisions of this MOU.

#### PCWA Responsibilities

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

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

#### CoC Responsibilities

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

1. Integrate the prioritization and referral process for FUP-eligible youth into the CoC's coordinated entry process. [Youth who are part of the PCWA's active caseload do not have to be added to the CoC's coordinated entry process.] The CoC should demonstrate how they are assessing the housing and related service needs for youth, and how they come to the determination that a FUP voucher is the appropriate level of assistance needed.
2. Identify services to be provided using CoC program funds to families and youth who qualify for CoC program assistance.

3. Participate in regular meetings conducted by the PHA and PCWA (at least quarterly).
4. Comply with the provisions of the MOU.

[\*\*In addition to meeting all of the threshold requirements of the 2019 FUP NOFA, applicants can receive points that will be used to rank each applicant for funding. Additional information on the requirements of each Rating Factor element are included in section V.A.1. of the NOFA. This includes instructions on which Rating Factor element must be contained in the MOU.\*\*]

[Signed and dated by the official representatives of the PHA, PCWA, PCWA Contractor organization (if applicable), and CoC]

[\*\* *The execution date must be between the publication date and the application deadline date of the 2019 Family Unification Program Notice of Funding Availability.* \*\*]