



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

Public and Indian Housing

Foster Youth to Independence (FYI) Competitive

FR-6400-N-41

03/22/2021

# Table of Contents

Overview .....	3
I. FUNDING OPPORTUNITY DESCRIPTION.....	3
A. Program Description. ....	3
B. Authority. ....	9
II. Award Information.....	9
A. Available Funds .....	9
B. Number of Awards.....	9
C. Minimum/Maximum Award Information .....	9
D. Period of Performance.....	10
E. Type of Funding Instrument.....	11
F. Supplementation.....	11
III. Eligibility Information.....	11
A. Eligible Applicants.....	11
B. Ineligible Applicants.....	11
C. Cost Sharing or Matching.....	12
D. Threshold Eligibility Requirements.....	12
E. Statutory and Regulatory Requirements Affecting Eligibility.....	12
F. Program-Specific Requirements Affecting Eligibility.....	12
G. Criteria for Beneficiaries.....	17
IV. Application and Submission Information.....	17
A. Obtaining an Application Package.....	17
B. Content and Form of Application Submission.....	17
C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.....	21
D. Application Submission Dates and Times.....	21
E. Intergovernmental Review.....	24
F. Funding Restrictions.....	24
G. Other Submission Requirements.....	24
V. Application Review Information.....	25
A. Review Criteria.....	25
B. Review and Selection Process.....	32
VI. Award Administration Information.....	33
A. Award Notices.....	33

B. Administrative, National and Department Policy Requirements for HUD recipients .....34  
C. Reporting.....35  
D. Debriefing. ....36  
VII. Agency Contact(s).....36  
VIII. Other Information.....36  
APPENDIX.....37

**Program Office:**

Public and Indian Housing

**Funding Opportunity Title:**

Foster Youth to Independence (FYI) Competitive

**Funding Opportunity Number:**

FR-6400-N-41

**Primary CFDA Number:**

14.880

**Due Date for Applications:**

03/22/2021

**Overview**

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Availability (NOFA) to invite applications from eligible applicants for the program and purpose described within this NOFA. 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.

During the selection process 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 requirements of this Notice of Funding Availability (NOFA) to the office contact identified in Section VII.

**OMB Approval Number(s):**

2577-0169

**I. FUNDING OPPORTUNITY DESCRIPTION.**

**A. Program Description.**

**1. Purpose**

**Overview.** This Foster Youth to Independence Competitive (FYI Competitive) NOFA makes Housing Choice Voucher (HCV) assistance available to Public Housing Agencies (PHAs) in partnership with Public Child Welfare Agencies (PCWAs). FYI Competitive utilizes funding appropriated to serve youth under the Family Unification Program (FUP). Under FYI Competitive PHAs provide housing assistance on behalf of:

1. 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, an FYI Competitive voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 36 months.

FYI Competitive is a complement to the (FYI) initiative. □

Information on FYI may be found at the following webpage:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/fyi](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/fyi)

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

1. Expand opportunities under FYI.
2. Increase coordination between PHAs, PCWAs, and third party partners;
3. Leverage data to strategically target and prioritize the use of resources for eligible youth; and
4. Strengthen connections to the HUD Family Self-Sufficiency (FSS) Program or similar programs promoting self-sufficiency.

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

This is the first FYI Competitive NOFA. The format of this NOFA is modelled on the 2019 FUP NOFA (FR-6300-N-41). This section highlights only the major differences from the 2019 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.

1. **Youth.** Only FYI Competitive-eligible youth may be assisted with vouchers awarded under this NOFA. Families who were FUP-eligible are not eligible to be assisted under this NOFA.
2. **Revised rating factors elements.** The Rating Factor section has been revised to reflect that only eligible youth may be assisted under this NOFA and introduces a new element to encourage the leveraging of third party resources.
3. **Revised MOU requirements.** The MOU requirements has been revised to reflect that only eligible youth may be assisted under this NOFA.
4. **Revised Statement of Need requirements.** The information previously included in the Statement of Need has been incorporated into HUD form-52515 to reduce the number of documents being submitted.
5. **Revised Definitions.** The definition of the term “PCWA” has been revised.

## **3. Definitions.**

### a. Standard Definitions

**Affirmatively Furthering Fair Housing (AFFH).** The obligation to affirmatively further the purposes and policies of the Fair Housing Act.

**Assistance Listings (formerly 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. An Assistance Listing (CFDA) Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

**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).

**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 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. Examples of deficiencies include 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.

**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 on Grants.gov is required for submission of applications to prospective agencies unless otherwise specified in this NOFA.

**Non-Federal Entity** is 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. If eligible applicants under the NOFA include for profit entities, this definition of non-federal entity includes for profit entities.

**Opportunity Zone (OZs)** are defined in 26 U.S.C. 1400Z-1. In general, OZs are census tracts located in low-income communities where new investments, under certain conditions, may be eligible for preferential tax treatment.

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

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

**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** is 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 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 is required for submission of applications via Grants.gov. You can access the website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

**Threshold Requirements** are an eligibility requirement that must be met for an application to be reviewed. Threshold requirements 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.

**Unique Entity Identifier** is a number used to identify a specific commercial, nonprofit, or government entity. SAM states that currently Dun & Bradstreet (D&B) is the designated entity to establish and maintain the DUNS Number as the unique entity identifier required for registration in SAM and further used throughout federal procurement, financial assistance, and financial management systems. Beginning December 2020, the DUNS number will no longer be the

official identifier for entities doing business with the government.

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

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

**At Risk of Becoming Homeless** means the population who:

(i) Has an annual income below 30 percent of median family income for the area, as determined by HUD

(ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition at 24 CFR 576.2; and

(iii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

**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.

**Community of Care (CoC)** means 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. Note, such families are not eligible for assistance under this NOFA.



**FUP-Eligible Youth/FYI Competitive-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** means the population defined by 24 CFR 578.3.

**Public Child Welfare Agencies (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. For states that have privatized child welfare, the agency designated to conduct child welfare on behalf of the state may be considered a PCWA.

**Per Unit Cost (PUC)** is the value of the voucher identified by HUD for the Public Housing Authority (PHA). The value is based in each PHAs expenses and Units Months Leased (UMLs).

## 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](#)
- [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/fyi](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/fyi). The document will be titled “FYI Competitive FAQs.” Please review the FAQs before submitting a question as your question may have already been answered. Questions may be submitted by email to [FYICompetitive@hud.gov](mailto:FYICompetitive@hud.gov). Early submission of questions is recommended. During previous 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.**

FYI Competitive utilizes funds authorized by section 8(x) of the United States Housing Act of 1937 (42 U.S.C. 1437f(x)). The Further Consolidated Appropriations Act, 2020 (Pub. L., 116-94, approved December 20, 2020) (2020 Appropriations Act) and the Consolidated Appropriations Act, 2021 (Pub. L., 116-159, approved October 1, 2020) (2021 Appropriations Act) each provides \$20 million for incremental voucher assistance through the FUP for youth, respectively. Under both the 2020 and 2021 Appropriations Act, up to \$10 million of the \$20 million total may be awarded noncompetitively to PHAs. HUD is withholding up to \$10 million of this amount from both the 2020 and 2021 Appropriations Acts to be awarded non-competitively through Public and Indian Housing (PIH) notice, for a combined total of up to \$20 million. No less than \$20 million will be awarded under this NOFA.

### **II. Award Information.**

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

Funding of approximately **\$ 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 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 funding restrictions contained in this NOFA.

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

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

The estimate of 40 awards to PHAs is subject to change based on the number and characteristics of the applications received.

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

##### **Minimum Award**

No award will be for less than 3 vouchers. As a result, PHAs may apply for no fewer than 3 vouchers. HUD is not assigning a value floor to the minimum award. Instead, the corresponding value floor is tied to the PHA-specific PUC.

**Maximum Award**

The maximum award 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 FYI Competitive-eligible youth over a 12-month period as reported in the Statement of Need, consistent with the following chart:

<b>PHA voucher program size</b>	<b>Maximum voucher award under this NOFA</b>	
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	

The maximum award of vouchers to a PHA will not exceed \$1,200,000. Where a PHA’s voucher PUC would result in exceeding the maximum award amount, the PHA’s award will be prorated. For example, a PHA with a 12-month average 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.

Within the minimum and maximum award thresholds, HUD will allocate vouchers according to the selection process described in Section V. B.

Awards may be prorated if funding has been exhausted before making awards to the highest scoring applications.

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.

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:

07/01/2021

Estimated Project End Date:  
07/01/2022

Length of Project Periods:  
12-month project period and budget period

Length of Periods Explanation of Other:

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

Funding Instrument Type:  
G (Grant)

#### **F. Supplementation.**

For this NOFA, sub-section "F. Supplementation" is Applicable

### **III. Eligibility Information.**

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

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

#### **Information on Eligible Applicants**

1. Only PHAs that have an existing Annual Contributions Contract (ACC) with HUD for HCVs are eligible to apply for funding under this announcement.
2. PHAs wishing to share the administration of the program with another PHA may apply jointly, however, the Annual Contributions Contract (ACC) will be solely with the lead PHA applicant and all reporting must be submitted via the lead PHA applicant. The maximum number of vouchers will be based on the lead PHA voucher program size.
3. Eligible PHAs must have demonstrated a commitment to administer FYI Competitive, which shall be verified by an executed Memorandum of Understanding (MOU) between the PHA and PCWA. HUD strongly encourages adding other important partners, such as a State, local, philanthropic, faith-based organizations, and CoC, or a CoC recipient it designates, to the partnership. The MOU must also identify the assistance being provided and state who will be providing such assistance.
4. 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).

#### **B. Ineligible Applicants.**

During previous FUP competitions HUD has received applications from individuals; PHAs that administer a Public Housing program or Mainstream voucher 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.

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

Nonprofit administrators of HCV mainstream assistance, which by statute are classified as PHAs solely for the purpose of administering HCV mainstream assistance, are also ineligible for FYI Competitive funding.

Youth that believe they are eligible to participate in the FUP should contact their local PHA, PCWA, or a third party such as a State, local, philanthropic, faith-based organizations, or CoC for assistance.

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

This Program does not require cost sharing or matching.

### **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.

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

**2. 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 Section IV. 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](#).

- 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. FYI Competitive Utilization.** HUD expects full (100 percent) utilization of FYI Competitive vouchers. PHAs administering the FYI Competitive should continually monitor their utilization of these vouchers.

PHAs are required to maintain a special program code for FYI participants in line 2n of the Family Report or line 2p of the MTW Family Report. The code for FYI youth is "FYIC."

PHAs must continue to use the FYI Competitive vouchers awarded under this NOFA for eligible youth upon turnover.

HUD will review utilization of the assistance made available under this NOFA. HUD may recapture any assistance it determines is no longer needed by the PHA.

**4. PHA Code Provided on SF-424.** The SF-424 Application for Federal Assistance completed in [Grants.gov](https://www.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. Where other partners such as a State, local, philanthropic, faith-based organizations or CoC, or a CoC recipient it designates, will be a party to the MOU, the responsibilities of the entity must be identified. The MOU should have no fewer than two 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, or a third-party entity, 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 applicable third parties as a complete statement of the responsibilities of the parties and evidence a commitment of resources to FYI. 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:**

1. The PHA and PCWA's commitment to administering the program.
2. The goals and standards of success in administering the program.
3. Each entity must each identify a staff position that will serve as the lead FYI liaison. (This must include the staff person's name and/or position title.)
4. 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.
5. Identify and define the youth population eligible for assistance as follows:
  1. 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.
  2. As required by statute, a voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 36 months
6. The assistance that will be provided to youth in locating housing units and working with landlords to secure appropriate eligible units, listing the organization(s) responsible for providing this assistance.
7. The services to be provided to FYI Competitive-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 36 months to FYI Competitive-eligible youth receiving rental assistance through the use of a FYI Competitive voucher regardless of age. HUD encourages full participation in self-sufficiency services as appropriate for the participating youth.
  1. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation; and access to health care (e.g., doctors, medication, and mental and behavioral health services).
  2. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits
  3. Providing such assurances to owners of rental property as are reasonable and necessary to assist an eligible youth to rent a unit with a FYI Competitive 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.

8. If applying for rating criteria points under Section V.A., the MOU must describe the activities, as applicable.
9. **The MOU must address PHA responsibilities, as outlined in (1) through (9) below.**
  1. Accept youth certified by the PCWA as eligible for the FYI Competitive. The PHA, upon receipt of a referral(s), must compare the name(s) with youth already on the PHA's HCV waiting list. Any 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 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 FYI Competitive applicant youth who is not currently on the PHA's HCV waiting list. The PHA may reopen the waiting list to accept a FYI Competitive applicant youth without opening the waiting list for other applicants;
  2. Determine if youth age 18 through 24 referred by the PCWA are eligible for HCV assistance;
  3. Determine if any youth age 18 through 24 on its HCV waiting list are living in temporary shelters or otherwise meet the definition of homeless or at-risk of homelessness and may qualify for the FYI Competitive, and refer such applicants to the PCWA and/or third party entity 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 the PCWA and applicable partner staff on the PHA's HCV program;
  7. Work with the PCWA and applicable third party entities to develop necessary data and tracking metrics for tracking and improvement purposes;
  8. Conduct regular meetings (at least quarterly) with the PCWA third party entities and
  9. Comply with the provisions of the MOU.
10. **The MOU must address PCWA responsibilities as outlined in (1) through (8) below.**
  1. Establish and implement a system to identify eligible youth within the agency's caseload and to review referrals from the PHA, and applicable third party entities.
  2. Establish and implement a system to identify eligible youth not currently within the agency's caseload in cooperation with applicable third party entities, including integrating the prioritization and referral process for such eligible youth into the third party entities' coordinated entry process, where applicable;



3. Provide written certification to the PHA that a youth qualifies 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 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 FYI Competitive vouchers available) to identify 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. Provide or leverage 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 applicable third party entity staff on the work of the PCWA as it relates to eligible youth;
7. Conduct regular meetings (at least quarterly) with the PHA, and applicable third party entities; and
8. Comply with the provisions of the MOU.

**11. MOU must address the third party entity (ies) or CoC responsibilities as outlined in (1) through (5) below.**

This section is only applicable where other partners, such as the State, local, philanthropic, faith-based organizations, and the CoC, or a CoC recipient it designates, will be party to the partnership agreement.

1. Integrate the prioritization and referral process for eligible youth that aren't currently within the PCWA's caseload into the third party entities' or local CoC's coordinated entry process. [This element is not required where a third party does not have a coordinated entry process. Further, this does not mean that youth who are not part of the PCWA's active caseload are required to be added to the third party entities' or CoC's coordinated entry process. Youth who are not part of the PCWA's active caseload are not required to be added to the third party entities' or CoC's coordinated entry process. Such integration is at local discretion.] The third party entities', CoC, or a CoC recipient it designates, should demonstrate how it is assessing the housing and related service needs for youth, and how it comes to the determination that a FYI Competitive voucher is the appropriate level of assistance needed;
2. Identify services, if any, provided by the third party entities, CoC, or a CoC recipient it designates, to youth who qualify for such 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 third party entities, CoC, or a CoC recipient it designates; 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 Instructions 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 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 received by HUD 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:

Name:

Email:

FYICompetitive@hud.gov

HUD Organization:

Street:

City:

State:

Zip:

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

You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFA for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong CFDA and Funding Opportunity Number is a curable deficiency.

**1. Content.**

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Disclosure of Lobbying Activities (SFLLL), if applicable	HUD will provide instructions to grantees on how the form is to be submitted.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	HUD will provide instructions to grantees on how the form is to be submitted.	HUD instructions to grantees are provided by webcast, To view the webcast, click here.
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. These are not curable deficiencies.

**Attachment 1. MOU between the PHA and PCWA, third party entity (ies) and CoC**

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

### **Attachment 2. 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. Please include specific page numbers and not a range (i.e. page 4, not page 4-8). Reviewers will only look at the document and page(s) identified in the Rating Factor Certification. The MOU must also identify the assistance being provided and state who will be providing such assistance. 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 December 1, 2020 - November 30, 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 estimated 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 number of vouchers being

requested from the Statement of Need multiplied by the PHA's estimated PUC. This field is only an estimate and will not be used for making funding determinations.

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

The completed application must include the HUD-52515 as an attachment named "Attachment 1\_HUD-52515\_PHA Code", e.g. Attachment 1\_HUD-52515\_SA099. This form cannot be completed electronically in Grants.gov. A copy of the form is provided with the Application Instructions. Please note this is a NEW VERSION of the form that expires on July 31, 2022. Complete the form using the following instructions.

1. Name and Mailing Address of the Housing Agency (PHA) - Enter the PHA name and Address
2. PHA Code – Enter the 5-digit alphanumeric code for the PHA that begins with the state abbreviation of the PHA and ends with three numbers, i.e. SA099
3. Number of Voucher Requested – Use this field to enter the Maximum Number of Voucher Requested (e.g. "Max: 75")
4. Geographic Area/Jurisdiction (describe the area in which assisted may live) - The geographic area in which the PHA may administer the vouchers awarded under this NOFA. Specify if PHA is partnering to expand jurisdiction with another PHA
  1. Signature of PHA Representative – Please complete.
  2. Email Address – Please complete.
  3. Print or Type Name of Signatory – Please complete.
  4. Phone Number – Please complete.
  5. Date – Please enter the date the document was signed.
5. Leave blank – this will be covered in Attachment 2 Rating Factor Certification.
6. Need/Extent of the Program – Statement of Need: Enter or provide as an attachment a Statement of Need that includes at a minimum the following two data points:

Responses to the following questions should be included in Part F of the form:

1. How many FYI Competitive vouchers are expected to be needed in Calendar Year 2021 by eligible youth in the community who are part of the partnering PCWA's active caseload?
2. How many FYI Competitive vouchers are expected to be needed in Calendar Year 2021 by 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)?

If the PHA will formally partner with another PHA (where the partner PHA(s) are not applying for FYI Competitive vouchers) to share vouchers awarded through this NOFA, need may be based on the shared jurisdiction. PHA agreements must be included in Attachment 3.

G. through L. – Leave blank –.

The PCWA must contribute to the provision of data used in the Statement of Need. HUD strongly encourages incorporating data made available by third party entities including the CoC to more fully identify community need.

**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.)\_FYI Competitive]
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 competitions, some applicants uploaded scanned attachments with missing pages or pages that were illegible, uploaded dated documents, or failed to upload required documents.

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

### **1. SAM Registration Requirement.**

Applicants must be registered with <https://www.sam.gov/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 <https://www.sam.gov/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](https://www.grants.gov) and be approved by the EBiz POC in SAM to submit applications for the organization. Registration for SAM and [grants.gov](https://www.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 apply through [grants.gov](https://www.grants.gov). Complete registration instructions and guidance are provided on [grants.gov](https://www.grants.gov).

## **D. Application Submission Dates and Times.**

### **Application Due Date Explanation**

The application deadline is 11:59:59 pm Eastern Standard time on

03/22/2021

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 timestamps 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 applying.

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. Before the deadline, HUD may contact the applicant to clarify information submitted.

HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that, if corrected, 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

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

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

Standard Form 424 (SF-424) Application for Federal Assistance Programs is the government-wide form required to apply for Application for Federal Assistance Programs, 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 (Assurances of Non construction Programs) or SF424D (Assurances for Construction Programs). Applications receiving funds for both non construction programs and construction programs must submit both the SF-424B and SF-424D.

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.

**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.

## **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, 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. This does not automatically mean that a PHA that scores 61 points or greater will be funded.

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. Given the limited funds available under this NOFA, HUD expects only the highest scoring applications will receive funds.

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 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. For example, in the last FUP NOFA, some applicants submitted Rating Factor Certifications that cited to attachments that were not included, pages or content that did not exist, or to an entire document without specifying a precise page or pages that included the required information. For instance, if the information is located on page 8 of a document, it would not be acceptable to reference pages (5-10). 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 FYI Competitive-eligible 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	20
3	Previous Coordination	10
4	Post-Move Counseling	14
5	Youth Collaboration	6
6	Self-Sufficiency Programs	14
7	Third Party Partnership	20

	Total	100
--	-------	-----

**Rating Factor 1: Housing search assistance in low-poverty census tracts**

**Maximum Points: 16**

**Scoring.** Assign up to 16 points if housing search assistance will be provided 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](https://www.huduser.gov/portal/maps/hcv_/home.html).

Each of the following activities in a low-poverty census tract is worth 8 points: neighborhood tours, unit viewings, or landlord introductions. The activity must be offered to all FYI Competitive-eligible youth and be identified in the MOU.

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:

Question 1. Will housing search assistance in low-poverty census tracts be made available to FYI Competitive 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 as identified in the MOU? **(Neighborhood tours, unit viewings, or landlord introductions)**

Question 3. Does the MOU specify which housing search assistance will be provided and the organization/agency providing the assistance? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 4. Where is the information located? Identify the page number(s) in the MOU where this information is included. The page number should reference the location in the MOU that includes the housing search assistance element(s) identified in Question 2. No points will be provided where the MOU does not cite to at least one of the housing search assistance activities. For example, an MOU that says that youth will receive a list of landlords does not meet the requirement of providing landlord introductions. The MOU would have to say that landlord introductions will be provided and identify who will be providing the assistance.

**Rating Factor 2. Financial assistance**

**Maximum Points: 20**

**Scoring.** Assign up to 20 points if the PHA, PCWA, or third party entities provide, fund, or otherwise makes available financial assistance resources to assist FYI Competitive-eligible youth to lease-up with a FYI Competitive voucher. Eligible financial assistance activities are: moving cost assistance, security deposit assistance, or utility startup (including utility arrears). Each activity is worth 10 points.

The activity must be offered to all FYI Competitive-eligible youth and be identified in the MOU.

A cumulative maximum of 20 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 financial resources be made available to assist FYI Competitive-eligible youth lease-up with a FYI Competitive 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. Does the MOU specify which assistance will be provided and the organization/agency providing the financial assistance? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 4. Where is the information located? Identify the page number(s) in the MOU where this information is included. The page number should reference the location in the MOU that includes the financial assistance element(s) identified in Question 2. No points will be provided where the MOU does not cite to at least one of the financial assistance activities. For example, an MOU that says that youth will receive moving assistance does not meet the requirement. The MOU would have to say that moving cost assistance will be provided and identify who will be providing the moving cost assistance.

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

**Maximum Points: 10**

**Scoring.** Assign up to 10 points if the PHA and/or PCWA can demonstrate recent cross-program coordination with a third party such as a State, local, philanthropic, faith-based organizations, or local CoC, or a CoC recipient it designates.

1. To receive 8 points, evidence of an established agreement between the PHA or PCWA and the third party entity, or CoC or a CoC recipient it designates 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 third party entity, or CoC within the last year.

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

**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, 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. Where is the information located? 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, or a CoC recipient it designates, 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 the CoC within the last year must be in the form of a signed certification from the PHA or PCWA that is 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 third party entities, provide, fund, or otherwise makes available post-move counseling to FYI Competitive-eligible youth. Post-move counseling includes: subsequent-move counseling if the youth decides to move a second time, or landlord-tenant mediation. Each activity is worth 7 points.

The activity must be offered to all FYI Competitive-eligible youth and be identified in the MOU.

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 post-move counseling be made available to FYI Competitive-eligible youth? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 2. Which of the following forms of post-move counseling will be provided? **(Subsequent-move counseling if the youth decides to move a second time, or landlord-tenant mediation.)**

Question 3. Does the MOU specify which type of post-move counseling assistance that will be provided and the organization/agency providing the assistance? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 4. Where is the information located? Identify the page number(s) in the MOU where this information is included. The page number should reference the location in the MOU that includes the post-move counseling element(s) identified in Question 2. No points will be provided where the MOU does not cite to the post-move counseling. For example, an MOU that says that youth will receive post-move counseling does not meet the requirement. The MOU

would have to say the type of post-move counseling that will be provided and identify who will be providing the post-move counseling.

**Rating Factor 5. Youth Collaboration**

**Maximum Points: 6**

**Scoring.** Assign up to 6 points if youth with lived experiences (youth that are homeless or formerly homeless and are in foster care or left foster care) will be integrated into the rollout and/or ongoing administration of the FYI Competitive program. Youth voice is a crucial component to addressing and ending youth homelessness. To receive points under this category the applicant must demonstrate how youth with lived experience will be integrated into the rollout and/or ongoing administration of the FYI Competitive program.

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

**Documentation.** In the Rating Factor Certification, applicants must provide brief (less than one half of a page response to the following question.

What activities will youth with lived experience be participating in to further integration in the rollout and/or ongoing administration of the FYI Competitive program? **(If not applicable, skip to next Rating Factor.)**

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

**Maximum Points: 14**

**Scoring.** Assign up to 14 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 youth to increase earned income and financial literacy, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency.

To receive 14 points, the PHA must have current targeted policies or proposed strategies to encourage enrollment of eligible youth. The strategies to encourage enrollment must include all FYI Competitive-eligible youth. A partial award is not available.

The policy or proposed strategy must be specific to eligible youth. For example, a response that all HCV participants are informed about the FSS program is not sufficient. The policy or proposed strategy must be youth-friendly

A maximum of 14 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 eligible youth 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 eligible youth and proposed strategies to encourage enrollment of FYI Competitive-eligible youth)? **(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 vouchers under the NOFA? **(Yes or Not Applicable/current policy) (If proposed and there is no certification, skip to next Rating Factor.)**

Question 4. Identify the document (e.g., policy excerpt, pamphlet, policy proposal description, etc.) and page number(s) where this information is included. This should identify the specific policies to encourage enrollment of eligible youth.

**Rating Factor 7. Third Party Partnership**

**Maximum Points: 20**

**Scoring.** A maximum of 20 points is available for this rating criteria.

Assign up to 6 points (1 point for each example) where the PHA notified organizations known to serve youth that may meet FYI eligibility that the PHA intends to apply for FYI vouchers in partnership with the PCWA, including an explanation of how the program works.

Assign up to 20 points (5 points for each example) where a third-party, such as a State, local, philanthropic, faith-based organization, or local Continuum of Care, or CoC recipient it designates has committed to providing at least one of the required supportive services located in Section III.F.5. of this NOFA and will be a party to the MOU. The supportive services must be provided for a period of 36 months.

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.

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

**Documentation.** To receive 6 points for notification of third parties, the rating criteria element must be included in the rating factor certification. To receive 10 points for commitment of supportive services by a third party, 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. Did the PHA notify organization known to serve youth that may meet FYI eligibility that the PHA intends to apply for FYI vouchers in partnership with the PCWA, including an explanation of how the program works? **(Yes or No) (If Yes, list organizations (up to 6) and dates of notifications.) (If No, move to question 2.)**

Question 2: Did a third party, such as a State, local, philanthropic, faith-based organization, or local Continuum of Care, or CoC recipient it designates commit to providing at least one of the required supportive services for 36 months (Section III.F.5.) and will be a party to the MOU? **(Yes or No), (If Yes, move to question 3.) (If no, stop.)**

Question 3: Identify the identify the State, local, philanthropic, faith-based organization, or local Continuum of Care, or CoC recipient it designates that has committed to provide at least one of the required supportive services for 36 months. Name the supportive service.

Question 4: On what page of the MOU is this information included? (The organization, supportive service to be provided, and duration of the supportive service must be identified in the MOU.)

## **2. Other Factors.**

### **Preference Points.**

HUD encourages activities in support of the Secretary's FY20 Initiatives. HUD may award up to two (2) points for any of the 3 preferences (OZ, PZ or HBCU).

### **Opportunity Zones.**

This program does not offer Opportunity Zone preference points.

### **HBCU.**

This program does not offer HBCU preference points.

### **Promise Zones**

This program does not offer Promise Zone 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 will consider include, but are not limited to:

The ability to account for funds in compliance with applicable reporting and recordkeeping requirements;

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;

Timely completion of activities and receipt and expenditure of promised matching or leveraged funds;

The number of persons 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 Statutory and Regulatory Requirements Affecting Eligibility, “Pre-selection Review of Performance” document link above.

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

In evaluating risks posed by applicants, HUD 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, HUD will 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.

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 contained in a Federal award; 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.

## **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 select the linked text to read the detailed description of each applicable requirement).

### 1. Compliance with Non-discrimination and Related 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 Business.

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

### 5. Uniform Relocation Act – Real Property Acquisition and Relocation Requirements.

### 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:

Project-based assistance is subject to the environmental review provisions at 24 CFR 983.58 and 983.153(b). The PHA may not enter into an Agreement or HAP contract with an owner, and the PHA, the owner, and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities under 24 CFR part 983, until one of the following occurs: (1) the responsible entity has completed the environmental review procedures required by 24 CFR part 58, and HUD has approved the environmental certification and given a release of funds, as defined in §983.3(b); (2) the responsible entity has determined that the project to be assisted is exempt under 24 CFR 58.34 or is categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b); or (3) HUD has performed an environmental review under 24 CFR part 50 and has notified the PHA in writing of environmental approval of the site.

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, when assistance is provided for purchase of existing dwelling units or dwelling units under construction, 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.

Activities under this NOFA are subject to Part 982, and Part 983 when the assistance is project-based.

### **C. Reporting.**

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

**1. Recipient Integrity and Performance Matters.** Applicants should be aware that if the total Federal share of your Federal award includes more than \$ 500,000 over the period of

performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.

**2. Race, Ethnicity and Other Data Reporting.** HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department’s responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987.

### **3. Program-Specific Reporting Requirements**

**PIC Reporting.** PHAs must maintain a special program code for FYI participants in line 2n of the Family Report (form HUD-50058) or line 2p of the MTW Family Report (form HUD-50058), as applicable. The special program code is “FYI.”

#### **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 SF-424 or by his or her successor in office and be submitted to the POC 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 [FYICompetitive@hud.gov](mailto:FYICompetitive@hud.gov). Information provided during a debriefing will not include evaluator comments.

#### **VII. Agency Contact(s).**

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 POC listed below. Name:

Phone:

Email:

[FYICompetitive@hud.gov](mailto:FYICompetitive@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.**

**This NOFA provides funding under, and does not alter the environmental requirements of, 24 CFR parts 982 and 983.** Accordingly, under 24 CFR 50.19(c)(5), this NOFA is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

Activities under this NOFA are subject to the environmental review provisions referenced in Section VI.B.15. of this NOFA.

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

**3. Web Resources.**

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [CFDA](#)
- [Dun & Bradstreet](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [FFATA Subaward Reporting System](#)
- [Grants.gov](#)
- [HBCUs](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [Limited English Proficiency](#)
- [NOFA Webcasts](#)
- [Opportunity Zone](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [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](#)

## APPENDIX

### 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 housing search assistance in low-poverty census tracts be made available to FYI Competitive youth? **(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. Does the MOU specify which housing search assistance will be provided and the organization/agency providing the assistance? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 4. Where is the information located? Identify the page number(s) in the MOU where this information is included. The page number should reference the location in the MOU that includes the housing search assistance element(s) identified in Question 2. No points will be provided where the MOU does not cite to at least one of the housing search assistance activities. For example, an MOU that says that youth will receive a list of landlords does not meet the requirement of providing landlord introductions. The MOU would have to say that landlord introductions will be provided and identify who will be providing the assistance.

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

Question 1. Will financial resources be made available to assist eligible youth lease-up with a 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. Does the MOU specify which assistance will be provided and the organization/agency providing the financial assistance? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 4. Where is the information located? Identify the page number(s) in the MOU where this information is included. The page number should reference the location in the MOU that includes the financial assistance element(s) identified in Question 2. No points will be provided where the MOU does not cite to at least one of the financial assistance activities.” For example, an MOU that says that youth will receive moving assistance does not meet the requirement. The MOU would have to say that moving cost assistance will be provided and identify who will be providing the moving cost assistance.

### **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. Where is the information located? Identify the document and page number(s) where this information is included.

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

Question 1. Will post-move counseling be made available to eligible youth? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 2. Which of the following forms of post-move counseling will be provided? **(Subsequent-move counseling if the youth decides to move a second time, or landlord-tenant mediation.)**

Question 3. Does the MOU specify which type of post-move counseling assistance that will be provided and the organization/agency providing the assistance? **(Yes or No) (If No, skip to next Rating Factor.)**

Question 4. Where is the information located? Identify the page number(s) in the MOU where this information is included. The page number should reference the location in the MOU that includes the post-move counseling element(s) identified in Question 2. No points will be provided where the MOU does not cite to the post-move counseling. For example, an MOU that says that youth will receive post-move counseling does not meet the requirement. The MOU would have to say the type of post-move counseling that will be provided and identify who will be providing the post-move counseling.

#### **Rating Factor 5. Youth Collaboration**

*Applicants must provide brief (less than one half of a page response to the following question.*

1. What activities will youth with lived experience be participating in to foster integration in the rollout and/or ongoing administration of the FYI Competitive program? **(If not applicable, skip to next Rating Factor.)**

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

Question 1. Does the PHA have current policies or proposed strategies to encourage enrollment of FYI Competitive -eligible youth 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 FYI Competitive-eligible youth and proposed strategies to



encourage enrollment of eligible youth)? **(Existing, proposed, or a combination of the two (if combination, explain))**

Question 3. Where is the information located? If proposed, is the PHA certifying to adoption of the strategies within three months of being awarded vouchers under the NOFA? **(Yes or Not Applicable/current policy) (If proposed and there is no certification, skip to next Rating Factor.)**

Question 4. Identify the document (e.g., policy excerpt, pamphlet, policy proposal description, etc.) and page number(s) where this information is included. This should identify the specific policies to encourage enrollment of eligible youth.

### **Rating Factor 7. Third Party Partnerships**

Question 1. Did the PHA notify organization known to serve youth that may meet FYI eligibility that the PHA intends to apply for FYI vouchers in partnership with the PCWA, including an explanation of how the program works? **(Yes or No) (If Yes, list organizations (up to 6) and dates of notifications.) (If No, move to question 2.)**

Question 2: Did a third-party, such as a State, local, philanthropic, faith-based organization, or local Continuum of Care, or CoC recipient it designates commit to providing at least one of the required supportive services for 36 months (Section III.F.5.) and will be a party to the MOU? **(Yes or No), (If Yes, move to question 3.) (If no, stop.)**

Question 3: Identify the identify the State, local, philanthropic, faith-based organization, or local Continuum of Care, or CoC recipient it designates that has committed to provide at least one of the required supportive services for 36 months. Name the supportive service.

### **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 Foster Youth to Independence Competitive, 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 Foster Youth to Independence Competitive 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. \*\*]***

[Third party, CoC, or designated CoC recipient Name and Address]

#### Introduction and Goals

1. PHA and PCWA's commitment to administering the program.
2. [If applicable. Third party or 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 if applicable, third party CoC who will serve as the lead FYI Competitive 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 FYI Competitive liaison in this section. **(optional)**

Lead Foster Youth to Independence Competitive Liaison:

[Name and title of PHA staff position]

[Name and title of PCWA staff position]

[Name and title of Third party, CoC or designated CoC recipient staff position]

#### Statement of cooperation

The PHA, PCWA, and if applicable, third party or CoC or designated CoC recipient 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 populations eligible for FYI Competitive assistance

- **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 FYI Competitive 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 eligible youths

List the services to be provided to 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 an eligible youth to rent a unit with a FYI Competitive 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 36 months to FYI Competitive-eligible youth receiving rental assistance through the use of a FYI Competitive voucher, regardless of age. For example, an 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 36 months of service, even though after two months the youth no longer meets the initial age of eligibility for participation.

**[\*\*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 youths certified by the PCWA as eligible for the FYI Competitive. The PHA, upon receipt of a referral(s), must compare the names with those of youths already on the PHA's HCV waiting list. Any 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 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 FYI Competitive applicant youth who is not currently on the PHA's HCV waiting list. (The PHA may reopen the waiting list to accept an applicant youth without opening the waiting list for other applicants.)
2. Determine if any youths age 18 through 24 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FYI Competitive, and refer such applicants to the PCWA and/or third party entity or CoC, as applicable.
3. Determine if youths age 18 through 24 referred by the PCWA are eligible for HCV assistance and place eligible 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 the PCWA and applicable partner on the PHA's HCV program.
7. Work with the PCWA and applicable third party entities to develop necessary data and tracking metrics for tracking and improvement purposes.
8. Conduct regular meetings (at least quarterly) with the PCWA and applicable third party entities.
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 eligible youths within the agency's caseload, and to review referrals from the PHA and applicable entity (ies).
2. Establish and implement a system to identify eligible youth not currently within the agency's caseload in cooperation with applicable third party entity(ies), including integrating the prioritization and referral process for such eligible youth into the third party entities' coordination entry process.
3. Provide written certification to the PHA that a youth qualifies as an 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 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 FYI Competitive vouchers available) to identify 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, and applicable third party entities staff on the work of the PCWA as it relates to eligible youth.
8. Conduct regular meetings (at least quarterly) with the PHA, and and applicable third party entity(ies) CoC.

#### Third Party Entity Responsibilities

Address how the State, local, philanthropic, faith-based organizations, and the CoC or a CoC recipient it designates will fulfill each of the following responsibilities:

[This section is only applicable where other partners will be party to the partnership agreement]

1. Integrate the prioritization and referral process for eligible youth that aren't currently within the PCWA's caseload into the third party entities' or local into the CoC's coordinated entry process. [This element is not required where a third party does not have a coordinated entry process. Further, this does not mean that youth who are not part of the PCWA's active caseload are required to be added to the third party entities' or CoC's coordinated entry process. Such integration is at local discretion.] The third party entities, CoC, or a CoC recipient it designate, should demonstrate how they are assessing the housing and related service needs for youth, and how they come to the determination that a FYI Competitive voucher is the appropriate level of assistance needed.
2. Identify services, if any, provided by the third party entities, CoC or a CoC recipient it designates, to youth who qualify for the such 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 third party entities, CoC, or a CoC recipient it designates; and
5. Comply with the provisions of the MOU.

[\*\*In addition to meeting all of the threshold requirements of the 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), third party entities (if applicable), and CoC, or a CoC recipient it designates.]

[\*\* *The execution date must be between the publication date and the application deadline date of the NOFA.* \*\*]