

JOBS PLUS NOFA

THIS webcast

- ▣ This webcast will not go over the basics of Grant Applications
 - How to register for and use Grants.gov
 - DUNS/SAM
 - General Section requirements
 - What the due date means/ grace period etc.
- ▣ PLEASE READ THE GENERAL SECTION
- ▣ This Webcast will reference updated information published in the TECHNICAL CORRECTION. Be sure you have reviewed the TC.

Due Date

- ▣ December 17, 2014 11:59:59 Eastern Time
- ▣ Deficiency notices will not be sent until after the new year.

Criteria for Eligibility

- Size: Minimum development size of 250 households (excluding elderly-only households)
- Unemployment: At least 50 percent of the households (excluding elderly-only households) contain no member showing earned income in PIC
- Place: Because Jobs Plus is a place-based program, units to be served must be within a $\frac{1}{4}$ mile radius (Choose a point in the target development and draw a circle with a $\frac{1}{4}$ mile radius ($\frac{1}{2}$ mile diameter). At least 250 households (excluding elderly-only households) must be within this circle. Indicate on the map how many units fall within the circle and how many are NOT elderly-only. This requirement may disqualify developments on the Eligible Development list if the AMP is for scattered sites that are not within the required radius.
- Developments that belong to PHAs that are considered troubled in PHAS or are on the PHARS list or that are in receivership are not eligible to participate.

Eligibility - Size

- ▣ HUD makes this determination using PIC data.
- ▣ There must be 250 units in the development that are NOT elderly-only.
- ▣ No distinction for disabled for *eligibility*
 - but do consider this when you are deciding if your development is a good fit for the program
- ▣ The head of household status does not matter.
- ▣ All that matters is that there's someone under the age of 62 in the household

Eligibility - Unemployment

- ▣ HUD makes this determination using PIC data
- ▣ At least 50 percent of the households (excluding elderly-only households) contain no member showing earned income in PIC
- ▣ In the demo, this was % receiving AFDC (predecessor to TANF). This is no longer a good proxy for unemployment/poverty.

Eligibility

- ▣ Developments listed on Appendix B

OR

- ▣ Combined Developments that have undergone a Request for Review of Eligibility and have been determined to be Eligible

Combining Developments *NEW

- ▣ PHAs may propose to combine two or more developments to meet the criteria for eligible developments, subject to the following conditions:
- ▣ The developments must be contiguous.
- ▣ Parts of developments cannot be combined. Only entire developments may be combined.
- ▣ The combined developments must meet the criteria for “size.”
- ▣ The combined developments must meet the criteria for “unemployment.”
- ▣ The combined developments must meet the criteria for “place.”

Request for Review of Eligibility *NEW

- ▣ Submit a Request via email to JobsPlus@hud.gov
- ▣ List the development name and numbers from PIC (in the format found in Appendix B) that are proposed to be combined
- ▣ HUD will review the request using the same query of PIC data on the proposed combined developments to determine if the proposed developments meet the criteria for “size” and “unemployment” that was used to generate Appendix B.
- ▣ HUD will respond within five working days of receipt of the request. That response will be an eligibility approval, eligibility disapproval, or a request for more information. If more information is requested, HUD will respond within five working days upon receipt of the additional information.
- ▣ A map is not needed for the preliminary request for eligibility review, but *will* be required with the application as a standard application requirement. The review for “place” will be conducted as a threshold, as will be the case with all applications.

All initial Requests for Review of Eligibility must be received no later than 20 calendar days prior to the due date of this NOFA.

Eligibility - Place

- ▣ Units to be served must be within a $\frac{1}{4}$ mile radius
- ▣ A map is required as a threshold.
- ▣ Choose a point in the target development(s) and draw a circle with a $\frac{1}{4}$ mile radius ($\frac{1}{2}$ mile diameter).
- ▣ At least 250 households (excluding elderly-only households) must be within this circle.
- ▣ Indicate on the map how many units fall within the circle and how many are ELIGIBLE (NOT elderly-only). The number of ELIGIBLE inside the circle must be at least 250.
- ▣ The development may be larger than the circle. You should plan to offer services to everyone in the development.
- ▣ The circle may cross over contiguous “complexes” that are within the same development.
- ▣ The circle may cross over contiguous developments that have been approved to be combined.
- ▣ The 250 within the circle is a minimum requirement and intended to disqualify any developments that are actually scattered sites.

Jobs Plus Model

1. Employment-Related Services
2. Financial Incentives - Jobs Plus Earned Income Disregard (JPEID)
3. Community Supports for Work

“Work-able” (people between 18-64 who are mentally and physically able to become employed) is how we are defining who we are intending to target for Jobs Plus. It is not limited to heads of household.

Population to be Served

- ▣ The Jobs Plus program must be OFFERED to all residents in the development.
- ▣ If you plan to target a specific sub-group of residents (e.g. women, young adults, etc.), you must provide a rationale for targeting the proposed sub-group, including the socio-economic status of the residents within that sub-group and the specific needs of the sub-group.
- ▣ Program outreach should be directed towards residents at all points on the employment spectrum – from unemployed individuals with no work history, through working (but likely underemployed) families with a substantial work history.
- ▣ Outreach should also be tailored to different audiences within the development(s), including young adults, women, middle-aged adults, parents, older adults, etc.
- ▣ Unless targeting only one particular sub-group, the application narrative should include strategies to target this wide range of potential participants, as well as strategies for retention of all types of program participants.

Jobs Plus Model - Employment

Successful applicants must partner with the Department of Labor Workforce Investment Boards (WIBs) and American Job Centers (AJCs) to offer multiple employment-related services for residents with a range of employment needs.

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

- ▣ Career exploration/job readiness workshops
- ▣ Job search and job placement assistance
- ▣ Work experience including on-the-job training, internships and pre-apprenticeships and Registered Apprenticeships
- ▣ Facilitated connections to education and training opportunities
- ▣ Rapid re-employment assistance in the event of job loss
- ▣ 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 as well as adequate training on how to use these technologies.

PHAs are not required to partner with WIBs/ AJCs EXCLUSIVELY, but MUST have an MOU with the WIB/ AJC in order to be considered for funding.

Jobs Plus Model - JPEID

- All targeted residents in a Jobs Plus development are eligible to receive the JPEID benefit, but they must sign up for the Jobs Plus program, even if they do not actively participate in other Jobs Plus activities.

SIMILAR TO EID, but MODIFIED

- Residents who previously used up some or all of their lifetime EID eligibility are eligible to receive the full JPEID benefit.
- The JPEID is in effect for a continuous period of the Jobs Plus grant, beginning when a participant first increases earned income over baseline (no stop/start)
- The JPEID excludes 100 percent of incremental earned income for the entire period of the Jobs Plus program (no 50%/100%)

JPEID

- ▣ In your application budget, you are required to estimate how much of the grant funds you will need in order to reimburse yourself (the PHA) for rental income “lost” due to the JPEID.
 - THRESHOLD: JPEID may NOT total more than 60% of the total grant funds requested. (This is due to the eligible uses of grant funds – it does NOT mean that you SHOULD request 60% for JPEID.)
- ▣ To facilitate reimbursements for rent revenue losses due to the JPEID, grantees must calculate and document a participants' Family Rent both with and without the JPEID and be able to provide these calculations to HUD as a requisite for drawing reimbursement funds. The difference between the two amounts is the value of the JPEID.
- ▣ Grantees should expect to use the JPEID model of rent incentive as described in the NOFA. Whether other rent incentive models (FSS, rent reform, MTW) may be layered will be determined on a case-by-case basis with grantees.

Jobs Plus Model – Community Supports for Work

- ▣ Leadership, resident participation and empowerment and building relationships – between residents and from the development into the community – that will lead to sustained support for work during and beyond the period of the Jobs Plus program
- ▣ A robust engagement strategy for involving the residents of the targeted development is critical Engagement is more than signing up.
- ▣ Creating a working community requires sustained involvement in the program and ultimately ownership of the program yielding continued benefits for both participants and future residents of the development beyond the grant period.
- ▣ Community Coaches

Thresholds

- ▣ Eligibility
- ▣ MOU between PHA and WIB/ AJC/One-Stop
- ▣ Match of at least 25% of requested grant funds
- ▣ No more than 60% of requested grant funds for JPEID

MOU

- ▣ MOU. Applicants must establish and maintain a working relationship with local Workforce Investment Board and/or local American Job Center (formerly known as One-Stop Center).
- ▣ In order to meet the threshold requirement, the applicant must submit documentation of this relationship in the form of a Memorandum of Understanding (MOU) between the Housing Authority and the local Workforce Investment Board or American Job Center/One-Stop Center or.
- ▣ The MOU must identify roles and responsibilities of the signatory agencies.
- ▣ **The MOU must be signed by both parties**

Partnerships

- ▣ HUD expects that all services that are generally available to residents of the community will be leveraged in-kind from partners.
- ▣ Grant funds should only be used to procure services that are *not* already available (either by service type or amount).

Rating Factors – Capacity (up to 15 pages)

- ▣ Team Make-Up, Roles/Responsibilities (up to 10 points)
 - Roles/responsibilities & knowledge/experience of staff in planning, managing, implementing in accordance w the implementation schedule
- ▣ Past Performance with Similar Programs (up to 10 points)
 - Managerial, technical, administrative capability to implement evidence-based strategies
 - Recent, relevant experience in employment training and/or resident engagement (include joint initiatives between the PHA and WIB/ AJC)
 - Goals/outcomes

Rating Factors - Capacity

- ▣ Capacity to Manage Multi-Year, Multiple Funding-Source Programs and Collaboration (up to 10 points)
 - Experience w/ capacity to administer large, multi-year programs with multiple sources of funding
 - Experience w/ capacity to manage collaboration of many partners, esp. one where some partners are grant funded and others are providing in-kind support
 - ▣ Create/maintain goals, commitment to outcomes and accountability?
 - ▣ Proposed governance structure of the collaboration
 - Governance includes identifying who will have the authority to make day to day decisions about the staffing of the program, how policy decisions about financing and support will be made, and who will be responsible for coordinating successful working relationships between partners.

Rating Factors - Capacity

- ▣ Section 3 (up to 3 points)
 - PHA's Section 3 initiatives and results over past 5 years
 - ▣ Innovative approaches
 - ▣ Hiring, retention beyond initial project
 - ▣ Training opportunities provided & notification
 - How will you connect participants with employment? What incentives will be offered to employers? How will contractors be monitored for compliance? What sanctions will be imposed for non-compliance?
- ▣ Working with Residents (up to 3 points)
 - Experience working with residents as team members and leaders, including traditional resident councils as well as other experience.

Rating Factors – Need (up to 5 pages)

- ▣ Socio-economic and demographic description of residents residing at the target site (up to 2 points)
 - Number of work-able adults (work-able = 18-64 and mentally and physically able to become employed)
 - Current rate of unemployment
 - Rationale if targeting a specific sub-group (women, young adults, etc.)

Rating Factor - Need

- ▣ Other programming the PHA has been operating to provide employment-related services (up to 2 points)
 - Goals and outcomes
 - How Jobs Plus will enhance or replace existing programming
- ▣ Description of local employment market (up to 2 points)
 - Number and types of jobs available.
 - Skills residents must have in order to pursue in-demand jobs (including education/training required)
 - Barriers faced by residents

Rating Factor – Soundness of Approach

Program Activities and Implementation Plan (max 20 pages)

- ▣ Outreach and Engagement (up to 10 points)
 - How will residents be recruited? How will you outreach to those least likely to participate?
 - What retention methods will be employed?
 - Goals for outreach “touches” and enrollments

Rating Factor – Soundness of Approach

- ▣ Career/Employment/Training Services (up to 10 points)
 - What services will be offered and by whom?
 - What supportive services will be offered?
 - What special efforts will be made to help least likely to succeed?
 - Financial literacy/coaching?
 - Computer/digital literacy?
 - Not only employed, but move toward living wage/benefits that might enable housing self-sufficiency?
 - Establish and maintain relationships with local employers to create employment and work-based learning opportunities & hold employers accountable for longevity/advancement?
 - ▣ Employer engagement strategy? Specific commitments employers are making
 - Key outcome goals including
 - ▣ % employed
 - ▣ % increase in quarterly employment rates
 - ▣ % increase in # of residents increasing earned income
 - ▣ % increase in \$\$ amount of increase

Rating Factor – Soundness of Approach

- ▣ Financial Incentives/JPEID (up to 10 points)
 - How will you administer and implement JPEID?
 - How will you work with your accounting/rent calc and/or on-site managerial staff to ensure all understand and value JPEID?
 - How will you explain JPEID to residents and encourage program participation?
 - How will you track the impact of JPEID on rental income?
 - Projected number of residents (actively participating in Jobs Plus and only enrolled in JPEID) accessing JPEID
 - Projected dollar amount to be expended on JPEID

Rating Factor – Soundness of Approach

- ▣ Community Supports for Work (up to 10 points)
 - Your vision for Community Supports for Work
 - How will residents be hired, trained and employed as Community Coaches?
 - What role will partners play in Community Supports for Work?
 - How will Community Supports for Work lead to a Sustainable Program?
 - List proposed outcomes and goals for this aspect of the Jobs Plus program

Rating Factor – Soundness of Approach

Program Schedule (up to 4 points) (no page limit)

- ▣ Program schedule in any format of your choosing
 - documents activities, timeframes, deliverables, key partners requires to implement the strategies described in the narrative
 - Timeframes for start-up activities to ensure no more than 6 months

Rating Factor – Soundness of Approach

- ▣ Detailed Budget (in your own format - no page limit)
- ▣ Summary Budget (use provided form)
- ▣ Budget Narrative (up to 5 pages) –
- ▣ (up to 10 points)
 - Specific activity costs
 - Costs related to
 - ▣ program administration
 - ▣ Salaries
 - ▣ program planning
 - ▣ TA
 - ▣ JPEID (no more than 60% of total grant funds requested)
 - ▣ Other costs
 - Should reflect both grant funds and match/leverage

THE 60% MAX for JPEID is due to statute/appropriations. DO NOT take that to indicate that HUD expects 60% of grant funds to go to JPEID.

Jobs Plus Summary Budget

	Summary Jobs Plus Budget									
	Uses					Sources				
	Year 1	Year 2	Year 3	Year 4	Total	Grant Funds Requested	Match/ Leverage Funds/ In-Kind	Total	Jobs Plus Funds (to be completed by HUD)	ROSS Funds (to be completed by HUD)
20XX Salaries/Fringe					\$0.00			\$0.00		
20XX Technical Assistance/ Consultants					\$0.00			\$0.00		
21XX Travel					\$0.00			\$0.00		
21XX Training/Conferences					\$0.00			\$0.00		
21XX Administrative					\$0.00			\$0.00		
21XX Data Systems/Software					\$0.00			\$0.00		
21XX Rent/Financial Incentives					\$0.00			\$0.00		
21XX Services					\$0.00			\$0.00		
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						Leverage (to be verified by HUD)	#DIV/0!			

- Form will total across and down as you add figures
- Grant Funds Requested should not total more than \$3 million
- Total Uses and Total Sources should match up for each line and overall.
- The purple box will calculate total match/leverage divided by total grant funds requested for a leverage percent. This figure will be re-calculated after all match/leverage letters have been reviewed for adherence to requirements
- Grey columns will be completed by HUD upon award

Rating Factor – Match/Leverage

- ▣ Minimum 25% required to be considered for funding. More will result in up to 4 points for leverage

Leverage Ratio	Points Awarded
1:1.5 or higher	4
1:1.25 and 1:1.49	3
1:1 and 1:1.24	2
1:0.75 and 1:0.99	1
Less than 1:0.25	0

Rating Factor – Match/Leverage

- ▣ HUD expects that all services that are generally available to residents of the community will be leveraged in-kind from partners. Grant funds should only be used to procure services that are *not* already available (either by service type or amount).
- ▣ Include a cover sheet that lists the partners, a description of the service to be provided and the amount.

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

Rating Factor – Match/Leverage

Match/Leverage Letters – **READ THE REQUIREMENTS**

- ▣ Match/leverage must be firmly committed - amount of match resources and their dedication to Jobs Plus funded activities must be explicit, in writing, and signed by a person authorized
 - Must be dedicated to Jobs Plus participants
 - Must indicate the total dollar value of the commitment
 - Must explain what will be provided and how it will relate to the proposed program
 - Must be derived (include a calculation)
 - May not be contingent on future funding from any source (including federal) (e.g. “If we get X grant we will dedicate \$\$ to Jobs Plus.” or “If we receive our usual annual allotment from X federal agency, we will dedicate \$\$ to Jobs Plus.”)
 - ▣ MAY say e.g. “IF this application is successful, we will dedicate \$\$ to Jobs Plus program.”
 - Must be signed
 - Must be dated between Oct. 6, 2014 and due date of NOFA
 - If commitment is from the PHA applicant itself, must also have a letter that indicates all of the above and source of funding.
- ▣ **NOFA includes example language**

Rating Factor – Match/Leverage

- ▣ Supportive services resources may include, but are not limited to, the following. All must be related to the activities of the Jobs Plus program.
 - The value of a building or space in a building donated for Jobs Plus purposes;
 - The value of a lease on a building or space in a building donated for Jobs Plus purposes;
 - Other infrastructure for Jobs Plus purposes;
 - Time and services contributed by volunteers;
 - Staff salaries and benefits of service providers (PHA staff time may not be counted);
 - The value of supportive services provided by a partner agency
 - TANF.
 - ▣ TANF cash benefits (for individuals) will not be accepted as a resource for leverage.
 - ▣ Non-cash services provided by TANF agencies may be accepted as a resource for leverage.
 - 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.
- ▣ Other than language in the NOFA, HUD does not express a legal opinion on the eligible uses of other federal agencies' program funding. Each applicant is responsible to ensure, with their partners, that the committed funding is eligible for the committed use.

Bonus Points

- ▣ HUD encourages activities in communities with Preferred Sustainability Status (PSS) and/or Promise Zones (PZ).
- ▣ HUD will award two (2) points for qualified activities supporting either designation or both. (2 points max)
- ▣ See p.22-23 of General Section for requirements

Other Forms

- ▣ SF-424 (electronic form in application)
- ▣ HUD-2880 (electronic form in application) – This is REQUIRED. The chart of forms mistakenly says “if applicable.” Your electronic application won’t submit without it.
- ▣ SF-LLL (if applicable – if not applicable, don’t submit)
- ▣ HUD-2991 – Certification of Consistency with Consolidated Plan – will be reflected in grantees’ future PHA Plan revisions. *No requirement for application submission*

Reporting Requirements/ Program Evaluation

- ▣ Quarterly report with specific program outputs and metrics (TBD)
 - Grantees will be required to track residents' participation in program services and provide individual and aggregate reports to HUD and should include in their partnership agreements mechanisms to obtain information critical to this tracking from partner agencies.
- ▣ Annual narrative report in standardized format TBD, plus SF-425 (federal financial report) and HUD-27061 (racial and ethnic data)
- ▣ Participate in HUD-sponsored evaluation

More Information

- ▣ HUD doesn't have a "preferred program model" – we are learning with you.
- ▣ MDRC has made their resources available at <http://www.mdrc.org/jobsplus> (be sure to click on "Related Content")
- ▣ MDRC will share operational lessons for public housing agencies responding to HUD's NOFA for the Jobs-Plus Pilot (This webcast is not sponsored by HUD.) The webcast will be Nov 6 1-3pm EST and will be archived.

Questions

Email: JobsPlus@HUD.gov