



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

Public and Indian Housing

FY 2023 Jobs Plus NOFO

FR-6700-N-14

08/21/2023

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**Program Office:**

Public and Indian Housing

**Funding Opportunity Title:**

FY 2023 Jobs Plus NOFO

**Funding Opportunity Number:**

FR-6700-N-14

**Assistance Listing Number (formerly CFDA Number):**

14.895

**Due Date for Applications:**

08/21/2023

**OVERVIEW**

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Opportunity (NOFO) to invite applications from eligible applicants for the program and purpose described within this NOFO. You, as a prospective applicant, 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.

In accordance with [Title 24 part 4, subpart B](#) of the Code of Federal Regulations (CFR), during the selection process (which includes HUD's NOFO development and publication and concludes with the award of assistance), HUD is prohibited from disclosing covered selection information. Examples of impermissible disclosures include: 1) information regarding any applicant's relative standing; 2) the amount of assistance requested by any 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 NOFO, direct questions regarding the specific requirements of this NOFO to the agency contact identified in section VII.

**Paperwork Reduction Act Statement.** In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501- 3520) (PRA), the Office of Management and Budget (OMB) approved the information collection requirements in this NOFO. 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. This NOFO identifies its applicable OMB control number, unless its collection of information is excluded from these requirements under [5 CFR part 1320](#).

**OMB Approval Number(s):**

2577-0281; 2501-0017; 2501-0033

**I. FUNDING OPPORTUNITY DESCRIPTION****A. Program Description****1. Purpose**

HUD's Jobs Plus program provides funding to develop locally based, job-driven approaches that increase earnings and advance employment outcomes through work readiness, employer

linkages, job placement, educational advancement, technology skills, and financial literacy for residents of public housing. This place-based program addresses poverty among public housing residents by incentivizing and enabling employment through earned income disregards for working residents and a set of services designed to support work, including employer linkages, job placement and counseling, educational advancement, and financial counseling. Ideally, the Jobs Plus Program will “saturate” the target public housing projects (AMPs) with information, services and incentives intended to support resident employment during the program and encourage continued resident employment beyond the end of the program cycle.

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

1. Employment-Related Services
2. Financial/Rent Incentive – Jobs Plus Earned Income Disregard (JPEID)
3. Community Support for Work

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

## **Background**

HUD, the Rockefeller Foundation, and MDRC, through a public-private partnership, designed and supported the Jobs Plus program model between 1998 and 2003. HUD has issued two separate evaluation reports on the demonstration, to identify and document the most promising approaches to increasing employment among families in public housing. Each evaluation showed ongoing positive effects for residents when the program was well-implemented and included the three core elements. More information on the findings can be found at <http://www.mdrc.org/project/jobs-plus-community-revitalization-initiative-public-housing-families#overview>. The Jobs Plus Initiative implements this model but with some changes. The current program differs in several ways, including that it has a start-up period of six months (instead of two years) to provide employment services as early as possible, the financial rent incentive is paid from the grant, and the key/required partner is only the Workforce Development Board/American Job Center.

## **1. Employment-Related Services**

Successful applicants must partner with the local Workforce Development Boards (WDB) and American Job Center(s) (AJC, formerly known as One-Stop Center) in their area to offer multiple employment-related services for residents with a range of employment needs. Program services provided on-site and/or virtually should include, but need not be limited to, the following:

- Career exploration/job readiness workshops
- Job search and job placement assistance
- Entrepreneurship workshops
- Work experience including on-the-job training, internships, pre-apprenticeships and Registered Apprenticeships (HUD encourages opportunities for residents to be paid while training)

- Facilitated connections to education and training opportunities
- Rapid re-employment if job loss occurs
- Proactive post-placement job retention support and career advancement coaching
- Access to computers, phones, fax, and copy machines and other supplies for participants' employment-related uses and adequate training on how to use these technologies
- Childcare

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

## **2. Financial/Rent Incentive – Jobs Plus Earned Income Disregard (JPEID)**

Successful applicants must also implement a financial/rent incentive for residents of the project, known as the Jobs Plus Earned Income Disregard (JPEID). This component will neutralize any rent increase due to rising earned income for Jobs Plus participants, removing a major disincentive to employment.

The rent incentive offered through JPEID will be reimbursed to the PHA via the awarded Jobs Plus grant and should be included in the program budget. Any other compensation to the PHA for lost rent revenues, such as by the standard Earned Income Disregard (EID) calculation in the Operating Fund, will be offset manually to prevent overpayment of HUD funds to grant recipients. Further guidance will be available at the time of the award.

All residents in a Jobs Plus project are eligible to receive the JPEID benefit, even if they do not actively participate in other Jobs Plus activities. But, to access JPEID, residents must sign up for (enroll in) JPEID.

In the case of a RAD conversion, the public housing tenants must enroll in JPEID before the RAD closing (while they are still public housing residents) (see RAD section in this NOFO. How JPEID Works (order of events):

- 1) Resident signs up for JPEID with Jobs Plus Program Staff.
- 2) Resident's income is verified with property manager (residents must undergo an income verification, setting their baseline earned income for JPEID).
- 3) Resident's earned income increases.
- 4) Resident benefits from JPEID (i.e., resident's increased earnings DO NOT increase their rent).

Residents may not be automatically enrolled in JPEID. Residents must be able to choose whether they want to enroll in JPEID or enroll/continue in another financial incentive that is available to them (e.g., public housing EID, FSS escrow). Residents may only benefit from one financial incentive at a time (i.e., a resident cannot do both JPEID and FSS escrow at the same time). Residents who previously used up some or all their lifetime EID eligibility are eligible to receive the full JPEID benefit. Residents transitioning from a prior earned income disregard incentive to JPEID may choose to retain their earned income baseline set when they began the prior financial incentive.

Grantees are expected to work closely with residents to ensure they are fully informed of what their choices are and what they mean. As with any government benefit, an increase in earned income may result in the reduction or loss of other benefits that an individual was previously receiving. Grantees, through case management/coaching or other means, must be prepared to help residents understand what the overall financial impact of an increase in earned income and the JPEID will be. In addition to facilitating the JPEID, it is expected that grantees will encourage residents to take advantage of other financial work incentives they may be entitled to such as the Earned Income Tax Credit (EITC).

**Disregarded Amount and Duration.** The JPEID excludes from the Family Rent calculation 100 percent of a participating resident's incremental earned income for a period of up to 48 months, beginning on the date on which a public housing resident enrolls in JPEID, and ending in 48 months or at the end of the grant period, whichever is sooner, in accordance with Federal Register 83:61 (March 29, 2018) p. 13506, or successor notice. JPEID is in effect for a continuous period of the Jobs Plus grant (there is no start and stop). At the end of the 48 months or at the end of the grant period, whichever is sooner, all rent will return to regular income-based calculations at the time of the resident's next rent re-certification. Accordingly, grantees must plan for how to prepare JPEID participants for this transition.

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

**JPEID is Not a Rent Freeze.** The term "rent freeze" should not be used in describing JPEID. Unearned income including child support, benefits, TANF, SSI, disability etc. may cause the residents rent to increase. It is critically important that PHA staff, partners and residents understand and communicate this.

**Other.** Residents must be on the lease to enroll in JPEID. JPEID/grant funds cannot be used to cover back rent. If a resident is currently working, they may enroll in the JPEID incentive, but they will not benefit from JPEID until their earned income increases.

### **3. Community Support for Work**

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

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

- **Activities that build a caring and cohesive public housing community.** For Jobs Plus to be successful, PHA staff members need to trust residents, residents need to trust PHA staff, and ultimately residents need to trust each other. The coaches can serve as important bridges between PHA staff and residents and can be helpful both in identifying the obstacles that residents are encountering as well as encouraging residents to become engaged in helping each other find and keep jobs. Activities to build trust, create a sense of community, build a sense of shared purpose, train resident leaders, build resident self-confidence, and reduce the social isolation of individual residents are all important for achieving this goal. Social activities that focus primarily on getting residents out of their units are helpful but not sufficient to achieve this goal. As resident leaders engaged directly with the Jobs Plus program, community coaches have an important role to play in building CSW. PHAs should not assume that community coaches are solely responsible for community supports for work.
- **Informal and nontraditional activities that support residents' progress toward economic security.** Through the Jobs Plus program, residents will have access to case management/coaching, job training, employment placement services, and the JPEID. This component of CSW focuses on steps that go above and beyond these formal Jobs Plus activities. Examples include residents helping other residents prepare their resumes and learn about new job openings, residents driving residents to job interviews and setting up carpooling arrangements, and residents providing residents with motivational support.

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

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

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

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



specific individuals or groups who enroll in Jobs Plus.

### **Partnerships with Local Agencies**

The comprehensive nature of the Jobs Plus program requires that PHAs establish partnerships with Workforce Development Boards/American Job Centers and other key social service agencies within the community. These partnerships will strengthen program planning and implementation and streamline access to employment-related services for participants. For each partner identified, applicants must describe the role of the partner agency and a description of the employment-related services to be provided by the partner agency, as well as any fees associated with those services. Applicants should demonstrate their ability to build collaboration among all partners, regardless of whether a partner will receive grant funding for their employment-related services or if the services will be provided in-kind.

Partners should include:

- Workforce Development Boards/American Job Centers (this partnership is mandatory per statute)
- Local employment-related service agencies
- Employment and training organizations
- Vocational training providers
- Community colleges and four-year educational institutions
- Other supportive service agencies providing either direct employment-related services or referrals to services that are critical for supporting successful employment

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

- Child-care services and/or after school programs
- Transportation assistance
- Financial literacy workshops
- Legal services (e.g., expungement)
- Domestic violence prevention services
- Services for persons with a criminal history (e.g., formerly incarcerated/returning/reentering citizens and individuals with a record of arrest)
- Life skills
- Federally Qualified Health Centers (FQHCs)
- Other applicable local business support

## **2. HUD and Program-Specific Goals and Objectives**

This NOFO supports [HUD's Strategic Plan for Fiscal Years \(FY\) 2022-2026](#) to accomplish HUD's mission and vision. Each of the five goals in the [Strategic Plan](#) include what HUD hopes

to accomplish, the strategies to accomplish those objectives, and the indicators of success. However, of the five goals only those applicable to this NOFO are identified below.

You are expected to align your application to the applicable strategic goals and objectives below. Use the information in this section to describe in your application the specific goals, objectives, and measures that your project is expected to help accomplish. If your project is selected for funding, you are also expected to establish a plan to track progress related to those goals, objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

### **Applicable Goals and Objectives from HUD's Strategic Plan**

#### **1. Strategic Goal 1: Support Underserved Communities**

Fortify support for underserved communities and support equitable community development for all people.

#### **2. 1C: Invest in the Success of Communities**

Promote equitable community development that generates wealth-building for underserved communities, particularly for communities of color.

**Overall goal** – Each grant program is expected to create a community that supports work and provides public housing residents employment readiness assistance to sustain career ladder employment at a living wage for all workforce adults.

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

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

<b>Numeric Goals</b>	<b>Minimum goal required by HUD by end of Year 4</b>
1. Number of individuals enrolled in the Jobs Plus Earned Income Disregard	80% of workforce adults in the project
2. Number of Individuals engaged with the Jobs Plus program as measured by the number of individuals completing an assessment at intake	65% of workforce adults in the project

3. Number of individuals provided with one or more post-assessment services	60% of workforce adults in the project
4. Employment rate of workforce adults	110% of baseline employment rate
5. Average yearly earnings of workforce adults	115% of baseline average earnings
6. Share of assessed residents continuously employed for at least 180 days	25%

For context in developing a Jobs Plus program and its long-term goals, applicants should consider the following related to self-sufficiency. “Self-sufficiency” is defined as a household’s ability to maintain financial, housing, and personal/family stability. To achieve self-sufficiency, individuals in a household move along a continuum towards economic independence and stability; such movement is facilitated by the achievement of educational, professional, physical/mental health, and financial empowerment-related goals. For the Jobs Plus program, self-sufficiency is further defined as a resident’s increased confidence in engaging in the local labor market, understanding of how to utilize work supports, and building skills for sustained employment.

### 3. Changes from Previous NOFO

The 2023 Jobs Plus program NOFO does not modify the fundamental program design described in the 2022 NOFO (the last published Jobs Plus NOFO).

Substantive changes are:

- PHAs that received a Jobs Plus program grant for FY 2019, FY 2020-2021, or FY 2022 are not eligible for an award under this NOFO. PHAs that received FY 2014, FY 2015, FY 2016, FY2017, or FY2018 Jobs Plus grants may apply for funding under this NOFO (though for different target public housing projects (AMPs)).
- Added language to emphasize the change made in FY22 to Criteria for Eligible Public Housing Projects. This FY22 change had reduced the minimum project size from 200 to 100 households where at least one resident in each of the households is non-elderly (less than age 65). In FY23, we want to ensure potential applicants are aware of this change as it significantly expanded the number of eligible projects.
- Changed the term “work-able adult” to “workforce adult” throughout the NOFO and revised the definition to clarify that the term does not preclude individuals with disabilities from participating in the program.
- New definitions were added: Equity, Minority-Serving Institutions, Racial Equity, Resilience, and Underserved Communities. And the following definition is removed: DUNS.

- Clarified language to confirm that grantees are expected to contact 100% of all (not just workforce) adults in the project, within the first year, to inform them about the Jobs Plus program and encourage them to be assessed for services and support. However, the program focus, including goal setting, continues to be on workforce adults.
- Added requirement that applicants provide an Advancing Racial Equity narrative (see Section III.F).
- Added requirement that applicants provide an Affirmative Marketing narrative (see Section III.F).
- Added criteria to the Capacity rating factor on whether applicants have past experience promoting racial equity and resources to support underserved communities.
- Added criteria to the Soundness of Approach (Program Goals and Design) rating factor about affirmatively furthering fair housing (AFFH) and addressing disparities in access to opportunity for protected groups.
- Added the HUD-424B form as a requirement for all applications.
- Affirmatively Furthering Fair Housing (AFFH) is removed as a threshold eligibility requirement. The NOFO supplemental document related to eligibility is also updated and posted on [HUD's Funding Opportunity webpage](#).
- Additional submission guidance was added to section IV.G., for Code of Conduct, and for required forms HUD 424-B and HUD 2880.
- Added requirement to complete the Federal Assistance Assurances, which is part of the applicant's sam.gov registration.
- Updated section VI.B. to include compliance with: HUD Secretary Fudge April 12, 2022 memorandum; equity requirements; and waste, fraud, and abuse requirements. Additionally, this section clarifies requirements related to nondiscrimination and equal opportunity. The related NOFO supplemental document is updated and posted on [HUD's Funding Opportunity webpage](#).
- Added the termination policy for awards made under this NOFO.
- Federal Relay Service is no longer in use for this HUD NOFO. Individuals who are deaf or hard of hearing or who have speech disabilities should use Federal Communications Commission (FCC) relay services.

## 4. Definitions

### a. Standard Definitions

**Affirmatively Furthering Fair Housing (AFFH)** means taking meaningful actions, in addition to combating discrimination to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunities, replacing segregated living patterns with truly integrated and balanced living

patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all program participant's activities and programs relating to housing and urban development.

**Assistance Listing number** refers to the unique number assigned to each Federal assistance program publicly available in the Assistance Listing, which is managed and administered by the General Services Administration. The Assistance Listing number was formerly known as the Catalog of Federal Domestic Assistance (CFDA) number.

**Authorized Organization Representative (AOR)** is a person authorized to legally bind your organization and submit applications via Grants.gov. The AOR is authorized by the E-Business Point of Contact (E-Biz POC) in the System for Award Management (see E-Biz POC definition). An AOR may include an Expanded AOR and/or a Standard AOR.

*Expanded Authorized Organization Representative* is a user in Grants.gov who is authorized by the E-Biz POC to perform the functions of a Standard AOR, initiate and submit applications on behalf of your organization, and is allowed to modify organization-level settings and certifications in Grants.gov.

*Standard Authorized Organization Representative* is a user in Grants.gov who is authorized by the E-Biz POC to initiate and submit applications in Grants.gov. A Grants.gov user with the Standard AOR role can only submit applications when they are a Participant for that workspace.

**Consolidated Plan** is the document submitted to HUD that serves as the comprehensive housing affordability strategy, community development plan, and submission for funding under any of the Community Planning and Development formula grant programs (e.g., CDBG, ESG, HOME, and HOPWA). This Plan is prepared in accordance with the process described in [24 CFR part 91](#). 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 HUD's requirements regarding the Consolidated Plan and related Action Plan).

**Contract** means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. For additional information on contractor and subrecipient determinations, see [2 CFR 200.331](#).

**Contractor** means an entity that receives a contract as defined above and in [2 CFR 200.1](#).

**Cooperative agreement** has the same meaning defined at [2 CFR 200.1](#).

**Deficiency**, with respect to the making of an application for funding, is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, missing or incomplete information on a form, or some other type of unsatisfied information requirement. Depending on specific criteria, a deficiency may be either Curable or Non-Curable.

*A Curable Deficiency* is missing or incomplete application information that may be corrected by the applicant 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.

***A Non-Curable Deficiency*** is missing or incomplete application information that cannot be corrected by an applicant after the submission deadline. A non-curable deficiency is a deficiency that is a threshold requirement, or a deficiency that, if corrected, would change an applicant's score or rank versus other applicants. If an application includes a non-curable deficiency, the application may receive an ineligible determination, or the non-curable deficiency may otherwise adversely affect the application's score and final funding determination.

**E-Business Point of Contact (E-Biz POC)** is an organization applicant who is responsible for the administration and management of grant activities for his or her organization. The E-Biz POC is likely to be an organization's chief financial officer or authorizing official. The E-Biz POC authorizes representatives of their organization to apply on behalf of the organization (see Authorized Organization Representative definition). There can only be one E-Biz POC per unique entity identifier (see definition of Unique Entity Identifier below).

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

**Environmental Justice** means investing in environmental improvements, remedying past environmental inequities, and otherwise developing, implementing, and enforcing laws and policies in a manner that advances environmental equity and provides meaningful involvement for people and communities that have been environmentally underserved or overburdened, such as Black and Brown communities, indigenous groups, and individuals with disabilities. This definition does not alter the requirements under HUD's regulations at [24 CFR 58.5\(j\)](#) and [24 CFR 50.4\(l\)](#) implementing [Executive Order 12898](#). E.O. 12898 requires a consideration of how federally assisted projects may have disproportionately high and adverse human health or environmental effects on minority and/or low-income populations. For additional information on environmental review compliance, refer to: [https://www.hud.gov/program\\_offices/comm\\_planning/environment\\_energy/regulations](https://www.hud.gov/program_offices/comm_planning/environment_energy/regulations).

**Equity** has the meaning given to that term in Section 2(a) of Executive Order [13985](#) and means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

**Federal Award**, has the meaning, depending on the context, in either paragraphs (1) or (2) of this definition:

(1)

(a) The Federal financial assistance that a recipient receives directly from a Federal awarding agency or a subrecipient receives indirectly from a pass-through entity, as described in [2 CFR 200.101](#); or



(b) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in [2 CFR 200.101](#).

(2) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definitions of Federal financial assistance in [2 CFR 200.1](#), and this NOFO, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

(3) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).

(4) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement in [2 CFR 200.1](#).

**Federal Financial Assistance** has the same meaning defined at [2 CFR 200.1](#).

**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 NOFO.

**Historically Black Colleges and Universities (HBCUs)** are any historically Black college or university that was established prior to 1964, whose principal mission was, and is, the education of Black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation. [A list of accredited HBCUs can be found at the U.S. Department of Education's website.](#)

**Minority-Serving Institutions (MSIs)** are

- (1) a part B institution (as defined in [20 U.S.C. 1061](#));
- (2) a Hispanic-serving institution (as defined in [20 U.S.C. 1101\(a\)\(5\)](#));
- (3) a Tribal College or University (as defined in [20 U.S.C. 1059c](#));
- (4) an Alaska Native-serving institution or a Native Hawaiian-serving institution (as defined in [20 U.S.C. 1059d\(b\)](#));
- (5) a Predominantly Black Institution (as defined in [20 U.S.C. 1059e](#));
- (6) an Asian American and Native American Pacific Islander-serving institution (as defined in [20 U.S.C. 1059g](#)); or
- (7) a Native American-serving nontribal institution (as defined in [20 U.S.C. 1059f](#)).

**Non-Federal Entity (NFE)** means a state, local government, Indian tribe, Institution of Higher Education (IHE), or non-profit organization that carries out a federal award as a recipient or subrecipient.

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

**Racial Equity** is the elimination of racial disparities, and is achieved when race can no longer predict opportunities, distribution of resources, or outcomes – particularly for Black and Brown persons, which includes Black, Latino, indigenous, Native American, Asian, Pacific Islander, and other persons of color.

**Promise Zones (PZs)** are high poverty areas in select urban, rural and tribal communities designated from 2014-2016 where the federal government partners with local leaders to increase economic activity, improve educational opportunities, leverage private investment, reduce violent crime, enhance public health and address other priorities identified by the community. [See Promise Zones.](#)

**Recipient** means an entity, usually but not limited to non-Federal entities, that receives a federal award directly from HUD. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.

**Resilience** is a community's ability to minimize damage and recover quickly from extreme events and changing conditions.

**Small business** is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than regular-sized business. The definition of “small”—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. See [13 CFR Part 121](#).

**Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subrecipient** means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

**System for Award Management (SAM)** is the Federal Repository into which an entity must provide information required for the conduct of business as a recipient. 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 eligibility requirements that must be met for an application to be reviewed, rated, and ranked. Threshold requirements are not curable, except for documentation of applicant eligibility, which are listed in Section III.D., Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E., Statutory and Regulatory Requirements Affecting Eligibility.

**Underserved Communities** has the meaning given to that term in Section 2(b) of Executive Order [13985](#) and refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the definition of “equity” above.



**Unique Entity Identifier (UEI)** means the identifier assigned by SAM to uniquely identify business entities. As of April 4, 2022, the Federal government has transitioned from the use of the DUNS Number to the use of UEI, as the primary means of entity identification for Federal awards government-wide.

b. Program Definitions.

**Case Management /Coaching.** For purposes of this program and NOFO, case management (or preferably, “case coaching”) is client-centered case coaching for each participant in the program (for purposes of this NOFO, the term “case management/coaching” will be used). *This is different than service coordination.* Case management/coaching involves working one-on-one to help residents achieve the goals they identify for themselves. The introduction of the term “case coaching” (vs. “case management”) is because the case coach’s job is to help participants achieve their own goals, rather than manage participants’ progress toward goals determined by the Jobs Plus program. Grantees are expected to implement this approach in their Jobs Plus grants. It includes screening/assessment/risk management, individualized service planning based on resident needs and choices, provision of options and information, linkage/referral to formal and informal services and supports, service coordination at the client-level, crisis intervention, follow-up, advocacy, monitoring/evaluation of resident progress as well as timeliness and effectiveness of service delivery, and maintenance of records. Case management/coaching contributes to and benefits from well-coordinated services at the community level. The intensity and frequency of case management/coaching services should be tailored to the level of an individual’s or family’s needs.

**Community Support for Work (CSW)** – CSW is a core component of the Jobs Plus program, reflecting the goal of building a caring and cohesive public housing community that is strongly committed to supporting residents’ progress towards economic security. See section I.A.1 on Program Purpose for a description.

**Jobs Plus Center** – is the primary location where programming will be delivered. The center would be where the Jobs Plus team (e.g., JP Coordinator, JP case managers/coaches) is located and accessible to residents, where members of the target project(s) will gather for group meetings and activities, employment-related services, and other Jobs Plus purposes.

**Jobs Plus Earned Income Disregard (JPEID)** – JPEID is the term for the financial incentive (rent incentive) provided in the Jobs Plus program. See section I.A.1 on Program Purpose for description.

**Jobs Plus Eligible Resident** – any public housing resident of the target public housing project is eligible for Jobs Plus. For applicants with RAD, additional program requirements apply as detailed in Section III.F, “Rental Assistance Demonstration.”

**Jobs Plus Participant** – a public housing resident of the target public housing project who has completed an assessment for the program. For applicants with public housing projects (AMPs) that have undergone or will undergo a RAD conversion, additional program requirements apply as detailed in Section III.F, “Rental Assistance Demonstration.”

**JPEID Participant** – any public housing resident of the target public housing project that has enrolled in JPEID. All residents in a Jobs Plus project are eligible to receive the JPEID benefit, even if they do not actively participate in other Jobs Plus activities. But, to access JPEID, residents must sign up for (enroll in) JPEID. For applicants with RAD, additional program requirements apply as detailed in Section III.F, “Rental Assistance Demonstration.”

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

**RAD Closing** - In RAD, closing is the event during which the applicable RAD transaction documents are entered into. "Conversion" does not occur prior to Closing. (See Section 1.13 of the REV-4, PIH-2019-23 (HA)/H-2019-09 for further details on RAD closing.)

**Target Public Housing Project** – This is the public housing project that the PHA selects to benefit from the Jobs Plus grant. Throughout the NOFO it may also be referred to as the “public housing project” or the “project”. For purposes of this NOFO, "project" means "AMP" (Asset Management Project; PIH Notice 2007-28) and each project is identified by an AMP number as captured in PIH Information Center (PIC). AMP numbers are the identifier HUD uses to check eligibility using data from PIC as described in this NOFO. An AMP number may cover just one public housing development/site, or it may cover multiple public housing development(s)/site(s). Please note that applicants must commit to serve all public housing development(s)/site(s) and residents covered by the AMP number that the applicant indicates it is targeting in the Jobs Plus application. The project(s) must meet all criteria of the NOFO such as those described in Section III.A Criteria for Eligible Public Housing Projects.

**Workforce Adults** - For the purposes of measuring outcomes of this grant program, a workforce adult is generally an individual between the ages of 18 - 64 who is interested and able to become employed. Resident participation is determined by the individual voluntarily choosing to participate in the program. The term “workforce adult” does not preclude individuals with disabilities from participating in this program. PHAs are not permitted to exclude any residents from this program based on any disability. Reference: Section VI, part B: Administrative, National and Departmental Policy Requirements and Terms for HUD Applicants and Recipients of Financial Assistance Awards; Compliance with the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

## **B. Authority**

Funding for the Jobs Plus program is provided by the Consolidated Appropriations Act, 2023 (Public Law 117-328, approved December 29, 2022) and the Consolidated Appropriations Act, 2022 (Public Law 117-103, approved March 15, 2022).

## **II. AWARD INFORMATION**

### **A. Available Funds**

Funding of approximately **\$22,500,000** is available through this NOFO. Subject to appropriations, HUD reserves the right to award fiscal year 2024 funds based on this NOFO competition.

Additional funds may become available for award under this NOFO consistent with Section VI.A.2.e., Adjustments to Funding. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFO.

Funding of approximately \$22.5 million includes \$15 million of FY23 funding and approximately \$7.5 million of remaining FY22 funding. For information on the methodology used to make award determinations under this NOFO, please see Section V.B Review and Selection Process.

## **B. Number of Awards**

HUD expects to make approximately 12 awards from the funds available under this NOFO.

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

Estimated total funding for the Jobs Plus Program is approximately \$22.5 million. Maximum grant amount requests are listed in the table below, and in accordance with the number of non-elderly households in the targeted development. In calculating your grant request, please consider the information in section III.F regarding eligible activities, costs and how to estimate JPEID costs.

Award funding will be determined as follows:

<b>Non-elderly Households</b>	<b>Maximum Funding</b>
100 - 199	\$1,600,000
200 -- 399	\$ 2,300,000
400 -- 599	\$ 3,000,000
600+	\$ 3,700,000

Estimated Total Funding:

\$22,500,000

Minimum Award Amount:

\$1,600,000

Per Project Period

Maximum Award Amount:

\$3,700,000

Per Project Period

## **D. Period of Performance**

Estimated Project Start Date:

01/03/2024

Estimated Project End Date:

03/31/2028

Length of Project Periods:

Other

Length of Periods Explanation of Other:

The grant period of performance is 54-months, which includes 6-month start-up period and a 48-month implementation period.

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

Funding Instrument Type:

G (Grant)

## **III. ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

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

#### **Additional Information on Eligibility**

**See Section III.A.1. Criteria for Eligible Applicants; paragraph a. Eligible applicants for additional criteria.**

#### **1. Criteria for Eligible Applicants**

##### **a. Eligible applicants.**

**Eligible applicants are only public housing authorities (PHAs)** that operate one or more public housing projects (AMPs) that meet the criteria outlined in this NOFO (see Criteria of Eligible Public Housing Projects below).

PHAs that received a Jobs Plus program grant for FY 2019, FY 2020-2021, or FY 2022 are not eligible for an award under this NOFO. PHAs that received FY 2014, FY 2015, FY 2016, FY2017, or FY2018 Jobs Plus grants may apply for funding under this NOFO. However, public housing projects (AMPs) previously funded through a prior Jobs Plus grant may not be the target of an FY2023 Jobs Plus application. Federally recognized tribes and tribally designated housing entities are not eligible applicants for this NOFO.

##### **b. Non-performing PHAs:**

Non-performing PHAs may be eligible to participate in Jobs Plus provided HUD has determined the PHA can implement and oversee the grant successfully. A “non-performing PHA” is defined as a PHA designated by HUD (pursuant to section 6(j)(2) of the 1937 Act) as troubled (listed on HUD’s most recently released Operational Troubled List) or is designated as a substandard performer (listed on HUD’s most recently released Operational Substandard List), based on its most recent published PHAS score under the Public Housing Assessment System (PHAS). PHAs may contact their field office representative to determine if they are on the lists noted above. When applications are received, HUD will review the

lists to determine if any applicants appear on them. For applicants that appear on either list, HUD will use its records and the Office of Field Operations in order to determine if the PHA is still eligible to apply and be considered for funding. If an applicant is selected for funding and it is deemed necessary by HUD, applicants may be required to enter into a Recovery Agreement with HUD, which may include contracting with an entity acceptable to the HUD field office to act as Contract Administrator for the program.

**c. Relation to Rental Assistance Demonstration (RAD) Applicants.** PHAs that have applied for RAD, received a Commitment to enter into a Housing Assistance Payments Contract (CHAP) (either a Portfolio award that covers the project or a Multiphase award) that covers the target public housing project and are planning on demolition and new construction or major rehabilitation or reconstruction, may apply for a Jobs Plus Grant provided they have not yet received a RAD Conversion Commitment (RCC) at the time of the application deadline for this NOFO. If the PHA has received its RCC as of the time of the application deadline, it cannot apply for funding under this NOFO. In the case where there is a Multiphase award, only units at the target public housing project that are not included in an RCC at the time of the application deadline are eligible. If an RCC including the target public housing project is received after the NOFO application deadline and the project converts to PBV or PBRA through RAD prior to the start of the Jobs Plus grant term, then the target public housing project is no longer eligible to receive Jobs Plus funding under this NOFO. Applicants should review the program requirements on RAD (see section III.F., “Rental Assistance Demonstration” for additional information on RAD and Jobs Plus). Applications should discuss this threshold in their application (e.g., in the Executive Summary).

**d. Relation to Repositioning (non-RAD).** HUD has made various strategies available to public housing agencies (PHAs) to reposition public housing developments (see [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/repositioning](https://www.hud.gov/program_offices/public_indian_housing/repositioning)). Examples include but are not limited to: Section 18 demolition/disposition and Choice Neighborhoods. PHAs that have been approved to reposition the target public housing project(s) (see Definitions section for full details of term) or a development(s)/site(s) within the target project(s) that would result in removal of the project(s) (or development(s)/site(s) within the target project(s)) from Section 9 assistance and relocation of residents from the project (or development(s)/site(s) within the target project(s)) during the Jobs Plus grant term are ineligible to apply for funding under this NOFO.

PHAs that are in the process of considering or applying (but have not been approved) to reposition the target public housing project(s) (see Definitions section for full details of term) or development(s)/site(s) within the target project(s) are eligible to apply under this NOFO. However, if a repositioning application is approved, no removal of the target project(s) (or development(s)/site(s) within the target project(s)) from Section 9 assistance or relocation of residents from the target project(s) (or development(s)/site(s) within the target project(s)) shall occur during the grant term. Such repositioning action occurring during the Jobs Plus grant term may result in HUD, in its full discretion, terminating the Jobs Plus grant.

Furthermore, no repositioning or relocation actions shall result in the project(s) (AMP(s)) no

longer meeting the Size and Unemployment requirements from the Criteria for Eligible Public Housing Projects section of the NOFO. Violation of this requirement may result in HUD, in its full discretion, terminating the grant.

## **2. Criteria for Eligible Public Housing Projects**

Applications must target an eligible Section 9 public housing project(s) (AMP's) that meet the criteria below, unless otherwise noted. Review the Definitions section for the definition of target public housing project. Its contents are incorporated into this eligibility requirement. Because AMP-level data (from PIC) is used to determine eligibility, Jobs Plus applications must target entire public housing projects (AMPs), not partial public housing projects (AMPs). **Please note that applicants are committing to serve all public housing project(s) and public housing residents covered by the AMP number that the applicant indicates it is targeting in the Jobs Plus application.** Applications should not include elderly housing sites, tax credit properties, or other sites that are not public housing assisted. They may not be considered for purposes of this NOFO.

### **a. Size and Unemployment.**

Eligible public housing projects (AMPs) must meet the criteria for size and unemployment, which are described below.

**Size:** Minimum project size of 100 households where at least one resident in each of the households is non-elderly (less than age 65). **Note: please note this new minimum was set in FY22 and was a reduction from 200 households. This change results in a significant increase in the number of eligible sites listed on Appendix B. Potential applicants should carefully review Appendix B.**

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

### **Appendix B.**

A list of public housing projects (AMPs) that meet the size and unemployment criteria is provided in Appendix B of this NOFO. However, the mere appearance of a project on this list does not necessarily mean that the project is appropriate for a Jobs Plus program and may be deemed ineligible due to other criteria. PHAs that have more than one project already listed as eligible in Appendix B may apply to serve more than one of the eligible public housing projects (AMPs) if they are adjacent, subject to the Place and Multiple Projects criteria below (No Request for Review of Eligibility [see below] is required prior to submitting the application).

### **If not in Appendix B. Process for Request for Review of Eligibility**

Before submitting a grant application, applicants whose public housing projects (AMPs) are not included in Appendix B but who believe a combination of public housing projects (AMPs) will meet eligibility requirements, must first submit a Request for Review of Eligibility of their target public housing projects (AMPs) to determine eligibility. The Request must be sent via email to [JobsPlus@hud.gov](mailto:JobsPlus@hud.gov) and must contain the project name(s)

and project (AMP) numbers(s) (in the format found in Appendix B; see example column headers below) that are proposed to be combined to meet the size and unemployment criteria for eligible public housing projects (AMPs).

PHAs may propose to combine two or more public housing projects (AMPs). However, public housing projects must meet the criteria for eligible projects, subject to these conditions: 1. Parts of public housing projects (AMPs) cannot be combined. Only entire public housing projects (AMPs) may be combined. 2. The combined public housing projects (AMPs) must meet the criteria for size. 3. The combined public housing projects (AMPs) must meet the criteria for unemployment.

HUD will review the Request using the same query of PIC data on the proposed combined public housing projects (AMPs) to determine if the proposed public housing projects (AMPs) meet conditions 1-3 listed above. HUD will respond within five working days of receipt of the request. That response will be an eligibility approval, eligibility disapproval, or a request for more information. If more information is requested, HUD will respond within five working days upon receipt of the additional information. All initial Requests for Review of Eligibility must be received no later than 20 calendar days prior to the due date of this NOFO.

#### **PHA Code PHA Name Project/AMP Number Project Name**

**b. Place and Multiple Projects:** Because Jobs Plus is a place-based program, where saturation of the Jobs Plus model is essential, the projects (i.e., AMPs) to be served should be singular (one development/site); multiple developments/sites that are adjacent; and/or multiple developments/sites that are each generally within one mile of the Jobs Plus center, in accordance with the scenarios described below. Applications must include a map and narrative demonstrating if the targeted project(s) are singular, contiguous, non-adjacent, and/or scattered site. The map should include the target public housing project(s) (with names and numbers), Jobs Plus center, transportation routes, key social service assets (identified in the application), a legend that identifies each of these things, and a scale so it is possible to determine distances. As much as possible, the map should show distances between AMPs/projects. A narrative should accompany the map and describe what is in the map, including how the target project(s) will satisfy the place-based approach of Jobs Plus and the criteria of this section. The narrative should also include a table or list that includes the following information:

- AMP #(s)
- Project/AMP name(s)
- Development/sites names within each AMP(s)
- Street address for each development/site(s) within the AMP(s)
- # Units for each development/site(s) within the AMP(s) and total overall
- # For general occupancy for each development/site(s) within the AMP(s) and total overall
- # Of occupied public housing units for each development(s)/site(s) within the AMP(s) and total overall
- # Of Non-elderly Households for each development/site(s) within the AMP(s) and total overall

- # Of workforce households for each development/site(s) within the AMP(s) and total overall
- # Of workforce individuals for each development/site(s) within the AMP(s) and total overall

Applications should fit into one of the following scenarios below and will be evaluated accordingly. In the narrative, please indicate the scenario for your application.

**Scenario 1:** The application is targeting one project (i.e., AMP) and that AMP includes only one public housing development/site (under the AMP number). In such instances, the Place and Multiple Projects criteria will be deemed to be met. HUD will determine compliance based on the application and may verify as needed.

**Scenario 2:** The application is targeting one project (i.e., AMP) and that AMP includes multiple public housing development(s)/site(s) (under the AMP number). In such instances, HUD will review the application (map, narrative) to determine if it meets the Place and Multiple Projects criteria. **Each public housing development(s)/site(s) in the AMP must be adjacent to each other or be within one mile of the Jobs Plus center** (see Program Definitions). If the public housing projects (AMPs) do not meet this parameter, then the application must demonstrate in the narrative how the place-based intent will still be satisfied. HUD will determine compliance based on the application and may verify as needed.

**Scenario 3:** The application is targeting multiple projects (i.e., AMPs) and those AMPs each include only one public housing development(s)/site(s)(under each AMP number). In such instances, HUD will review the application (map, narrative) to determine if it meets the Place and Multiple Projects criteria. **Each public housing project development/site in the AMP must be adjacent to each other or be within one mile of the Jobs Plus center** (see Program Definitions). If the projects do not meet these parameters, then the application must demonstrate in the narrative how the place-based intent will still be satisfied. HUD will determine compliance based on the application and may verify as needed.

**Scenario 4:** The application is targeting multiple projects (i.e., AMPs) and at least one of those AMPs includes multiple public housing development(s)/site(s) (under each AMP number). In such instances, HUD will review the application (map, narrative) to determine if it meets the Place and Multiple Projects criteria. **Each public housing project development/site in the AMPs must adjacent to each other or be within one mile of the Jobs Plus center** (see Program Definitions). If the projects do not meet this parameter, then the application must demonstrate in the narrative how the place-based intent will still be satisfied. HUD will determine compliance based on the application and may verify as needed.

**Scenario 5:** The application is targeting scattered sites. **Each public housing unit must be within one mile of the Jobs Plus center** (See Program Definitions). If the public housing projects (AMPs) do not meet this parameter, then the application must demonstrate in the narrative how the place-based intent will still be satisfied. HUD will determine compliance based on the application and may verify as needed.

If applications for public housing projects (AMPs) that are comprised of multiple public housing



development(s)/site(s) that do not comply with the above criteria, and do not show good cause that the program will succeed in such a setting, HUD has the sole discretion to determine if they will be disqualified, even if they are listed on Appendix B. In determining compliance with the Place and Multiple Projects criteria, HUD reserves the right to adjust the criteria (i.e., increase the distance allowed) in order to allow enough applications to meet the criteria and still satisfy the intent of the Place and Multiple Places criteria.

## **B. Ineligible Applicants**

See III.A above for criteria on Eligible Applicants.

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

This Program requires cost sharing or matching as described below.

Match, both financial and in-kind, is an essential element of Jobs Plus. Jobs Plus grant dollars enable grantees to leverage other local, State and Federal resources to catalyze significant change in employment outcomes for public housing residents. HUD encourages applicants to create a comprehensive continuum of committed resources that support the proposed program.

As of the application due date, all applicants are required to have firmly committed match contribution equivalent to at least 25 percent of their total grant amount requested. The match may be provided as a cash or in-kind donation. All agencies listed as providing match are required to provide a detailed letter as described below.

To meet the Match Threshold, match letters must contain:

- Letterhead of contributing entity
- Written signature (not typed name) of authorized individual at the contributing agency authorized to make the commitment attesting to the match.
- Date of letter that falls between the publication date of the NOFO and application due date
- Language that shows the resource is firmly committed. Written commitments must explicitly confirm the match is specifically for Jobs Plus participants. Commitments that are not dedicated to Jobs Plus may not be counted. For example, if a targeted development has 300 households (and fewer workforce adults), then a commitment of services for 1500 city residents is not acceptable as it is not specific to the site/residents targeted by the Jobs Plus grant. Endorsements or general letters of support from organizations or vendors alone will not count as resources and should not be included in the application.
- Total dollar value of commitment, per year of grant and overall (note: grant term is 54 months)
- Explanation/indication of how the contributed resource relates to the success of participants in the Jobs Plus program.

- For in-kind matches, detailed calculations showing how the total dollar value was derived for each match amount
  - Example – ABC agency is committing 5 slots per year in a computer training program. The match commitment letter must read: 5 slots x \$100 per slot x 4 years = \$2,000
- Example – XYZ agency is committing 20 hours of volunteer time per week to operate a drop-in daycare center. The match commitment letter must read: 20 hours per week x \$7.50 per hour x 52 weeks x 4 years = \$31,200
- Example – 123 local service provider is committing case manager/coach office space and associated utilities. The match commitment must read: 800 square feet x \$1.50/sq. foot x 12 months x 4 years = \$57,600
- For match based on participants served, the calculation should be: \_\_ residents x \_\_ cost of program per resident per year x \_\_ years of grant = total commitment
- For match based on staff/volunteer time, the calculation should be: \_\_ hours per year x \_\_ hourly rate x \_\_ years of grant = total commitment
- For match based on a set resource, the calculation should be: \_\_ monthly rate x \_\_ months per year x \_\_ years of grant = total commitment
- Calculations must be clear and able to be repeated by reviewers.
- Number of participants served must be clearly stated, reasonable, and appropriate for the size of the development and proposed program presented in the application (i.e., numbers presented in Rating Factor 2 Need, Executive Summary). For example: Assume a targeted development has 100 workforce residents. If Agency A has a job readiness course, a resident won't go through that course more than once, so having 100 slots each year for 4 years = 400 slots is too many for the PHA with 100 workforce adults.
- For cash match, the source and type of the funds must be clearly stated but calculations are not necessary

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

- Whether the resource is cash or in-kind;
- The source and type of funds (e.g., details related to a non-Federal source);
- The value of the match; and
- How the match will be used.

Applicants may include the following example table, as applicable, in the letter to summarize the calculation:

Source and type of funds	Service, brief description	What need resource meets; how it relates to JP	Number of resource units committed (e.g., hours, services, sq ft, months, etc.)	Cost per resource unit	Number of residents served	Total amount committed
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Federal sources generally may not be used as match to meet or exceed the 25% threshold requirement unless otherwise permitted by that program's authorizing statute.

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

State or local government sources or from private contribution may be used as match, subject to the requirements of this section.

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

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

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

Direct medical and dental care may not be counted.

If preferred, match commitments may be laid out in the Memorandum of Understanding (MOU) specified in section III.D.3, below, instead of a Match Commitment letter, but must contain all calculations described above. The letterhead requirement does not apply if match is detailed in the MOU.

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

## **D. Threshold Eligibility Requirements**

Applicants who fail to meet any of the following threshold eligibility requirements are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

### **1. Resolution of Civil Rights Matters**

Outstanding civil rights matters must be resolved before the application submission deadline. Applicants with unresolved civil rights matters at the application deadline are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

a. An applicant is ineligible for funding if the applicant has any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that are not resolved to HUD’s satisfaction before or on the application deadline date for this NOFO.

(1) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex (including sexual orientation and gender identity), national origin, disability or familial status;

(2) Status as a defendant in a Fair Housing Act lawsuit filed by the United States alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);

(3) Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act, Violence Against Women Act, or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;

(4) Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; Violence Against Women Act; or the Americans with Disabilities Act; or

(5) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

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

(1) Current compliance with a voluntary compliance agreement signed by all the parties;

(2) Current compliance with a HUD-approved conciliation agreement signed by all the parties;

(3) Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;

(4) Current compliance with a consent order or consent decree;

(5) Current compliance with a final judicial ruling or administrative ruling or decision; or

(6) Dismissal of charges.

## **2. Timely Submission of Applications**

Applications submitted after the deadline stated within this NOFO that do not meet the requirements of the grace period policy are marked late. Late applications are ineligible and are not considered for funding. See Section IV. D. Application Submission Dates and Times.

**3. Eligible Applicants and Eligible Public Housing Projects.** Applicants that do not demonstrate compliance with the requirements in Section III.A will not receive further consideration for funding.

**4. Memorandum of Understanding (MOU).** Applicants must establish and maintain a working relationship with the local Workforce Development Board and/or local American Job Center. This is a statutory requirement of the Jobs Plus program. To meet the threshold requirement, the applicant must submit documentation of this relationship in the form of an MOU between the PHA and the local Workforce Development Board/American Job Center. Additionally, the MOU must identify roles and responsibilities of the signatory agencies as it pertains to the program and how the Workforce Innovation and Opportunity Act (WIOA) funds will be used to support the Jobs Plus program at the targeted project for the grant term. The MOU must include a description of the local employment market with information related to skills and training for in-demand jobs (or additional narrative may be provided if it is not possible in the MOU). The MOU must have been signed by all parties between the date of publication of this NOFO and the application due date. If there is an MOU already in place, the parties must execute an Addendum that specifically references the Jobs Plus Program for Fiscal Year 2023, reflects the criteria of this paragraph, and meets the date requirements above. Please provide the existing MOU and addendum in your application.

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

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

### **Eligibility Requirements for Applicants of HUD’s Financial Assistance Programs**

The following requirements affect applicant eligibility. Detailed information on each requirement is found in the [“Eligibility Requirements for Applicants of HUD’s Financial Assistance Programs” document on HUD’s Funding Opportunities page.](#)

- Universal Identifier and System for Award Management (SAM.gov) Requirements
- Outstanding Delinquent Federal Debts
- Debarments or Suspensions, or both
- Mandatory Disclosure Requirement
- Pre-selection Review of Performance
- Sufficiency of Financial Management System
- False Statements
- Prohibition Against Lobbying Activities

In addition, each applicant under this NOFO must have the necessary processes and systems in place to comply with the Award Term in Appendix A of [24 CFR part 170](#) if the applicant receives an award, unless an exception applies as provided in [2 CFR170.110](#).

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

This section contains Jobs Plus program requirements. Applicants must review this section and ensure they comply with the requirements, as relevant. Applicants selected for funding must follow these requirements in implementing their grant.

**1. Jobs Plus Model Implementation.** Grantees must administer their Jobs Plus program in accordance with the criteria in Section I.A.1 of this NOFO, “Program Description – Purpose.” Such criteria include requirements and guidance on program structure, the three core components of the Jobs Plus program (Employment-Related Services, Jobs Plus Earned Income Disregard (JPEID), and Community Supports for Work), as well as Partnerships and Goal setting.

**2. Case management/coaching.** Grantees are expected to use case management/coaching (see Definitions section) in implementing their Jobs Plus program.

**3. Online Programming.** In addition to traditional programming, Grantees must maintain online access to programming, specifically to ensure Job Plus participants have digital access and are well-informed about the offers available to them. Digital literacy provides residents the skills to understand how Internet connectivity will directly improve their educational and job opportunities.

**4. Beneficiaries.** In accordance with appropriations, only public housing residents (assisted under Section 9 of the U.S. Housing Act of 1937) are eligible for Jobs Plus. Individuals/households that are not public housing residents are not Jobs Plus eligible. The exception to this occurs with RAD, in accordance with the Rental Assistance Demonstration sections of this NOFO.

**5. Rental Assistance Demonstration (RAD).** Grantees are required to inform HUD of any planned Rental Assistance Demonstration (RAD) conversions at the Jobs Plus project. Under RAD, PHAs convert public housing to Section 8 Project Based Vouchers (PBV) or Project Based Rental Assistance (PBRA). RAD conversions are permitted at Jobs Plus target public housing projects (AMPs) during the performance period of a Jobs Plus grant award, subject to certain limitations described below. Sections 1.6.C .8 and 1.7.B.8 of the current RAD notice (PIH-2019-23/H-2019-09, REV-4, or successor notice) state that Jobs Plus grantees awarded FY14 and subsequent-year funds that convert the target project(s) under RAD “will be able to finish out their Jobs Plus grant at that project unless significant relocation and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the Secretary’s discretion, chose to end the Jobs Plus program at that project.” In addition, PHAs planning RAD conversions at Jobs Plus target public housing projects (AMPs) must enroll public housing residents into the Jobs Plus rent incentive (JPEID) before the RAD closing prior to conversion (before the public housing residents become Section 8 residents). After conversion, these RAD PBV or PBRA residents are no longer public housing residents, and they are thus not eligible to enroll in JPEID. RAD PBV or PBRA residents are not eligible to enroll in the JPEID because, pursuant to Appropriations Act language, Jobs Plus is for the benefit of public housing residents. Nonetheless, use of Jobs Plus funds for other eligible activities (i.e., not JPEID) is permissible for all grantees, regardless of whether a Jobs Plus target public housing project has converted to Section 8 PBV or PBRA through RAD. This means that if a target public housing project

converts through RAD, Jobs Plus services offered at the converted target project can be utilized by all residents, as long as any such services predominantly benefit the former public housing residents who resided at the target project at the time of conversion.

Residents at Jobs Plus target public housing projects (AMPs) will fall into one of three categories: (a) public housing residents; (b) Section 8 residents (PBV or PBRA) who were public housing residents prior to the RAD conversion; and (c) Section 8 (PBV or PBRA) residents who were not public housing residents prior to the RAD conversion. Each category has specific implementation guidance as outlined below:

**(a) Public Housing Residents**

Public Housing residents at the target public housing project can be served by the full Jobs Plus program including the JPEID rent incentive for the full term of the grant.

**(b) Section 8 Residents (PBV or PBRA) who were Public Housing Residents prior to the RAD Conversion**

Section 8 residents (PBV or PBRA) who **were** public housing residents at the target project prior to the RAD conversion **and** enrolled in the JPEID rent incentive can continue to benefit from the full Jobs Plus program (including JPEID) for the full term of the grant.

Section 8 residents (PBV or PBRA) who **were** public housing residents at the target project prior to the assistance conversion but **were not** enrolled in the JPEID rent incentive at the time of the RAD conversion **cannot** benefit from the JPEID. However, for the full term of the grant, these Section 8 residents may benefit from the other elements of the Jobs Plus program including, job development and placement services that predominantly benefit the former public housing residents who resided at the target project at the time of RAD conversion.

**(c) Section 8 Residents (PBV or PBRA) who were not Public Housing Residents at the time of a RAD Conversion**

Section 8 residents (PBV or PBRA) who were **not** public housing residents prior to the RAD conversion (e.g., residents who moved into the target project after the RAD conversion) **cannot** benefit from the JPEID rent incentive. However, for the full term of the grant, these Section 8 RAD PBV or PBRA residents may benefit from the other elements of the Jobs Plus program including, job development and placement services that predominantly benefit the former public housing residents who resided at the target project at the time of RAD conversion.

**6. Outreach and Engagement.** Grantees are expected to implement robust outreach and engagement plans in order to meaningfully involve residents in the Jobs Plus program throughout the grant. Specifically, grantees are expected to contact 100% of workforce adults in the project, within the first year, to inform them about the Jobs Plus program and encourage them to be assessed for services and supports.

**7. Resident Choice.** Resident participation is determined by the individual voluntarily choosing to participate in the program. While grantees should strive to maximize resident participation, residents cannot be required to participate in the Jobs Plus program (services or JPEID). Jobs

Plus participation (services or JPEID) cannot be a lease requirement. Residents must be able to choose whether they want to enroll in JPEID or enroll/continue in another financial incentive that is available to them (e.g., public housing EID, FSS escrow). Grantees are expected to work closely with residents to ensure they are fully informed of what their choices are and what they mean. Note: no preference can be given to residents based on their choice or ability to participate in the program; the information provided by grantees to residents does not convey a preference or limitation in housing.

**8. Jobs Plus Team.** Grantees are expected to establish and maintain a team to implement the Jobs Plus grant, including within the PHA as well as all partner organizations that will be part of your Jobs Plus program (external partners and contracted service provider/service professionals). For example, this team may include a Jobs Plus coordinator/director, job developer, community coaches, case managers, service coordinators, Workforce Development Board/American Job Center, service providers, PHA executive leadership, property management staff, consultants and others. HUD expects there to be one full-time person who has primary responsibility for the day-to-day management of the Jobs Plus grant. Grantees are expected to ensure that team members that work with Jobs Plus are properly trained to disseminate program information in a manner consistent with fair housing and nondiscrimination requirements. There should be one person (Jobs Plus coordinator/director) who has primary responsibility for the day-to-day management of the Jobs Plus grant and spends all of their time doing so. A full-time Jobs Plus staff person is not permitted to also serve the functions of a Resident Opportunities and Self-Sufficiency (ROSS) or Family Self-Sufficiency (FSS) coordinator. Jobs Plus grant funds may not be used to pay the salary of a ROSS or FSS coordinator for any ROSS or FSS program. The funding for ROSS and FSS programs is made available through separate NOFOs. As indicated in the NOFO, HUD will fund no portion of an application that duplicates other funded programs or activities from prior year awards or other selected applicants. See 2 CFR part 200.405 for additional information on Allocable Cost requirements.

**9. Subawards and Subrecipients.** The Jobs Plus program does not allow subawards, subrecipients or subgrantees. This means that if a grantee intends to use an outside service provider/service professional in administering the program, they must follow the applicable procurement requirements and procedures. See 2 CFR part 200. Please be aware that having an MOU with the WDB (part of the application) or other commitment documents with other partners does not replace procurement requirements. Grantees must go through competitive procurement as applicable.

**10. Needs Assessment.** Grantees should conduct annual needs assessments for Jobs Plus eligible residents to determine community needs, to inform the Jobs Plus implementation strategies, and to inform the ongoing refining of annual work plans and case management/coaching activities. All households of the target public housing project must have the opportunity to complete a written or oral survey as part of the needs assessment, and grantees must provide effective communication for persons with disabilities, as well as meaningful communication with persons of limited English proficiency. Grantees may use other information to supplement the survey results, such as focus groups with residents, interviews with service providers, PIC data, and/or other key administrative data. Grantees should include numbers, percentages, and descriptive information for the following:



- demographics of residents in the target public housing project(s), such as population, age, income, employment, workforce status, disability status, education levels, race, gender, etc.;
- key data and descriptive information detailing strengths and challenges in the areas of health (as it relates to employment), education (as it relates to skill building), income and employment of affected residents, and current rate of unemployment (individuals and households reporting zero earned income on their latest rent re-certification)
- barriers to achieving employment outcomes, strengths that can be built upon, and unique circumstances of subpopulations (e.g., young adults, individuals with criminal history), as applicable to the target public housing residents; and
- resident satisfaction with the quality and availability of existing services and resident preferences for improved and new services in the areas of health (as it relates to employment), education (as it relates to skill building), and employment.

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

**12. Time Periods for Implementation.** Grantees must implement their Jobs Plus program in accordance with Program Schedule (that HUD must approve), including but not limited to the following time periods:

- Successful applicants will be required to implement the full term of the grant at the public housing project(s) for which funds are awarded. Grantees will be required to implement the full **54-month term** of the grant at the public housing site(s) for which funds were awarded and commit to not engaging in any significant redevelopment that would result in resident relocation during the Jobs Plus grant term.
- HUD expects the Grantee to implement the Jobs Plus earned income disregard (JPEID) and begin Jobs Plus related services no later than 6 months from the grant effective date.
- The 54-month grant is divided into two parts:
  - 6-month start-up period. Six months to prepare to launch the 48-month implementation period. The six months begins with the grant effective date.
  - 48-month implementation period. Forty-eight months to implement the program developed during the 6-month start-up period. "Program launch" is the first day of the 48-month implementation period.
- Within 60 days of the grant effective date, Grantees must submit to HUD a work plan and budget for program implementation.
- Within 6 months of the grant effective date., Grantees must have put in place staffing necessary for program launch, which includes but is not limited to providing case management to residents.
  - The Jobs Plus Coordinator should be hired within 3 months of the grant effective date.
  - At least one Case Manager/Coach and at least one Community Coach should be hired within 5 months of the grant effective date.
  - Such timelines apply unless otherwise approved by HUD.

### 13. Eligible Activities and Costs

The following are eligible activities/costs under the Jobs Plus program. Jobs Plus grant funds can be used for these activities/costs. Proposed activities must reflect the needs of the target residents and local area conditions. Jobs Plus is primarily a workforce development program and HUD's expectation is that the activities and costs that are incurred will support the employment objectives of this program, which are to increase earnings and advance employment outcomes of the target residents. Reminder: one purpose of match/leverage is to provide resources that cannot be paid for with Jobs Plus grant funds.

- Hiring and compensating (i.e., salary and fringe benefits) staff (PHA or partner staff as applicable) that are dedicated in whole or in part to providing Jobs Plus-related services (e.g., Jobs Plus Coordinator, Case Coach/Manager, Jobs Developer, Community Coach). Conducting comprehensive needs assessments of resident to inform the Jobs Plus program and services needed throughout the grant term. This may also include costs related to focus groups and surveys.
- Providing employment-related services for residents.
  - These services should address barriers to employment and support the goal of Jobs Plus, which is to increase earnings and advance employment outcomes of residents.
  - HUD expects that all services that are available to residents of the community will be provided in-kind from partners. Grant funds should only procure services that are not already available (by either service type or amount).
  - Examples of employment-related services include but are not limited to:
    - Job development and placement services;
    - Job training and workforce development;
    - Job counseling, career counseling, career coaching;
    - Job search skills;
    - Work readiness activities;
    - Short-term assistance with services/items needed for employment, GED, or certificate programs, such as: transportation assistance, childcare, relevant books, training materials, uniforms, test fees, work-related tools/equipment, work-related clothing/uniform, interview clothing, required immunizations or job-related health testing (e.g., TB test), drug testing, state-issued picture ID, or other hiring pre-requisites;
    - Literacy services, GED, GED certification test, test fees, other educational costs including but not limited to meaningful work-related training for persons of Limited English Proficiency
    - Financial literacy, credit repair, and/or coaching
    - Training on computer use and online technologies
    - Assistance with criminal records (e.g. expungement/clearing of records)
    - Soft skills, behavioral health and executive function skills training
    - Computer and internet access/on-site computer labs, and training on computer use and online technologies
- Rent incentive - Jobs Plus Earned Income Disregard. Applicants may consider the following guidance regarding how to estimate JPEID costs. Please note that these are

estimates only. This guidance is based on an analysis of quarterly JPEID data for past Jobs Plus grantees and is focused on quarterly JPEID expenditures, which are defined as the total amount of JPEID for all households at the project for the quarter, which may be determined from the JPEID tool grantees use. There are many factors that may affect future JPEID expenditures, including: the pace of enrollment into JPEID; the extent to which unemployed households enrolled in Jobs Plus experience earnings gains; the extent to which households currently receiving JPEID lose their jobs or experience earnings decreases; local economic conditions; and whether the PHA requires interim income recertifications when residents experience an increase in earnings between annual recertifications. Predicting the impact of all of these factors can be difficult. It may be useful to estimate a “high” boundary and a “low” boundary for total JPEID expenditures during the planned grant period. Based on analysis of past Jobs Plus grantee JPEID expenditures, applicants may expect to spend an average amount of \$3,300 per eligible workforce adult over the course of the program. Applicants may find it useful to use this amount in developing their Jobs Plus application and budget.

- Technical assistance. HUD encourages PHAs and partners to seek technical assistance in implementing a successful Jobs Plus program. Technical assistance is an eligible use of funds and should be accounted for in the budget; however, HUD reserves the right to approve all technical assistance and providers for the PHA. Further guidance will be issued upon grant award.
- Data collection/tracking and related software.
- No repairs or renovations of properties may be undertaken with Jobs Plus funds;
- Administrative costs necessary to administer the Jobs Plus program, including but not limited to:
  - Items necessary for a Jobs Plus center/office, such as office supplies, office equipment, office furniture, printing, and postage.
  - Lease or rental of private (non-public housing property) space (and related utilities) for Jobs Plus activities is an eligible use of funds, under these conditions:
    - All training sessions and meetings must be held in facilities that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, recipients and subrecipients must give priority to alternative methods of involvement and product delivery that are accessible to and usable by individuals with disabilities and offer programs, services, and activities to individuals with disabilities in the most integrated setting appropriate in accordance with HUD’s implementing regulations for section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) at 24 CFR Part 8;
    - The lease must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible for a person with disabilities;
    - No repairs or renovations of the property may be undertaken with Jobs Plus funds; and
    - Properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with federal funds.

- Staff training/development/conferences/participating in learning networks and associated travel.
- All program expenses must be approved by HUD and be within statutory and regulatory limitations (e.g., 2 CFR Part 200).
- HUD reserves the right to approve or disapprove any activity and may adjust grant budget amounts accordingly within individual grants and across this grant program.

**14. Nondiscrimination Requirements.** HUD's general non-discrimination and equal opportunity requirements at 24 CFR 5.105(a) apply to the programs, services, and activities funded through this NOFO. These civil rights laws and implementing regulations apply to the recipient and any subrecipient.

In accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and HUD's implementing regulations at 24 CFR Part 8, and Title II of the Americans with Disabilities Act (42 U.S.C. §§ 12131-12134) and the implementing regulation at 28 CFR Part 35, the programs services, and activities funded through this NOFO must be accessible to and usable by persons with disabilities. All training sessions and meetings must be held in facilities that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, recipients and subrecipients must give priority to alternative methods of involvement and product delivery that are accessible to and usable by individuals with disabilities and offer programs, services, and activities to individuals with disabilities in the most integrated setting appropriate. Recipients and subrecipients must also provide effective communication for individuals with disabilities. Auxiliary aids or services and reasonable accommodations must be provided to ensure equal participation by individuals with disabilities.

Recipients and subrecipients must take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP) pursuant to Title VI of the Civil Rights Act of 1964 and Executive Order 13166. For assistance in ensuring meaningful access for individuals with limited English proficiency, recipients and subrecipients should consult HUD's Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (HUD's LEP Guidance) published in the Federal Register on January 22, 2007 (72 Fed. Reg. 2732).

### **Advancing Racial Equity**

In accordance with Executive Order [13985](#), *Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, and federal fair housing and civil rights laws, you must submit a narrative demonstrating the following:

- You analyzed the racial composition of the persons or households who are expected to benefit from your proposed grant activities;
- You identified any potential barriers to persons or communities of color equitably benefiting from your proposed grant activities;
- You detailed the steps you will take to prevent, reduce or eliminate these barriers; and
- You have measures in place to track your progress and evaluate the effectiveness of your efforts to advance racial equity in your grant activities.

Note that any actions taken in furtherance of this section must be consistent with federal nondiscrimination requirements.

**See Section IV. for instructions on including this narrative in the application.**

### **Affirmative Marketing**

You must submit a narrative demonstrating that the housing, services, or other benefits provided under this grant will be affirmatively marketed broadly throughout the local area and nearby areas to any demographic groups that would be unlikely or least likely to apply absent such efforts. Such demographic groups may include, for example, Black and Brown persons or communities, individuals with limited English proficiency, individuals with disabilities, or families with children. Such activities may include outreach through community contacts or service providers or at community centers serving the target population; and marketing on websites, social media channels, television, radio, and print media serving local members of the targeted group. Documentation for this factor consists of a narrative describing the activities that will fulfill the factor requirements.

**See Section IV. for instructions on including this narrative in the application.**

## **G. Criteria for Beneficiaries.**

This program has eligibility criteria for beneficiaries. In accordance with Section III.F and appropriations, only public housing residents (assisted under Section 9 of the U.S. Housing Act of 1937) are eligible for Jobs Plus. Individuals/households that are not public housing residents are not Jobs Plus eligible. The exception to this occurs with RAD, in accordance with the Rental Assistance Demonstration sections of this NOFO.

## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **A. Obtain an Application Package**

#### **Instructions for Applicants**

All application materials, including the Application Instructions and Application Package, are available through Grants.gov. You must access and review all available application materials. You must submit your application electronically via Grants.gov under the Funding Opportunity Number cited within this NOFO. Your application must list the applicable Funding Opportunity Number.

You can request a waiver from the requirement for electronic submission, if you demonstrate good cause. An example of good cause may include: a lack of available Internet access in the geographic area in which your business offices are located. However, lack of SAM registration or valid UEI is not a 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 you fail to submit to HUD in writing or via email a request for a waiver at least 15 calendar days before the application deadline. If HUD grants a waiver, a paper application must be received before the deadline for this NOFO. To request a waiver, you must contact:

Name:

Email:

jobsplus@hud.gov

HUD Organization:

Street:

City:

State:

Zip:

The subject line of the email message should be "FY 2023 Jobs Plus NOFO Waiver Request". If an applicant is granted a waiver, then the approval will provide instructions for submitting paper copies to the appropriate HUD office(s).

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

You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFO 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 Assistance Listing and Funding Opportunity Number is a Non-Curable Deficiency, unless otherwise stated under the Threshold requirements section.

### **1. Content**

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
Application for Federal Assistance (SF-424)	Review section IV.G. of this NOFO for detailed submission requirements.	
Applicant/Recipient Disclosure/Update Report (HUD 2880)	Review section IV.G. of this NOFO for detailed submission requirements	
Disclosure of Lobbying Activities (SF-LLL)	Review section IV.G. of this NOFO for detailed submission requirements.	Federally recognized Indian tribes and tribally designated housing entities (TDHEs) established by federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
		established only under state law shall comply with this requirement.
Certification Regarding Lobbying (Lobbying Form)	Review section IV.G. of this NOFO for detailed submission requirements.	
Applicant and Recipient Assurances and Certifications (HUD-424B)	Review section IV.G. of this NOFO for detailed submission requirements.	Required for all applications. This item is curable.
Minority Serving Institutions - Letter of Commitment/ Documentation	Review section V.2.Other Factors; Preference Points	See Preference Points for Minority Serving Institution for detailed instructions
Certification of Consistency with Promise Zone Goals and Implementation - HUD 50153	Review section V.2.Other Factors; Preference Points	See Preference Points for Promise Zones for detailed instructions

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

#### **Other Application Submission Information**

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

The following provides instructions on the organization and content of your application. It lists the narrative exhibits and attachments, and instructions for each, that are required as part of the application. All narrative exhibits, attachments, and forms are required to be submitted in your application unless otherwise indicated. Non-submission of any of the items below may lower

your rating score or make you ineligible for award under this NOFO. Review the eligibility and threshold requirements in Section III and the Review Criteria in Section V.A for the criteria and to ascertain the effects of non-submission. Please be advised that not providing information clearly and consistently, and/or not providing exhibits and attachments in accordance with the instructions and documentation requirements in this NOFO, may negatively impact HUD's ability to determine if your application meets threshold requirements or to score your application. This could result in your application not being able to be scored and ranked or a lower score. Please also only submit documents that are required to respond to a threshold requirement and/or rating factor. HUD forms required by this NOFO will be made available at <http://www.grants.gov/>. The list of narrative exhibits and attachments, and instructions for each, are specified below.

**Applicant Responsibility and Plan Endorsement.** Please also be reminded that the applicant organization, if selected for funding, would be the grantee and ultimately responsible for implementing the commitments and plans made in the application. Accordingly, the applicant organization should be sure the application accurately reflects the needs and plans appropriate for it and the residents it seeks to serve. However, selection of your organization for a Jobs Plus grant does not necessarily mean endorsement of each detail of the plan proposed in your application. Over the life of the grant, grantees will work with HUD concerning start-up, work plans and budgets (which HUD must approve) and other grant deliverables and milestones, in order to ensure that your plan is fully developed, maximally effective, and legally and financially sound.

#### **A. List of Other Narratives and Attachments**

Executive Summary	Include an Executive Summary of the proposed program (approximately three (3) pages). The Executive Summary should briefly summarize the proposal, including but not limited to the project number(s) (AMP), project name(s), and a brief description of RAD or Repositioning status (in accordance with Section III.A, Relation to RAD Applicants and Relation to Repositioning thresholds). If any of these elements are missing from the application, they cannot be requested as a curable technical deficiency.
Jobs Plus Narratives	<p>The written narrative must address the rating factors noted in Section V.A.1 of the NOFO. Narratives are required for Rating Factors 1, 2 and 3. This is a threshold requirement. If narratives or other required submissions for the rating factors are missing from the application, they cannot be requested as a cure for deficiency. Your application will be reviewed based on the material submitted.</p> <p><b><u>Page Limits</u></b></p> <p>Rating Factor 1 Capacity– not to exceed 15 narrative pages</p> <p>Rating Factor 2 Need – not to exceed 5 narrative pages</p> <p>Rating Factor 3 Soundness – not to exceed 30 narrative pages</p>



Organizational Chart	Include proposed organizational chart, in accordance with Rating Factor 1 (see section V.A.1). If it is missing from the application, it cannot be requested as a curable technical deficiency.
Map and narrative	Include a map showing the target public housing project(s) to be served and be completed in accordance with Section III.A.2.b. With the map, provide the narrative requested in Section III.A.2.b. This map and narrative may also be used in your response to the Capacity Rating Factor (RF 1, see section V.A.1). Map and narrative not to exceed 6 pages. If it is missing from the application, it cannot be requested as a curable technical deficiency.
MOU between PHA and WDB/AJC	This is a threshold requirement (see section III.D). If it is missing from the application, it cannot be requested as a curable technical deficiency. MOU narrative, if applicable as described in the threshold section III.D, may be included here as well. If it is missing from the application, it cannot be requested as a curable technical deficiency.
Program Schedule	Part of Rating Factor 3 (see section V.A.1). This is a threshold requirement. If it is missing from the application, it cannot be requested as a curable technical deficiency.
Detailed Program Budget	Part of Rating Factor 3 (see section V.A.1). - Applicant's own format. This is a threshold requirement. If it is missing from the application, it cannot be requested as a curable technical deficiency.
Jobs Plus Summary Budget	Part of Rating Factor 3 (see section V.A.1). - Form HUD 50144 provided in Grants.gov download. This is a threshold requirement. If it is missing from the application, it cannot be requested as a curable technical deficiency.
Budget Narrative	Part of Rating Factor 3 (see section V.A.1). This is a threshold requirement. If it is missing from the application, it cannot be requested as a curable technical deficiency.
Match chart	See Rating Factor 4 for instructions (see section V.A.1).
Match Commitment Letters	This is a threshold requirement. If it is missing from the application, it cannot be requested as a curable technical deficiency. See Section III.C - Match and Rating Factor 4 (section V.A.1) for instructions
Preference Point documentation	See Section V.A.2. No page limit. If it is missing from the application, it cannot be requested as a curable technical deficiency.
Advancing Racial Equity Narrative	This is a mandatory requirement for all applications. This item is curable. Review section III.F. of this NOFO for detailed submission requirements.
Affirmative Marketing Narrative	This is a mandatory requirement for all applications.. This item is curable. Review section III.F. of this NOFO for detailed submission requirements.

## B. Format and Form.

Narratives and other attachments and submissions, which must accompany your application, must follow the following format guidelines.

**See individual Narrative instructions** Pages maximum length of narratives

1. Applications must be submitted with these following attachments:

- **Executive Summary** – File named PHA\_Name\_Executive\_Summary
- **Rating Factor 1 Narrative – Capacity.** File named PHA\_Name\_Rating\_Factor\_1\_Capacity
- **Rating Factor 2 Narrative – Need.** File named PHA\_Name\_Rating\_Factor\_2\_Need
- **Rating Factor 3 Narrative – Soundness of Approach.** File named PHA\_Name\_Rating\_Factor\_3\_Soundness
- **Organizational Chart.** File named PHA\_Org\_Chart
- **Map and Narrative.** File named PHA\_Name\_Map
- **Signed MOU between PHA and WDB.** File named PHA\_Name\_MOU
- **Program Schedule.** File named PHA\_Name\_Program\_Schedule
- **Match Commitment Chart.** File named PHA\_Name\_Match\_Commitment\_Chart
- **Match Commitment Letters.** One PDF file with all letters named PHA\_Name\_Match\_Commitment\_Letters.
- **Detailed Program Budget.** File named PHA\_Name\_Detailed\_Budget
- **Jobs Plus Summary Budget.** Excel file named PHA\_Name\_Summary\_Budget
- **Budget Narrative.** File named PHA\_Name\_Budget\_Narrative
- **Preference Points.** File named PHA\_Name\_PrefPts
- **Advancing Racial Equity Narrative.** File named PHA\_Name\_Racial\_Equity
- **Affirmative Marketing Narrative** File named PHA\_Name\_Affirmative\_Marketing
- **SF-424**
- **HUD 424B**
- **HUD-2880**
- **Certification Regarding Lobbying**
- **SF-LLL (if applicable)**

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

**C. Guidance for Locating and Completing Forms.** The application consists of the "application download" and the "instructions download." Forms referred to as "electronic" are part of the application download in grants.gov, and forms referred to as "attachments" are part of the

instructions download in grants.gov. Use only the forms included in the Grants.gov application download and instructions download for this funding opportunity to avoid using outdated forms.

**D. Federal Assistance Assurances.** See section IV.G.2.E. of this NOFO.

## **2. Format and Form**

Narratives and other attachments to your application must follow the following format guidelines. Do not submit password protected or encrypted files.

Other

Format guidelines are included in section IV.B.1. of this NOFO.

## **C. System for Award Management (SAM) and Unique Entity Identifier (UEI)**

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

You must register with <https://www.sam.gov/> before submitting their application. You must maintain current information in SAM on immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a federal contract or grant within the last three years, if applicable. Information in SAM must be current for all times during which you have an active Federal award or an application or plan under consideration by HUD.

### **2. UEI Requirement**

As of April 4, 2022, entities doing business with the federal government must use the UEI created in SAM.gov. Also, you must provide a valid UEI, registered and active at [www.sam.gov/](http://www.sam.gov/) in the application. For more information, see: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>.

### **3. Requirement to Register with Grants.gov**

Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the E-Biz POC in SAM to submit applications for the organization. Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot apply through Grants.gov. Complete registration instructions and guidance are provided on Grants.gov.

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

### **1. Application Due Date Explanation**

The application deadline is 11:59:59 PM Eastern time on

08/21/2023

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit a paper application. 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 timestamp 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 you submit your applications at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

## **2. Grants.gov Customer Support**

Grants.gov provides customer support information on its website at <https://www.grants.gov/web/grants/support.html>. If you have difficulty accessing the application and instructions or have technical problems, contact Grants.gov customer support center by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to [support@grants.gov](mailto:support@grants.gov). The customer support center is open 24 hours a day, seven days per week, except Federal holidays. Individuals who are deaf or hard of hearing, or who have speech and other communication disabilities may use a relay service to reach Grants.gov Customer Support. To learn more about how to make an accessible telephone call, visit the [webpage for Federal Communications Commission](#).

## **3. Grants.gov Application Submission**

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.

Take note of the Grants.gov tracking number, as it is needed by the Grants.gov customer support center should 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 publish the extension on Grants.gov.

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.

**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.

#### **4. 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.

#### **5. 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 but not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

#### **6. Late Applications**

An application received after the NOFO deadline date that does not meet the Grace Period requirements will be marked late and will not be reviewed by HUD for funding

consideration. Improper or expired registration and password issues are not sufficient causes to allow HUD to accept applications after the deadline date.

#### **7. Corrections to Deficient Applications**

HUD will not consider information from applicants after the application deadline except for curable deficiencies.

HUD will uniformly notify applicants of each curable deficiency. See curable deficiency definition in section I.A of this NOFO. 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 organization representative identified on the SF-424 Application for Federal Assistance via email. This email is the official notification of a curable deficiency.

You 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 UEI as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a UEI and active registration in SAM will render the application ineligible for funding.

## **8. Authoritative Versions of HUD NOFOs**

The version of this NOFO posted on Grants.gov includes the official documents HUD uses to solicit applications.

## **9. Exemptions**

Parties that believe the requirements of the NOFO 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**

Funds under this NOFO may not be used for any ineligible activities, including but not limited to:

1. Performance of routine Public Housing or HCV program functions, or for renovation or repairs of the property, beyond minimal alterations to make the facilities accessible for a person with disabilities.
2. Any activities carried out on or before the date of the letter announcing the award of the Jobs Plus grant.
3. Cost of Jobs Plus application preparation.

4. Gift cards/cash; personal hygiene items; resident utility payments; resident vehicle repair/inspection/insurance; traffic ticket fines/fees.
5. Physical improvements such as demolition, construction, rehabilitation or repairs
6. Indirect Costs. JP grants may only fund direct costs. Indirect costs may not be claimed, and Indirect Cost Rates do not apply.
7. Costs for the services of a Contract Administrator. A contract administrator is a business administration professional who oversees the creation, negotiation, signing and upholding of contracts.

### **Indirect Cost Rate**

In accordance with the laws cited under the Authority section of this NOFO, funding under this program may only be used for direct costs. Therefore, indirect costs are not permitted under this NOFO.

## **G. Other Submission Requirements**

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

#### **Standard Form 424 (SF-424) Application for Federal Assistance**

The SF-424 is the government-wide form required to apply for Federal assistance programs, discretionary Federal grants, and other forms of financial assistance programs. You must complete and submit the form with the other required forms and information as directed in this NOFO.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), you and the signing authorized organization representative affirm that you both have reviewed the certifications and assurances associated with the application for Federal assistance and (1) are aware the submission of the SF-424 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 organization 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, or Alaskan native villages and those applicable to applicants other than Federally recognized Indian tribes, or Alaskan native villages.

#### **Assurances (HUD 424-B)**

By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and other requirements, including, but not limited to civil rights requirements. All recipients and subrecipients of the award are required to submit assurances of compliance with federal civil rights requirements. *See, e.g.,* Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Violence Against Women Act, and the Age Discrimination Act of 1975; *see also* [24](#)

[C.F.R. §§ 1.5; 3.115; 8.50; and 146.25](#). HUD accepts these assurances in the form of the HUD 424-B, which also require compliance with HUD Reform Act requirements and all general federal nondiscrimination requirements in the administration of the federal assistance award.

### **Applicant Disclosure Report Form 2880 (HUD 2880)**

The form HUD 2880 is required if you are applying for assistance within the jurisdiction of HUD to any project subject to Section 102(d) of the [HUD Reform Act](#). Assistance is provided directly by HUD to any person or entity, but not to subrecipients. It includes assistance for the acquisition, rehabilitation, operation, conversion, modernization, renovation, or demolition of any property containing five or more dwelling units that is to be used primarily for residential purposes. It includes assistance to independent group residences, board and care facilities, group homes and transitional housing but does not include primarily nonresidential facilities such as intermediate care facilities, nursing homes and hospitals. It also includes any change requested by a recipient in the amount of assistance previously provided, except changes resulting from annual adjustments in Section 8 rents under Section 8(c)(2)(A) of the United States Housing Act of 1937 ([42 U.S.C. 1437f](#)). [See HUD Reform Act regulation for additional information](#).

### **Code of Conduct**

Both you, as the award recipient, and all subrecipients must have a code of conduct (or written standards of conduct). The code of conduct must comply with the requirements included in the “Conducting Business in Accordance with Ethical Standards” section of the [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#), as well as any program-specific requirements. These requirements include ethical standards related to conflicts of interest for procurements in [2 CFR 200.318\(c\)](#) and [2 CFR 200.317](#), as well as HUD-specific conflict of interest standards. HUD maintains a list of organizations that have previously submitted written standards of conduct on its [Code of Conduct for HUD Grant Programs webpage](#). But it is your responsibility to ensure that the standards are compliant with the noted requirements and that HUD has the latest version of the written standards. Updated written standards should be submitted with the application. Any updates to your written standards, after the application period, should be submitted as directed by the HUD program contact for this NOFO.

### **Affirmatively Furthering Fair Housing**

With some exceptions for Federally recognized Indian tribes and their instrumentalities, the application must discuss how the applicant will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations, and how applicants will meet the requirements of the definition of AFFH at 24 CFR 5.151. Applicants may propose activities that are consistent with their jurisdiction’s Analysis of Impediments (AI), an Assessment of Fair Housing (AFH), or other means of fair housing planning that meaningfully supports their AFFH certification.

If the applicant will carry out proposed activities in a jurisdiction with an AFH, the proposed activities should be consistent with the AFH’s fair housing goals and with fair housing strategies specified in the jurisdiction’s Consolidated Plan or Public Housing Agency Plan.



**Applicants must include a response to this requirement in Program Goals and Design (Soundness of Approach, Administering the Jobs Plus Program Rating Factor). If applicants do not provide an answer under Rating Factor Soundness of Approach, Administering the Jobs Plus Program, they must submit a separate narrative describing their efforts to affirmatively furthering fair housing.**

## **2. Other Program-Specific Requirements**

### **A. SF 424.**

Boxes in yellow are mandatory fields.

Question 2 – All applicants should select the “new” box on question 2, “type of application.”

Question 5a – The Federal Identifier requested in 5a is the PHA number of each applicant PHA (e.g., MD035 or AK002). Please provide PHA code.

Question 5b – You may leave this blank.

Question 8.d – When entering the applicant zip code in 8.d, enter the 9-digit zip code.

Questions 10, 11, 12 and 13 are pre-populated. Do not add or change anything.

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

Question 15 – PHA discretion. Suggest using the name of your PHA and Jobs Plus.

Question 16 – If the location of the applicant’s office and the location of the program/project are within the same Congressional District include the same answer for both parts.

Question 17 – Use the dates stated in the preamble of the NOFO or estimate.

Question 18 – Complete 18.a which will be the amount of federal funds requested from HUD in this application. The dollar amount entered in 18.a must be the total requested under this NOFO. 18.b should reflect the total match that you and your partners are committing to the program. No funding amount should be reported in 18.b through 18.f. The total, found in 18.g, will populate a cumulative figure.

Question 19 – Answer c. Program is not covered by E.O. 12372.

Do not add attachments to the SF\_424. Use the Attachments Form in the electronic application to submit attachments.

Question 21 - This is where Authorized Representative information is provided and the Authorized Representative signs. As noted above, a contractor or grant writer not directly employed by the applying organization is not eligible to be an AOR. Funding may be delayed if a contractor or grant writer is listed incorrectly as the AOR (See also the information on Application, Assurances and Certifications in Section IV.G below). **The AOR should have the authority to make a legally binding commitment for the applicant and to sign off on the certifying statement provided in question 21 of the SF-424 (i.e., the Executive Director of your organization, or some other designated official of your organization who is authorized to make contractual/legally binding agreements on behalf of your agency). This person should review and sign the grant application before it is submitted.**

**B. Certification Regarding Lobbying and SF-LLL.** All applicants must submit a completed Certification Regarding Lobbying. The SF-LLL should only be submitted when it

is applicable to your agency (if it is not applicable, do not include it in your submission and/or indicate N/A). See the Eligibility Requirements for Applicants of HUD's Grants Programs (Section III.E) for full information. The Authorized Representative (as described above) should sign these documents (as applicable). Required for all applications. This item is curable.

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

**D. HUD 424B.** All applicants must submit a completed HUD 424B. Civil rights assurances are collected through the HUD-424B Form. Required for all applications. This item is curable.

**E. Federal Assistance Assurances.** To assure compliance with statutory requirements for non-construction grant programs, you must complete the Federal Assistance Representations and Certifications section of your sam.gov registration. HUD and OMB use information reported within sam.gov for general management of Federal assistance awards programs. For more information on how to update your sam.gov registration, visit SAM.gov or the Federal Service Desk, FSD.gov. You can search for help at FSD any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET.

## V. APPLICATION REVIEW INFORMATION

### A. Review Criteria

#### 1. Rating Factors

Only applications that meet all the eligibility and threshold requirements listed in this NOFO will be eligible to be scored and ranked, in accordance with the rating factors in section V.A.

**Rating Factors.** Each rating factor is weighted as indicated by the number of points that are assigned to it. The total maximum score that can be attained is 104 points, including bonus points. Applicants should be certain that each rating factor is adequately responded to in their application and that all applicable information requested by the NOFO is provided. If the response to a specific rating factor cites information provided in the response to another factor, clearly indicate where the information is located so the information can be easily located by the reviewer. To be awarded full points for each rating factor, you must provide comprehensive, high-quality responses to each of the requested items in each factor.

The term "**describe**" is used throughout the rating factors. Please note that to "describe" does not mean to just restate the rating factor language. Rather, it means that applicants need to

describe in their own words their response to the particular criteria.

Rating Category	Rating Factor	Maximum Points
Capacity		
	1. Team Make-Up, Roles/Responsibilities	11
	2. Past Performance with Similar Programs	6
	3. Capacity to Operate a Place-Based, Community-Focused Program	8
	4. Section 3	5
	5. Experience Partnering with Residents	5
	subtotal	35
Need		
	6. Resident Needs	3
	7. Resident Feedback	2
	8. Other Existing Employment-Related Programming	2
	9. Local Employment Market	1
	subtotal	8
Soundness of Approach		
	<i>Applying the Jobs Plus Model:</i>	
	10. Employment-Related Services	10
	11. Financial/Rent Incentive - JPEID	5
	12. Community Supports for Work	7

	<i>Administering the Jobs Plus Program:</i>	
	10. Outreach and Engagement	6
	12. Program Goals and Design	7
	15. Data Management	3
	16. Program Schedule	2
	17. Budget	3
	<i>Application Quality &amp; Consistency:</i>	
	18. Application Quality (Feasibility, Sustainability & Consistency)	10
	subtotal	53
Match/Leverage		
	19. Match/Leverage	4
	subtotal	4
Preference Points		
	20. Preference Points	4
	subtotal	4
	TOTAL	104

<b>Rating Factor 1 - Capacity</b>	<b>Maximum Points: 35</b>
<p>HUD will evaluate the extent to which the applicant demonstrates past performance and the organizational resources necessary to successfully implement the proposed activities in accordance with the proposed Program Schedule. HUD's evaluation of the applicant's capacity may include a capacity and past performance review by the local PIH Field Office. <b>The</b></p>	

**maximum number of pages allowed for the Capacity narrative is 15 pages.**

Do not submit job descriptions or resumes. Do not submit Social Security Numbers of any individuals. Please note that the Capacity rating factors primarily evaluate, and award points based on experience that occurred in the past, not plans for the future, unless otherwise noted below. Please provide your response accordingly.

**A. Team Make-up, Roles/Responsibilities (up to 11 points, as subdivided below).** (This is one Capacity section that is about future plans, rather than experience, as noted above).

1. Describe the team you propose to assemble to implement the Jobs Plus grant, including within the PHA as well as all partner organizations that will be part of your Jobs Plus program (external partners and contracted service provider/service professionals).

**Review Program Requirements Section III.F.8 concerning Jobs Plus Team**

**requirements.** For example, this team may include a Jobs Plus director, job developers, community outreach workers, case managers, service coordinators, Workforce Development Board/American Job Center, service providers, PHA executive leadership, property management staff, consultants and others). What roles and responsibilities will the team members have? **Within the staffing structure, there should be one full-time person who has primary responsibility for the day-to-day management of the Jobs Plus grant and spends all of their time doing so (e.g., Jobs Plus director);** please describe how this will be satisfied for your proposal. How will team members report to the Jobs Plus director. How will the Jobs Plus director work with/report to other senior staff within the PHA? How will your agency's executive leadership (e.g., Executive Director) be involved with the Jobs Plus program? You may provide a proposed organizational chart in the application in addition to the narrative. (Up to 3 points)

2. Describe the decision-making process including the process for establishing common program goals, maintaining an ongoing commitment to achieving those common goals throughout the grant term, and ensuring accountability from non-performing partners (up to 2 points).

3. Describe how you will ensure your partners will stay engaged throughout the term of the grant, including specific strategies for: Partner Management, including evaluating partners for effectiveness, adding new partners, and removing non-performing partners and Partner Communication, including keeping partners informed of program developments, sharing challenges, and highlighting impact stories (up to 2 points).

4. Describe your strategy for case management/coaching (up to 2 points), including:

- Providing all assessed residents with effective case management/coaching that ensures residents can efficiently progress without delay from their first engagement with the Jobs Plus program to their initial assessment, to receiving job training and employment services with the resources put in place.
- Your case management/coaching staffing plan, with the number of case management/coaching staff you plan to hire/secure, the timing of those hires, their expected caseloads and how that caseload will be achieved. HUD strongly encourages a

caseload of 1 case manager/coach to 50 eligible households or less. No points will be awarded for caseloads greater than 1:50.

- The action taken or that will be taken to provide effective communication and accessible services for residents with disabilities, as well as meaningful communication and meaningful access to programs and services for residents of limited English proficiency.

5. Describe how you will maximize the peer engagement role of community coaches (up to 2 points), including:

- Recruiting, training, hiring, employing, supervising, and graduating residents as Community Coaches.
- What specific goals and tasks would you expect your community coaches to achieve in a quarter?

6. Higher points will be awarded for responses that are high-quality, comprehensive, and show that there are (or will be) organizational resources necessary to successfully implement a Jobs Plus, program (Section I) and the proposed activities in accordance with the proposed program schedule. Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

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

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

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

2. Describe your team's recent (within the last 5 years), relevant (include joint initiatives between the PHA and the local Workforce Development Board/American Job Center, if any) experience working collaboratively with residents to (up to 3 points):

- Operate programs that are specifically designed to improve employment opportunities and increase earned income for low-income individuals.
- Effectively implemented evidence-based strategies to improve the lives of public housing residents, including details of how the research was incorporated into the program design.
- Set achievable goals and track the progress of these programs, including the initial goals set by participants and the eventual measured outcomes for each of these programs, and the specific strategies that they used to achieve their goals.

3. HUD may verify information provided by applicants in accordance with Section V.B.

4. Higher points will be awarded for responses that are high-quality, comprehensive, and

show significant past experience and performance with programs similar to Jobs Plus (Section I). Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

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

1. Describe the relevant past experience of the proposed Jobs Plus team, including Jobs Plus director and key staff as described in response to the above rating factor, and how it will ensure you operate a place-based, community focused program (up to 2 points).
  
2. Describe the physical facilities that will be used to operate the Jobs Plus program, any changes needed (including but not limited to those needed to accommodate and provide effective communication and accessible services for persons with disabilities), when it would be available for use in the grant, and how you will specifically use those facilities to offer services to working adults outside of normal business days and hours. Note: given the COVID-19 pandemic, PHAs should only use such physical facilities in accordance with their PHA policies, which should be based on the guidance of their local and state health departments, and CDC guidance (in accordance with HUD's PIH COVID-19 Resources page: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/covid\\_19\\_resources](https://www.hud.gov/program_offices/public_indian_housing/covid_19_resources)). Applicants may speak to this in their rating factor response (up to 2 points).
  
3. If you are proposing to target more than one project/development/site(s) (see Place and Multiple Project criteria of Section III.A.2.b), describe how you will be able to ensure the place-based approach of Jobs Plus is realized (i.e., how can you create community support for work in multiple communities?). Describe how you will operate the program from one central location (Jobs Plus center) that is easily accessible to all residents and partners (applicant may propose multiple locations for program operation but should demonstrate how it would be at least as effective as having one central location), including provisions that will be made to accommodate and/or transport persons with disabilities. Providing transportation among projects is not sufficient to earn full points. The description should also include but not be limited to why you are proposing to target these projects or development/site(s) within the project(s) (why multiple projects and not a single project), their relationship, the distance(s) between them and the Jobs Plus center, transportation between the sites (existing and planned), staffing and other plans to ensure the place-based Jobs Plus program would function well in multiple and/or non-adjacent/scattered sites. If any of the above criteria is not addressed, full points cannot be earned. If the proposed project is a single project (in accordance with Section III.A.2.b, scenario 1), these points will be automatically awarded. (Up to 4 points)
  
4. Higher points will be awarded for responses that are high-quality, comprehensive and show a significant capacity/plan to operate a place-based, community-focused program

(Jobs Plus). Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

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

1. Provide a description of your recent (within the last 5 years) Section 3 initiatives and results (up to 2 points), including:
  - Innovative approaches to meet the Section 3 regulatory requirements.
  - The number of residents who have been hired by the agency and by contractors.
  - The number of Section 3 residents who were retained beyond the initial project.
  - The types of training opportunities provided to Section 3 residents.
  - How residents were notified about Section 3 training and employment opportunities
2. Describe how you will connect Jobs Plus participants to employment opportunities, such as training positions, either within the PHA or with your contractors (up to 3 points), including:
  - Incentives you will provide to contractors to hire or retain Jobs Plus participants.
  - How you will monitor contractors for compliance.
  - What sanctions you will impose for non-compliance.
3. Higher points will be awarded for responses that are high-quality, comprehensive and show significant capacity/plans concerning Section 3. Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

**E. Experience Partnering with Residents (up to 5 points, as sub-divided below)**

1. (up to 3 points) Describe your past experience (indicating when in the past they occurred; month/year, etc.) partnering with residents, including collaborations that are active and on-going.
  - a. Describe these collaborations, how they were developed to meet your mutually agreed upon goals and positive outcomes you have achieved together. Describe how your efforts meaningfully engaged residents, including but not limited to effectively communicating and accommodating residents with disabilities and meaningfully communicating with residents of limited English proficiency, and engaging underserved populations and traditionally marginalized communities to further the Executive Order on Advancing Racial Equity 13985 (i.e., going beyond routine meetings/interactions).
  - b. HUD will consider the extent to which the application demonstrates that the applicant has the experience and the resources to effectively address the needs of underserved communities, particularly Black and Brown communities. Examples that relate to the activities conducted through a Jobs Plus grant include, but are not limited to, experience:
    - Successfully working directly with underserved communities, designing or operating programs that equitably benefit such groups or advancing racial equity in other ways. This may also include experience soliciting, obtaining, and applying input from such groups when designing, planning, or implementing programs and activities;



- Building community support for work partnerships with local, grassroots and resident-led organizations;
- Using resources to hire and train, community engagement officers and/or similar staff positions to bridge the gap between people of color and their larger communities; and
- Designing or operating programs that have provided tangible reductions in racial disparities.

2. (up to 2 points) Resident Council or Resident Advisory Group:

- a. Is there a Resident Council at your proposed Jobs Plus project, with a democratically elected board and written procedures as outlined in 24 CFR 964.115? If so, describe the Council, your involvement with them over the past two years, how that involvement led to positive outcomes, and what steps you will take to include the Resident Council in the ongoing Jobs Plus program development and implementation. (up to 2 points);
- b. If there is no Resident Council as described in 2.a, please explain how you have worked with a resident advisory group at this project over the past two years, how that involvement led to positive outcomes, and what steps you will take to include a resident advisory group in the ongoing Jobs Plus program development and implementation (up to 2 points);
- c. You may only earn two points for this factor based on either 2.a **or** 2.b.

Higher points will be awarded for responses that are high-quality, comprehensive and show significant capacity/experience partnering with residents in a meaningful way. Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

Rating Factor 2 Need (Max 5 pages)	Maximum Points: 8
<p>HUD will assess the extent to which the applicant can document the need for the program. The application should include qualitative and quantitative information that demonstrates that the proposed project will meet the documented needs of current public housing residents of the target project. <b>The maximum number of pages allowed for the Need narrative is 5 pages.</b></p> <p><b>A. Resident Needs (3 points).</b></p> <p>Applicants should demonstrate that a comprehensive resident needs survey has been completed as of the application deadline, which informs the Jobs Plus implementation strategies proposed in the application and case management/coaching activities. Describe the process you used to conduct the comprehensive resident needs survey to assess the needs of the residents in the targeted project(s), including but not limited to when that information was collected. Applicants should demonstrate in the application how all households of the target public housing project had the opportunity to complete a written or oral survey as part of the resident needs assessment, including what steps were taken to provide accessible, effective communication with persons with disabilities, and meaningful communication with persons of limited English proficiency so</p>	

that all households had an equal opportunity to complete a written or oral survey. Describe how other information was collected to supplement the survey results, such as focus groups with residents, interviews with service providers, PIC data, and/or other key administrative data.

Detail the results of the resident needs survey. In detailing the results of the resident needs survey, please provide numbers, percentages, and descriptive information for the following:

- Demographics of residents in the target public housing project(s), such as population, age, income, employment, workforce status, education levels, race, gender, etc.
- Key data and descriptive information detailing strengths and challenges in the areas of health (as it relates to employment), education (as it relates to skill building), income and employment of affected residents, and current rate of unemployment (individuals and households reporting zero earned income on their latest rent re-certification)
- Barriers to achieving employment outcomes, strengths that can be built upon, and unique circumstances of subpopulations (e.g., young adults, returning citizens and individuals with a criminal history, adults with children requiring childcare, adults of limited English proficiency, residents with disabilities), as applicable to the target public housing residents; and
- Resident satisfaction with the quality and availability of existing services and resident preferences for improved and new services in the areas of health (as it relates to employment), education (as it relates to skill building), and employment.
- Any potential barriers to persons or communities of color equitably benefiting from your proposed grant activities;

For this rating factor, an application will be evaluated based on the extent to which it demonstrates that you have conducted a comprehensive resident needs survey as described above and that it contains the detail necessary to adequately inform the Jobs Plus implementation strategies. Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, and/or lack of quality.

**B. Resident Feedback (up to 2 points).**

Describe how have you used the feedback you received from the needs survey to inform your proposed Jobs Plus strategy and shape your program? Describe and provide examples of how you have used resident feedback in the past (separate from the Jobs Plus application) to inform strategies at your PHA. Describe how you plan to collect and use resident feedback to inform and shape your Jobs Plus program throughout the Jobs Plus grant term (if selected for funding), including the steps you propose to take to prevent, reduce or eliminate barriers to persons or communities of color equitably benefiting from your proposed grant. Describe how you plan to track your progress and evaluate the effectiveness of your efforts to advance racial equity in your grant activities. Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, and/or lack of quality.

**C. Other Employment-Related Programming (up to 2 points).**

Provide a description of the other programming the PHA has been operating to provide employment related services to public housing residents in the proposed target public housing project.

- Include the goals and outcomes of these programs and how the Jobs Plus program will enhance or replace the existing programming (i.e., why are you applying for a Jobs Plus grant?).
- Include a list of the current employer partnerships that have been built as a result of existing programming.
- Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, and/or lack of quality.

**D. Local Employment Market (up to 1point).**

Describe the local employment market of the proposed target project(s)

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

Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, and/or lack of quality.

Rating Factor 3 - Soundness of Approach (Max 30 Pages)	Maximum Points: 53
<p>In responding to the Soundness of Approach rating factor, applicants are presenting their approach/workplan for applying the Jobs Plus model and administering the program. This factor evaluates the soundness of the proposed approach and the quality and feasibility of the proposed work plan. HUD will assess the proposed approach, as provided in response to the subfactors below, and the extent to which it clearly presents a high quality, achievable strategy for increasing residents' income through the three core elements of Jobs Plus -- employment-related services, JPEID, and community supports for work (see Section I).</p> <p><b>The maximum number of pages allowed for the Soundness of Approach narrative is 30 pages.</b></p> <p><b>A. Applying the Jobs Plus Model (up to 22 points)</b></p> <p>Provide an overview of your Jobs Plus program proposal, based on the Jobs Plus program model's 3 core components: Employment-Related Services, JPEID, and Community Supports for Work (see Section I.A). Be sure to describe how Jobs Plus would help address the needs identified in the application.</p> <p><b>1. Employment-Related Services (up to 10 points).</b></p> <p>a. What employment-related services do you anticipate providing, based on the needs assessed. Please indicate each need you have identified (Needs section) and what service/partner would be used to respond to that need, and how (up to 2 points).</p>	

b. Who within your team structure will provide and connect residents with employment services and how will that information will be collected and shared with you? How will you ensure that resident service delivery is seamless, timely, and effective? How will the needs of persons with disabilities be accommodated, including providing effective communication and accessible services, and how will meaningful communication be provided with residents of limited English proficiency? How will you adapt these services to changing resident needs over time, and what feedback mechanisms will you deploy to ensure success (up to 2 points)?

c. How will you and your partners work with each participant to develop and implement an Individual Training and Services Plan (ITSP)? How will you and your partners work with participants on a continuing basis to ensure job retention by adapting to changes in their work situation and to strengthen their job skills for career advancement (up to 2 points)?

d. What is your strategy for ensuring a continued and successful a working relationship with the local Workforce Development Board/American Job Center that will specifically help the targeted residents? How will you equip residents to access and use the WDB/AJC and their services? (2 points)

e. What are your strategies for recruiting employers to that are willing to hire qualified residents for employment? What specific strategies will you use (such as MOUs, communication, goals, tracking, etc.) to keep employers engaged to provide career advancement and additional employment opportunities throughout the grant term (2 points)?

f. Higher points will be awarded for responses that convey a high level of quality, comprehensiveness, and feasibility as related to the Jobs Plus program. Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

## **2. Financial/Rent Incentive – JPEID (up to 5 points)**

a. How will you effectively administer and implement the JPEID (up to 3 points)?

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

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

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

c. Higher points will be awarded for responses that convey a high level of quality, comprehensiveness, and feasibility as related to the Jobs Plus program. Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

### **3. Community Supports for Work (up to 7 points)**

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

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

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

d. Higher points will be awarded for responses that convey a high level of quality, comprehensiveness, and feasibility as related to the Jobs Plus program. Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

### **B. Administering the Jobs Plus Program (up to 21 points)**

Provide an overview of how you will administer the Jobs Plus program, including information for the sub-factors below.

#### **1. Outreach and Engagement (up to 6 points, as sub-divided below).**

a. How will you affirmatively market the services available and contact 100% of adults at the target public housing project(s) within the first year? How will you maintain active enrollments throughout the term of the grant (up to 2 points)?

b. How will you develop a robust outreach and engagement plan in order to meaningfully involve residents in the Jobs Plus program throughout the grant? How

would you modify your plan and marketing strategy based on the needs of the residents (up to 2 points)?

c. What special efforts will you make to reach and ensure success of those least likely to obtain or retain employment, such as, for example, residents with no work history, limited English proficiency and/or low literacy skills, who lack access to dependable transportation or childcare, residents with disabilities, families with children, residents who are formerly incarcerated/ returning/reentering citizens, or residents with a record of arrest (up to 2 points)

d. Higher points will be awarded for responses that convey a high level of quality, comprehensiveness, and feasibility as related to the Jobs Plus program. Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

## **2. Program Goals and Design (up to 7 points, as sub-divided below).**

a. List program goals for key outcomes for program participants (up to 1 point), including:

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

b. How do you and your partners plan to ensure that residents have access to a safe environment and the services that will assist residents to effectively participate in the workforce. This could include but is not limited to, coordination with community policing/safety initiatives, physical and mental health care, access to computers/digital resources (e.g., Connect Home or similar initiatives that help bridge the digital divide for HUD-assisted residents), reliable, safe, affordable childcare, education services/initiatives including accessible transportation You must identify steps you will take to ensure services are accessible for persons with disabilities and that persons with Limited English Proficiency (LEP) have meaningful access to and equal opportunity to participate.

In addition, you must describe how you and your partners will implement meaningful actions that address disparities in access to opportunity for protected groups in furtherance of your obligation to affirmatively further fair housing (AFFH). (up to 2 points).

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

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

e. Higher points will be awarded for responses that convey a high level of quality, comprehensiveness, and feasibility as related to the Jobs Plus program. Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

### **3. Data Management (up to 3 points)**

a. What specific tracking systems will you use to support the program, including:

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

b. Describe how data will be used in the implementation of the Jobs Plus program. Describe how data will be used to inform, improve and adjust the program throughout its implementation. Describe the proposed staffing for data management and how data would be shared/accessed within the Jobs Plus team (up to 3 points).

c. Higher points will be awarded for responses that convey a high level of quality, comprehensiveness, and feasibility as related to the Jobs Plus program. Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

### **4. Program Schedule (2 points)**

a. Provide a proposed program schedule that documents the activities, deliverables, and key partners required to implement the strategies described in the application within the grant period of performance. Include feasible timeframes for accomplishing all start-up activities that ensure that you will begin serving participants no later than 6 months after the grant start date (up to 2 points). The schedule should also include the time periods for implementation milestones and/goals provided in Section III.F.

b. Higher points will be awarded for responses that convey a high level of quality, comprehensiveness, and feasibility as related to the Jobs Plus program. Fewer points will be awarded for lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

### **5. Budget. Summary Budget, Detailed Budget, and Budget Narrative (up to 3 points).**

Applicants must submit:

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

b. A detailed Jobs Plus program budget showing the following for each category on the Summary Budget:



- Detailed breakdown of the figures for each category's expenses. For example, the number of employees, delineation of salary and benefits.
  - The amounts to be spent during each year of the grant, in addition to the first 6-month startup phase, along with an overall total for the entire grant.
  - The planned source of funds, such as through the grant or match.
- c. A narrative (part of the overall Soundness of Approach page limit) describing the budget and summarizing the specific activity costs (listed in the Work Plan), including costs related to:
- Salaries and benefits
  - Program planning and administration.
  - Outside technical assistance.
  - All other costs to be paid with grant funds or through match.
- d. Budget information will be evaluated on the extent to which it shows all estimated applicable costs in a clear and coherent format, and the extent to which it supports the plan proposed in your application. Budget information must be in accordance with Section III.F, Eligible Activities and Costs and IV.F Funding Restrictions.
- e. Higher points will be awarded for responses that convey a high level of quality, comprehensiveness and feasibility as related to the Jobs Plus program. Fewer points will be awarded for ineligible uses of Jobs Plus funds, lack of detail, lack of responsiveness to the above criteria, lack of quality, and/or lack of feasibility.

### **C. Application Quality, Feasibility and Impact (up to 10 points).**

1. To ensure the maximum impact of Jobs Plus grant, the application must be of a high quality and present a plan that is feasible and impactful. a) The information and strategies described in your application should be well organized, coherent, and internally consistent. Your application should provide information consistently within the narratives and attachments, including numbers, statistics and names/organization names in your narratives and attachments. b) The proposal should be financially feasible, as reflected in the budget including grant and match/leverage resources. c) The proposal should be impactful, demonstrating the Jobs Plus model and program objectives, as well as a clear connection between the needs identified and the services/strategies proposed to respond to those needs. HUD will evaluate the overall proposal and rate it based on the extent to which it achieves the above criteria. Higher points will be awarded for proposal that convey a high level of quality, feasibility and impact as related to the Jobs Plus program. Fewer points will be awarded if the application demonstrates that your proposal will accomplish some of the core goals of the program, have a less significant impact on the targeted project(s), is less likely to succeed, lacks detail, lacks responsiveness to the above criteria, lacks quality, and/or lacks feasibility.





Rating Factor 4 - Match/Leverage (No Page Limit)		Maximum Points: 4																								
<p>Match/Leverage, both financial and in-kind, is an essential element of Jobs Plus. Jobs Plus grant dollars enable grantees to leverage other local, state and federal resources to catalyze significant change in employment outcomes for public housing residents. HUD encourages applicants to create a comprehensive continuum of committed resources that support the proposed program. To receive points under this rating factor, matched resource commitments must directly contribute to the Jobs Plus program and must follow the documentation requirements for match/leverage in section III.C. Please be reminded that the match/leverage commitments made should respond to the needs and size of the targeted resident population identified in the application, including Rating Factor 2 and the Executive Summary. Include a table in your response to this rating factor in the following format summarizing the match commitments you have secured; for example:</p> <p>Match/Leverage Chart</p> <table border="1"><thead><tr><th>Organization</th><th>Brief Description of Cash/In-Kind to be Provided</th><th>Amount of Match</th></tr></thead><tbody><tr><td>Q Organization</td><td>Adult Literacy</td><td>\$120,000</td></tr><tr><td>Y Organization</td><td>Asset Building and GED</td><td>\$50,000</td></tr><tr><td><b>Total</b></td><td></td><td><b>\$170,000</b></td></tr></tbody></table> <p>HUD will use the ratio of grant funds requested to the dollar value of documented, committed resources leveraged from other sources and will award points in accordance with the table below.</p> <table border="1"><thead><tr><th>Match/Leverage Ratio</th><th>Points Awarded</th></tr></thead><tbody><tr><td>101 percent or more of the requested grant amount</td><td>4</td></tr><tr><td>76 percent to 100 percent of the requested grant amount</td><td>3</td></tr><tr><td>51 percent to 75 percent of the requested grant amount</td><td>2</td></tr><tr><td>26 percent to 50 percent of the requested grant amount</td><td>1</td></tr><tr><td>25 percent or less of the requested grant amount</td><td>0</td></tr></tbody></table>			Organization	Brief Description of Cash/In-Kind to be Provided	Amount of Match	Q Organization	Adult Literacy	\$120,000	Y Organization	Asset Building and GED	\$50,000	<b>Total</b>		<b>\$170,000</b>	Match/Leverage Ratio	Points Awarded	101 percent or more of the requested grant amount	4	76 percent to 100 percent of the requested grant amount	3	51 percent to 75 percent of the requested grant amount	2	26 percent to 50 percent of the requested grant amount	1	25 percent or less of the requested grant amount	0
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For each entity on the Match Chart, the application must contain a corresponding Match Commitment Letter containing the information required in Section III.C Match. Applications without the required Match Commitment Letters will not meet the 25% match threshold and will not be considered for funding.

**Maximum Points: 0**

### **Section 3**

In accordance with HUD's Section 3 regulations at [24 CFR 75.7](#), your application will receive up to 5 points based the quality of Section 3 plans submitted. The program office will consider the following in evaluating the quality of the Section 3 plan: See Rating Factor 1 .

#### **2. Other Factors**

##### **Preference Points**

This NOFO supports the following policy initiatives. If your application demonstrates the appropriate information for the policy initiative, your application will receive up to two (2) points for each initiative, and will receive no more than a total of four (4) points. These points are added to your application's overall score.

Promise Zones (PZ) (2 points)

Minority-Serving Institutions (2 points)

You may choose to voluntarily commit to address policy initiatives in your application. Addressing these policy initiatives is not a requirement to apply for or receive an award. If you choose to address a voluntary policy initiative in your application, however, you will be required to adhere to the information submitted with your application should you receive an award. The proposed information will be included as a binding requirement of any federal award you receive as a term and condition of that award.

##### **Minority-Serving Institutions**

Pursuant to Executive Orders [13985](#), [14041](#), [14045](#), and [14031](#), you may receive up to two (2) preference points if you are an applicant designated as a minority-serving institution (MSI) or if your application proposes one or more partnerships with minority-serving educational institutions that have been historically underserved.

An applicant designated by the U.S. Department of Education as an MSI will receive up to two (2) preference points when the application includes documentation of the applicant's status as an [HBCU](#), [Hispanic-serving institution](#), [Tribal-controlled postsecondary institution](#), [Alaska Native-serving or Native-Hawaiian-serving institution](#), [Predominantly Black Institution](#), [Asian and Native American Pacific Islander-serving institution](#) or Native American-serving nontribal institution.

##### **Promise Zones**

HUD encourages activities in Promise Zones (PZ). To receive Promise Zones Preference Points, applicants must submit form HUD-50153, "Certification of Consistency with Promise Zone

Goals and Implementation,” signed by the Promise Zone Official authorized to certify the project meets the criteria to receive preference points. To view the list of designated Promise Zones and persons authorized to certify, see the [Promise Zone](#) pages on HUD’s website.

## **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:

OMB-designated repositories of governmentwide data, as noted in [2 CFR 200.206\(a\)](#)

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

Promoting self-sufficiency and economic independence

Producing positive outcomes and results

HUD may reduce scores based on the past performance review, as specified under V.A. Review Criteria. Whenever possible, HUD will obtain and review past performance information. If this review results in an adverse finding related to integrity of performance, HUD reserves the right to take any of the remedies provided in the [Pre-Selection Review of Performance section of the Eligibility Requirements for Applicants of HUD Financial Assistance Programs](#).

### **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:

(1) Financial stability;

(2) Quality of management systems and ability to meet the management standards prescribed in this part;

(3) 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, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, 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;

(4) 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

(5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

**a. Application Screening.**

1. HUD will screen each application to determine if the eligibility criteria in Section III are met (including screening for technical deficiencies, if applicable). If any eligibility criteria are not met, the application will be deemed ineligible and will not receive further review. If all eligibility criteria are met, then HUD will screen the application to determine if it meets the other threshold criteria listed in Section III. D. (including screening for technical deficiencies, if applicable).
2. Corrections to Deficient Applications – Cure Period. The NOFO (see Section IV.D.4; "Corrections to Deficient Applications") provides the procedures for corrections to deficient applications. For timely completion of the review process, this NOFO establishes a seven (7) calendar-day window for applicants to correct deficiencies; that is, clarifications or corrections of technical deficiencies in accordance with information provided by HUD in the email notification of a technical deficiency, must be received by HUD within seven (7) calendar days of the date of the HUD email notification. In the case of a deficiency, further instructions on how to submit corrections will be included in the deficiency request. Examples of curable (correctable) technical deficiencies include, but are not limited to, inconsistencies in the funding request, failure to submit the standard forms, and failure to submit a signature and/or date on a certification.
3. Applications that will not be rated or ranked. HUD will not rate or rank applications that are deficient at the end of the cure period or that have not met the Threshold Requirements described in Section {insert citation} of this NOFO. Such applications will not be eligible for funding.

**b. NOFO Preliminary Rating and Ranking.**

1. **Stage 1 Rating.** Reviewers will preliminarily rate each eligible application, based on the rating factors included in this NOFO, except for Application Quality, Feasibility and Impact. Applications will be ranked in score order based on the total score from this stage. Applications must earn at least 50 percent of the points in Capacity, Need, and Soundness of Approach in order to move on to Stage 2. The number of the most highly rated applications that reflects a cumulative funding request of up to or approximately two times the amount of funding available will move on to Stage 2 as Finalists. However, HUD reserves the right to lower the percentage of points or increase the cumulative funding request to allow enough applications to move on to Stage 2. For those applications that do not move on to Stage 2, HUD will not review the application further.
2. **Stage 2 Site Visit.** HUD may conduct a virtual site visit with each Finalist so that HUD may gain a better understanding of the application. Information gained during these visits may be taken into consideration for scoring Application Quality, Feasibility and Impact and while assigning final scores in response to all the rating factors. HUD expects to meet with the Applicant, and the Workforce Development Board (and any other key partners that HUD may identify) to ensure that they are committed to and able to

implement the Jobs Plus program model as described in the Jobs Plus grant application. These meetings are being conducted as part of a competition covered by the HUD Reform Act and thus will not be open to the public. HUD anticipates that all site visits will be conducted in August or September 2023. HUD encourages applicants to ensure that the parties noted above are available during the dates HUD identifies and to avoid scheduling conflicts. Given the short time frame for conducting these visits, HUD will determine the schedule of site visits and notify you in advance. Please do not indicate to HUD your scheduling preferences. Note: HUD has the discretion to decide that a site visit is not necessary based on the pool of Finalists. (Stage 2 site visits will be conducted for all Finalists or no Finalists). If Stage 2 site visits are not done, then scoring of Application Quality, Feasibility and Impact and assigning final scores will be based on the application alone.

**c. Final Panel Review.** A Final Review Panel will:

- Review the Preliminary Rating and Ranking documentation to ensure any inconsistencies between preliminary reviewers are identified and rectified and to ensure the Preliminary Rating and Ranking documentation accurately reflects the contents of the application.
- Assign a final score to each application and rank them in score order; and
- Recommend for selection the most highly rated applications, subject to the amount of available funding, in accordance with the allocation of funds described in section II of this NOFO.

**d. Tiebreaker.** If there is a tie, the application with the highest score for Soundness of Approach will be awarded grant funds. If there is still a tie, the score for Capacity will be the deciding factor. If there is still a tie, the score for Need will be the deciding factor. If there is still a tie, the remaining funds available will be divided among the tied applicants, unless HUD determines that the amount to be awarded will be insufficient for tied applicants to conduct the grant successfully (see Remaining Funds below). This Tiebreaker order (Soundness of Approach, then Capacity, then Need) also will be used if needed in ranking applications (e.g., if two applications have the same score, the one with the higher Soundness of Approach score will be ranked before the other application).

**e. Remaining Funds.** HUD reserves the right to reallocate remaining funds from this NOFO to other eligible activities, specifically future Jobs Plus competitions. If the total amount of funds requested by all applications found eligible for funding under this NOFO is less than the amount of funds available from this NOFO, all eligible applications will be funded in rank order and those funds in excess of the total requested amount will be considered remaining funds. If the total amount of funds requested by all applications found eligible for funding under this NOFO is greater than the amount of funds available from this NOFO, eligible applications will be funded until the amount of non-awarded funds is less than the amount required to feasibly fund the next eligible application. In this case, the funds that have not been awarded will be considered remaining funds.

### **3. Experience Promoting Racial Equity**

In evaluating applications for funding, HUD will consider the extent to which the application demonstrates that the applicant has the experience and the resources to effectively address the needs of underserved communities, particularly Black and Brown communities. This may include experience successfully working directly with such groups, experience designing or operating programs that equitably benefit such groups, or experience successfully advancing racial equity in other ways. This may also include experience soliciting, obtaining, and applying input from such groups when designing, planning, or implementing programs and activities.

**Applicants can demonstrate this in their response to the Experience Partnering with Residents rating factor (Capacity).**

## **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 were not chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

#### **1. Final Grant**

After HUD has made selections, HUD will finalize specific terms of the award and budget in consultation with the selected applicant. If HUD and the selected applicant do not finalize the terms and conditions of the award in a timely manner, or the 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 also impose specific conditions on an award as provided under [2 CFR 200.208](#).

#### **2. 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 may fund no portion of an application that:

- (1) Is ineligible for funding under applicable statutory or regulatory requirements;
- (2) Fails, in whole or in part, to meet the requirements of this notice;
- (3) Duplicates activities funded by other federal awards; or
- (4) Duplicates activities funded in a prior year.

b. HUD may adjust the funding for an application to ensure funding diversity, geographic diversity, and alignment with HUD administrative priorities.

c. If an applicant turns down an award offer, or if HUD and an applicant do not finalize the terms and conditions of the award in a timely manner, HUD may withdraw the award offer and make an offer of funding to another eligible application.

d. If funds remain after all selections have been made, remaining funds may be made available within the current fiscal year for other competitions within the program area, or be held for

future competitions (if allowable in accordance with the applicable appropriation or authorizing statute), or be used as otherwise provided by authorizing statute or appropriation.

e. If, after announcement of awards made under the current NOFO, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may, in accordance with the appropriation, 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.

### **3. Funding Errors**

If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFO, HUD may select that applicant for funding, subject to the availability of funds. If funding is not available to award in the current fiscal year, HUD may make an award to this applicant during the next fiscal year, if funding is available.

## **B. Administrative, National and Departmental Policy Requirements and Terms for HUD Applicants and Recipients of Financial Assistance Awards**

Unless otherwise specified, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply. Failure to comply with these requirements may impact your ability to receive or retain a financial assistance award from HUD. Read the requirements carefully as the requirements are different among HUD's programs.

1. Compliance with The Fair Housing Act ([42 U.S.C. 3601-3619](#)) and implementing regulations at [24 CFR part 100 et seq](#)
2. Compliance with Title VI of the Civil Rights Act of 1964, [42 U.S.C. 2000d-2000d-4](#) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at [24 CFR part 1](#)
3. Compliance with the Age Discrimination Act of 1975 ([42 U.S.C. 6101-6107](#)) and implementing regulations at [24 CFR part 146](#)
4. Compliance with Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)) and implementing regulations at [24 CFR part 8](#)
5. Compliance with the Americans with Disabilities Act, [42 U.S.C. 12101 et seq](#)
6. Compliance with Affirmatively Furthering Fair Housing (AFFH) requirements, including those listed on HUD's [Affirmatively Furthering Fair Housing](#) webpage
7. Compliance with Economic Opportunities for Low-and Very Low-income Persons (Section 3) requirements, including those listed at [24 CFR part 75](#)
8. Compliance with Improving Access to Services for Persons with Limited English Proficiency (LEP) requirements, including those listed within [Federal Register Notice, FR-4878-N-02](#) (also see [HUD's webpage](#))
9. Compliance with Accessible Technology requirements, including those listed on in [HUD's Policy on Section 508 of the Rehabilitation Act and Accessible Technology](#)
10. Compliance with Equal Access Requirements (see [24 CFR 5.105\(a\)\(2\)](#) and [5.106](#))
11. Compliance with Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business requirements at [2 CFR 200.321](#)
12. Compliance with Energy Efficient, Sustainable, Accessible, and Free from Discrimination by

## Design

13. Compliance with Real Estate Acquisition and Relocation requirements (see [49 CFR part 24](#) and applicable program regulations)
14. Compliance with Participation in HUD-Sponsored Program Evaluation (see [Federal Register Notice, FR-6278-N-01](#))
15. Compliance with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (see [2 CFR part 200](#))
16. Compliance with Drug-Free Workplace requirements (see [2 CFR part 2429](#), which is HUD's implementation of [41 U.S.C. 701, et seq.](#))
17. Compliance with the requirements related to safeguarding resident/client files
18. Compliance with the Federal Funding Accountability and Transparency Act of 2006 ([2 CFR part 170](#)) (FFATA), as amended
19. Compliance with Eminent Domain
20. Compliance with Accessibility for Persons with Disabilities requirements on [HUD's Disability Overview](#) webpage
21. Compliance with Violence Against Women Act at [24 CFR part 5](#), subpart L and applicable program regulations
22. Compliance with Conducting Business in Accordance with Ethical Standards/Code of Conduct, including [2 CFR 200.317](#), [2 CFR 200.318\(c\)](#) and other applicable conflicts of interest requirements
23. Compliance with the [Build America, Buy America \(BABA\) Act](#) procurement requirements and [implementing guidance available on HUD's dedicated webpage](#)
24. Compliance with System for Award Management and Universal Identifier Requirements at [2 CFR part 25](#)
25. Compliance with [section 106\(g\) of the Trafficking Victims Protection Act of 2000 \(TVPA\), as amended \(22 USC 7104\(g\)\)](#) and implementing regulations at [2 CFR part 175](#) (Award Term for Trafficking in Persons)
26. Compliance with Award Term and Condition for Recipient Integrity and Performance Matters (see [Appendix XII to 2 CFR part 200](#))
27. Compliance with Suspension and Debarment (see [2 CFR part 2424](#) and [2 CFR part 180](#))
28. Compliance with environmental justice requirements under Executive Orders [12898](#) and [14008](#), and OMB Memorandum [M-21-28](#), which implements the Justice40 Initiative, section 223 of Executive Order [14008](#).
29. Compliance with Eliminating Barriers That May Unnecessarily Prevent Individuals with Criminal Histories from Participation in HUD Programs (see [HUD Secretary Fudge's April 12, 2022 memorandum](#))
30. Compliance with equity requirements, which include compliance with racial equity and underserved communities and LGBTQ+ requirements under Executive Orders [13985](#) and [13988](#)
31. Compliance with waste, fraud, and abuse requirements, including whistleblower protections (see [HUD's webpage](#))

## Environmental Review

In accordance with 24 CFR 50.19(b)(3), (4), (7), (9), (12), and (13) activities funded under this NOFO are exempt or categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to environmental review under related laws and authorities.



**Prohibition on Surveillance**

Compliance with [2 CFR 200.216, Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment](#) is required.

**Remedies for Noncompliance**

HUD may terminate a Federal award, in whole or in part, for any of the reasons specified in [2 CFR 200.340, Termination](#).

**Notice of Termination and Opportunity to Object.** If the selected applicant materially defaults on the grant agreement resulting from this NOFO, HUD may terminate the agreement. Any findings regarding the selected applicant's failure to abide by the terms of the grant agreement that would support a termination of funding shall be exclusively within HUD's discretion. If HUD pursues termination of the agreement, HUD will follow the termination process established in 2 CFR part 200, including providing notice of termination pursuant to 2 CFR 200.341. Pursuant to 2 CFR 200.342, HUD will also provide the selected applicant an opportunity to object and provide information and documentation challenging a termination.

**Reporting and Information Requests.** The selected applicant will comply with all other reporting requirements from time to time established by HUD, in its sole discretion, in connection with the Jobs Plus Program. HUD has the authority and total discretion to request the selected applicant to report information or produce documents to HUD related to or involving the administration of the grant at any time and without need to establish cause. Failure to comply with such a request may serve as a basis for default and termination of the grant.

**Relation to Repositioning (non-RAD).** Furthermore, no repositioning or relocation actions shall result in the project(s) (AMP(s)) no longer meeting the Size and Unemployment requirements from the Criteria for Eligible Public Housing Projects section of the NOFO. Violation of this requirement may result in HUD, in its full discretion, terminating the grant. For further details, see section III. Eligibility Information, A.1. Criteria for eligible applicants, d. Relation to Repositioning.

**Rental Assistance Demonstration (RAD).** RAD will not itself cause the termination of Jobs Plus funds. However, throughout the RAD conversion process, the selected applicant must comply with all HUD requirements, including applicable RAD Notices, and related guidance. The selected applicant is required to inform HUD of any planned Rental Assistance Demonstration (RAD) conversions at the Jobs Plus project. Under RAD, PHAs convert public housing to Section 8 Project Based Vouchers (PBV) or Project Based Rental Assistance (PBRA). RAD conversions are permitted at Jobs Plus target public housing projects (AMPs) during the performance period of a Jobs Plus grant award, subject to certain limitations described below. Sections 1.6.C .8 and 1.7.B.8 of the current RAD notice (PIH-2019-23/H-2019-09, REV-4, or successor notice) state that Jobs Plus grantees awarded FY14 and subsequent-year funds that convert the target project(s) under RAD will be able to finish out their Jobs Plus grant at that project unless significant relocation and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the Secretary's discretion, choose to terminate the Jobs Plus program at that project. Applicants should review the program requirements on RAD (see section III.F., "Rental Assistance Demonstration" for additional information on RAD and Jobs Plus).

## 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](#))).

## C. Reporting

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

### 1. Recipient Integrity and Performance Matters

You should be aware that if the total Federal share of your federal award includes more than \$500,000 over the period of performance, the award will be subject to post award reporting requirements reflected in [Appendix XII to 2 CFR part 200, Award Terms and Conditions 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. These authorities prohibit discrimination in housing and in programs receiving financial assistance from the Department and direct the Secretary to administer the Department's programs and activities in a manner affirmatively to further these policies and to collect certain data to assess the extent of compliance with these policies. Each recipient shall keep such records and submit to the Department timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the Department may determine to be necessary to enable it to ascertain whether the recipient has complied or is complying with 24 CFR parts 1 and 121. In general, recipients should have available for the Department data showing the demographics of beneficiaries of federally-assisted programs.

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

FFATA requires information on federal awards be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov). Accordingly, each award HUD makes under this NOFO will be subject to the requirements provided by the Award Term in Appendix A to [2 CFR part 170](#), "REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION," unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month

following the month in which the recipient awards any sub-grant equal to or greater than \$30,000.

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

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

#### **b. Grantee Reporting and Program Evaluation**

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

#### **c. Grantee Reporting**

Grantees will be required to report to HUD on grant progress and activities as follows:

1. Grantees will be required to submit a quarterly report to HUD identifying specific program outputs and metrics (e.g., number of individuals enrolled into the program, number of individuals who completed an ITSP, number of households accessing the JPEID). Quarterly reporting requirements will be provided to grantees after a grant agreement is established.
2. Grantees will be required to submit an annual narrative report to HUD that describes program operations over the past year, including elements such as: current set of program partners and the health of the partnership, challenges encountered and strategies deployed to address challenges, and plans for the upcoming year. A format for the annual narrative report will be provided to grantees after a grant agreement is established.
3. SF-425. Grantees must also submit a completed Federal Financial Report, SF-425.

#### **D. Debriefing**

For a period of at least 120 calendar days, beginning 30 calendar days after the public announcement of awards under this NOFO, 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 AOR 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) of this NOFO. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

#### **VII. AGENCY CONTACT(S)**

HUD staff will be available to provide clarification on the content of this NOFO.

Questions regarding specific program requirements for this NOFO should be directed to the POC listed below.

Name:

Phone:

Email:

[jobsplus@hud.gov](mailto:jobsplus@hud.gov)

Individuals who are deaf or hard of hearing, or who have speech and other communication disabilities may use a relay service to reach the agency contact. To learn more about how to make an accessible telephone call, visit the webpage for the [Federal Communications Commission](#). Note that HUD staff cannot assist applicants in preparing their applications.

## VIII. OTHER INFORMATION

### 1. Compliance of this NOFO with the National Environmental Policy Act (NEPA)

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFO in accordance with HUD regulations at [24 CFR part 50](#), which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at [HUD's Funding Opportunities](#) web page.

### 2. Web Resources.

- [Affirmatively Furthering Fair Housing](#)
- [Assistance Listing \(formerly CFDA\)](#)
- [Climate Action Plan](#)
- [Climate and Economic Justice Screening Tool \(CEJST\)](#)
- [Code of Conduct Requirements and E-Library](#)
- [Environmental Review](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Fair Housing Rights and Obligations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [Federal Funding Accountability and Transparency Act \(FFATA\) Subaward Reporting System](#)
- [Grants.gov](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [Historically Black Colleges and Universities \(HBCUs\)](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [HUD Reform Act](#)
- [HUD Reform Act: HUD Implementing Regulations](#)
- [Limited English Proficiency \(LEP\)](#)
- [NOFO Webcasts](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)

- [System for Award Management \(SAM\)](#)
- [Real Estate Acquisition and Relocation](#)
- [Unique Entity Identifier](#)
- [USA Spending](#)

### 3. Program Relevant Web Resources

Any FAQs on the NOFO will be posted on [www.hud.gov/grants](http://www.hud.gov/grants) on the FY23 Jobs Plus NOFO page.

## APPENDIX

### Appendix A: List of Common Mistakes

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

**Missing or Incomplete MOU.** The MOU must follow the criteria provided in the NOFO Section III.D. If the MOU is not signed by both parties and dated appropriately, or does not satisfy some other criteria of that section, the application will fail the MOU threshold requirement.

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

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

**Failure to Respond to Deficiency Notice.** Applicants will be notified when corrections or clarifications to their application are needed. The Department will notify applicants of a deficiency as described in Corrections to Deficient Applications (section IV.D and V.B). A common mistake is applicants do not follow the instructions provided in the NOFO about how to cure the deficiency. Be sure to follow the instructions provided.

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

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

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

## **Appendix B: List of Potentially Eligible PHAs and Projects**

**PLEASE NOTE:** To be considered for funding a project (AMP) must be on this list, unless applicant is seeking eligibility under Section III. A.2. (“ If not on Appendix B. Process for Request for Review of Eligibility”). However, please refer to the NOFO in order to meet all NOFO requirements. The attached list of public housing projects (AMPs) only identifies projects that meet two eligibility criteria of the NOFO, namely Size and Unemployment from Section III.A.2:

**Size:** Minimum project size of 100 households where at least one resident in each of the households is non-elderly (less than age 65).

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

Please review additional selection criteria as described in the NOFO. Appendix B is based on IMS/PIC data as of **April 30, 2023.**