



U.S. Department of Housing and Urban Development

Public and Indian Housing

Jobs Plus Initiative

FR-6100-N-14

Application Due Date: 11/17/2017

Jobs Plus Initiative
FR-6100-N-14
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U.S. Department of Housing and Urban Development

Program Office:	Public and Indian Housing
Funding Opportunity Title:	Jobs Plus Initiative
Announcement Type:	Modification
Funding Opportunity Number:	FR-6100-N-14
Primary CFDA Number:	14.895
Due Date for Applications:	11/17/2017

Overview

For Further Information Contact: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the agency contact identified in Section VII. Please direct general questions regarding the FY2017 NOFAs to the Office of Strategic Planning and Management, Grants Management and Oversight Division, at AskGMO@hud.gov.

Additional Overview Information

Incorporation of the General Section. HUD publishes a General Section each fiscal year that contains requirements for all applicants to HUD's various competitive grant programs, including this NOFA. Applications must meet all of the requirements of the General Section in addition to the requirements of this NOFA to be considered and potentially receive funding. The full title of the General Section is the General Section to HUD's Fiscal Year 2017 Notices of Funding Availability for Discretionary Programs. Copies are available at Grants.gov and HUD's [Funds Available](#) page.

1. Participative Planning and Implementation. HUD encourages applicants to ensure, where applicable, public decision making and meaningful participation throughout the visioning, development, and implementation of funded projects. HUD encourages applicants to work with all residents of affected areas, especially communities traditionally marginalized from planning processes. In seeking public participation, applicants and grantees must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d and Executive Order 13166 require that grantees take responsible steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

2. OMB Approval Number(s): 2577-0281

I. Funding Opportunity Description.

A. Program Description.

1. Purpose and Summary.

The Jobs Plus program develops 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. The place-based Jobs Plus 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, these incentives will saturate the target developments, building a culture of work and making working residents the norm.

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

- Employment-Related Services
- Financial Incentives – Jobs Plus Earned Income Disregard (JPEID)
- Community Supports for Work

Applicants 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 service 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, in an effort 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>.

Employment-Related Services

Successful applicants must partner with the local Workforce Development Boards (WDB) and American Job Center(s) (AJC/One-Stop) in their area to offer multiple employment-related services for residents with a range of employment needs. Local Labor Market Information (LMI) should be used both for initial planning and analysis of which employment opportunities are most available locally, and for monitoring ongoing trends.

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
- 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

To facilitate these employment services, applicants may consider having dedicated on-site workforce system staff to perform job developer and case manager 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 work one-on-one with participants to guide them through the employment process and help them achieve employment-related goals.

Financial Incentives – Jobs Plus Earned Income Disregard (JPEID)

Successful applicants must also implement a financial incentive for program participants, 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. Rent incentives offered through JPEID will be reimbursed to the PHA via Jobs Plus appropriations, and should be included in the program budget. Any other compensation to the PHA for lost rent revenues, such as by the standard 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 development are eligible to receive the JPEID benefit, even if they do not actively participate in other Jobs Plus Activities. But, in order to access JPEID, residents must sign up for the Jobs Plus program. Residents who previously used up some or all of their lifetime EID eligibility are eligible to receive the full JPEID benefit. When the Jobs Plus program ends, all rent will return to regular income-based at the time of the next rent re-certification.

Disregarded Amount. The JPEID excludes from the Family Rent calculation 100 percent of a participating resident's incremental earned income for the entire period of the Jobs Plus program.

Calculation of the JPEID. Once the JPEID is triggered for a resident their baseline income will not change for the duration of the term of the grant (so participants who enroll 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 JPEID (using Jobs Plus grant funds). These calculations must be provided to HUD when drawing reimbursement funds.

As with any government benefit, an increase in earned income may cause the reduction or loss of other benefits that an individual was previously receiving. Grantees, through case management or other means, must be prepared to help residents understand the overall financial

impact of an increase in earned income and the JPEID. It is also expected that grantees will encourage participants to take advantage of other financial work incentives they may be entitled to, such as the Earned Income Tax Credit (EITC).

Community Supports for Work

Successful applicants will incorporate a robust engagement strategy for involving the residents in the targeted development and creating a working community. Engagement is more than signing up – sustained involvement in the program leading to residents' ownership of their own growth and experiences, and that of peers, will yield continued benefits for both participants and future residents of the development beyond the grant period.

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, as well as strategies for retention.

One key strategy for program retention should include the use of residents as Community Coaches. Community Coaches can market the various aspects of the Jobs Plus program, disseminate information about job opportunities and programs via resident social networks in the development, mentor specific individuals or groups who enroll in Jobs Plus, and help shape program offerings and outreach efforts based on their intimate knowledge of the needs and strengths of the community.

Partnerships with Local Agencies

The comprehensive nature of the Jobs Plus program requires that PHAs establish partnerships with American Job Centers and other key social service agencies within the community. These partnerships will strengthen program planning and implementation, and streamline access to services for participants. For each partner identified, applicants must describe the role of the partner agency and a description of the 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 services or if the services will be provided in-kind.

Partners should include:

- Workforce Development Boards/American Job Centers
- Local social service agencies
- Employment and training organizations
- Vocational training providers
- Community colleges and four-year educational institutions
- Other supportive service agencies providing either direct 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, 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 formerly incarcerated/returning citizens
- Life skills
- Smoking cessation
- Other applicable local business support

Program Goals

Overall goal – Each site is expected to support a culture of work that leads to sustainable career ladder employment at a living wage for all work-able eligible residents.

Outreach and Saturation – Each site is expected to reach 100% of work-able adults in the development, within the first two years, to inform them about the Jobs Plus program and encourage them to be assessed. 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 site by the end of the four-year program:

Numeric Goals	Minimum goal required by HUD by end of Year 4
1. Number of individuals enrolled in the Jobs Plus Earned Income Disregard	80% work-able adults in the development
2. Number of Individuals engaged with the Jobs Plus program as measured by the number of individuals completing an assessment at intake	65% of work-able adults in the development
3. Number of individuals provided with one or more post-assessment services	60% of work-able adults in the development
4. Employment rate of work-able adults	110% of baseline employment rate
5. Average yearly earnings of work-able adults	115% of baseline average earnings
6. Share of assessed residents continuously employed for at least	25%

180 days	
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2. Changes from Previous NOFA.

The 2017 Jobs Plus program NOFA does not modify the fundamental program design described in the 2016 NOFA.

Substantive changes are:

- Goals for the program have been added as described in Section I. A. – Funding Opportunity Description.
- The unemployment rate of eligible developments has been modified as described in Section III.A. – Eligibility Information.

3. Definitions.

a. Standard Definitions

Analysis of Impediments to Fair Housing Choice (AI) is a review of impediments or barriers that affect the rights related to fair housing choice, and pertains to program participants in jurisdictions operating under a current Consolidated Plan and public housing agencies operating under a PHA Plan.

Assessment of Fair Housing (AFH) is the analysis undertaken pursuant to 24 CFR 5.154. AFH includes an analysis of fair housing data, an assessment of fair housing issues and contributing factors, the prioritization of contributing factors, and the identification of fair housing goals. It is conducted and submitted to HUD using the Assessment Tool. Entities obligated to prepare and submit an AFH are: (1) Jurisdictions and Insular Areas that are required to submit Consolidated Plans for the following programs: (i) The Community Development Block Grant (CDBG) program (see 24 CFR part 570, subparts D and I); (ii) The Emergency Solutions Grants (ESG) program (see 24 CFR part 576); (iii) The HOME Investment Partnerships (HOME) program (see 24 CFR part 92); and (iv) The Housing Opportunities for Persons With AIDS (HOPWA) program (see 24 CFR part 574); and (2) Public housing agencies (PHAs) receiving assistance under sections 8 or 9 of the United States Housing Act of 1937 (42 U.S.C. 1437f or 42 U.S.C.1437g).

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

Catalog of Federal Domestic Assistance (CFDA) is a directory of the various Federal programs, projects, services and activities that offer financial and non financial assistance and benefits to the American public. CFDA Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

Consolidated Plan is a document developed by states and local jurisdictions, which they

complete 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 91 for more information about the Consolidated Plan and related Annual Action Plan.)

Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used with respect to awards, subawards, and cooperative agreements subject to 2 CFR part 200 does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward. (See 2 CFR 200.22 and 200.92.)

Contractor means an entity that receives a contract.

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

- Curable Deficiency – Applicants may correct a curable deficiency with timely action. To be curable the deficiency must:
 - Not be a threshold requirement;
 - Not influence how an applicant is ranked or scored versus other applicants; and
 - Be remedied within the time frame specified in the notice of deficiency.
- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline. Non-curable deficiencies are deficiencies that if corrected would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination

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

Eligibility Requirements – Eligibility requirements are those requirements that must be met for an application to be eligible for funding. Deficiencies in meeting an eligibility requirement may be categorized as either curable or non-curable.

Federal Awardee Performance and Integrity Information System (FAPIIS) is a database that has been established to track contractor misconduct and performance.

Grants.gov is the website that serves as the Federal government's central portal for searching for and applying for grants throughout the Federal government.

Non-Federal Entity 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.

Pass-through Entity means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

Personally identifiable information (PII), as defined in [Office of Management and Budget M-07-16](#), is any information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

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

Preferred Sustainability Status Communities (PSS) for the purposes of HUD's FY2017 funding competitions, are communities that have received PSS under HUD's FY2011 Sustainable Communities Regional Planning Grant Program and/or HUD's FY2011 Community Challenge Planning Grant Program. [Click here for list](#). Promise Zones are federally-designated, high-poverty urban, rural and tribal communities where the Federal government will partner with and invest in communities to accomplish these goals: create jobs, leverage private investment, increase economic activity, expand educational opportunities, and reduce violent crime.

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

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

Section 3 Business Concern means a business concern (1) that is 51 percent or more owned by Section 3 residents; or (2) of which at least 30 percent of permanent, full-time employees are currently Section 3 residents, or were Section 3 Residents within three years of the date of first employment with the business concern; or (3) that provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in this definition.

Section 3 Residents means: 1) Public housing residents; or 2) Low and very-low income persons, as defined in 24 CFR 135.5, who live in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located.

Standard Form 424 (SF-424) is the Application for Federal Assistance Programs required by discretionary grant programs.

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

System for Award Management (SAM), located at the website sam.gov, is the official U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with [Sam.gov](http://sam.gov) is required for submission of applications via grants.gov.

Threshold Requirement – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met in order for an application to be reviewed. Threshold requirements are not curable. Threshold requirements are listed in Section III.C.1. Threshold Requirements of this Program NOFA.

Applicants must ensure their application package addresses all threshold requirements. Please check your application carefully!

b. Program Definitions

4. Resources.

- Grants.gov
- [HUD Funds available](#)
- [Code of Conduct list](#)
- [SAM](#)
- [Dun & Bradstreet](#)
- [Do Not Pay](#)
- [FAPIS](#)

B. Authority.

Jobs Plus is authorized by the Consolidated Appropriations Act, 2014, ([Pub. L. 113-76](#), approved January 17, 2014). The funding authority for Jobs Plus grants under this NOFA is provided by the Consolidated Appropriations Act, 2017 (Public Law 115-31), approved May 5, 2017.

II. Award Information.

A. Available Funds.

\$15,000,000 is available through this NOFA.

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

This NOFA announces the availability of approximately \$15 million in funds for Jobs Plus grants. If funds are appropriated by Congress, HUD may, at its discretion, use additional FY2018 Jobs Plus funding to make additional awards under this NOFA.

For information on the methodology used to make award determinations under this NOFA, please see Section V.B Review and Selection Process below.

B. Number of Awards.

HUD expects to make approximately 5 awards from the funds available under this NOFA.

C. Minimum/Maximum Award Information.

Estimated total funding for the Jobs Plus Program is \$15 million. Minimum award amounts are subject to budget request and maximum award amounts are \$3.7 million.

Award funding will be determined as follows:

Non-elderly Households	Maximum Funding
200-400	\$ 2,300,000
401-600	\$ 3,000,000
601 and Up	\$ 3,700,000

Estimated Total Funding:	\$15,000,000
Minimum Award Amount:	\$1,000,000 Per Project Period
Maximum Award Amount:	\$3,700,000 Per Project Period

D. Period of Performance.

The grant term is 4 years.

Estimated Project Start Date: 03/15/2018

Estimated Project End Date: 03/14/2022
Length of Project Periods: 48-month project period with four 12-month budget periods
Length of Project Periods Explanation of Other: N/A

E. Type of Funding Instrument.

Funding Instrument Type: Grant
All Jobs Plus funds will be provided through a Grant Agreement and HUD's Line of Credit Control System (LOCCS).

III. Eligibility Information.

A. Eligible Applicants.

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

Additional Information on Eligibility:

Conditions for Eligibility of Public Housing Authorities

Eligible applicants are PHAs that operate one or more public housing developments that meet the criteria outlined in this NOFA. A list of developments that meet the criteria is provided in Appendix B, however, the mere appearance of a development on this list does not mean that the development is appropriate for a Jobs Plus program.

- PHAs that received a Jobs Plus program grant in 2014, 2015 or 2016 are not eligible for 2017 grant funds.
- Federally designated tribes and tribally designated housing entities are not eligible entities under this award.

Successful applicants will be required to implement the full 48-month term of the grant at the public housing site(s) for which funds were awarded.

Successful applicants will be required to inform HUD of any planned Rental Assistance Demonstration (RAD) conversions at the Jobs Plus site. RAD Conversion of Jobs Plus sites will be permitted if the planned conversion will take place post award. Pursuant to the RAD Notice (Rental Assistance Demonstration – Final Implementation, PIH-2012-32 (HA), as amended from time to time), Jobs Plus grantees that convert Jobs Plus target project(s) to PBV or PBRA through RAD will be able to finish out their Jobs Plus period of performance 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 end the Jobs Plus program at that project.

Criteria for Eligible Developments

Size: Minimum development size of 200 non-elderly-only households. Non-elderly-only

means households where at least one resident is under age 62.

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

Place: Units to be served must be contiguous unless good cause can be shown that the program will succeed in non-contiguous developments. A description how the program will be run from one central location and remain accessible to residents of non-contiguous developments will be required. This requirement may disqualify developments on the Eligible Development list if the Asset Management Project (AMP) is for scattered sites.

Performance: Developments that belong to a non-performing PHA may be eligible to participate provided HUD has determined the PHA can implement and oversee the grant successfully. A “non-performing PHA” is defined as a PHA designated as a troubled performer under the Public Housing Assessment System (PHAS) as listed on HUD’s most recent official Troubled List or is designated a substandard performer based on its most recent published PHAS score.

PHAs that have more than one development already listed as eligible in Appendix B may apply to serve more than one of the eligible developments if they are contiguous or show in the application that they meet the required criteria for place. No Request for Review of Eligibility is required prior to submitting the application. PHAs with developments not listed on Appendix B that they believe, when combined, meet the criteria, may submit a request for review of eligibility. PHAs may propose to combine two or more developments to meet the criteria for eligible developments, subject to these conditions:

- 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.

Process for Request for Review of Eligibility. Before submitting this grant application, applicants whose developments are not on Appendix B but who believe a combination of developments will meet eligibility requirements, must submit a Request for Review of Eligibility of their target developments. To be considered, applicants must submit a Request via email to JobsPlus@hud.gov that lists the development name and numbers (in the format found in Appendix B) that are proposed to be combined to meet the criteria for the Jobs Plus program. 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 (see above) that were 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. All initial Requests for Review of Eligibility must be received no later than 20 calendar days prior to the due date of this NOFA.

HUD does not award grants to individuals. HUD will not evaluate applications from ineligible

applicants.

B. Cost Sharing or Matching.

This Program requires an applicant to leverage resources through cost sharing or matching as described below.

All applicants are required to have in place a firmly committed match contribution equivalent to at least 25 percent of their total grant amount requested. Commitments beyond 25 percent will be considered leverage. The match/leverage may be provided as a cash or in-kind donation. All agencies listed as providing match/leverage are required to provide a detailed letter on agency letterhead attesting to match/leverage signed by a person authorized to make the commitment.

To meet the Match Threshold according to HUD guidelines, match/leverage letters must contain:

- Letterhead of contributing entity
- Written signature of authorized individual at the contributing agency, dated between the publication date and application date of the NOFA
- Total dollar value of commitment, per year of grant and overall
- For in-kind matches, detailed calculations showing how the total dollar value was derived for each match amount
 - For match based on participants served, the calculation should be: $__ \text{ residents} \times __ \text{ cost of program per resident per year} \times __ \text{ years of grant} = \text{total commitment}$
 - 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
 - For match based on staff/volunteer time, the calculation should be: $__ \text{ hours per year} \times __ \text{ hourly rate} \times __ \text{ years of grant} = \text{total commitment}$
 - 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
 - For match based on a set resource, the calculation should be: $__ \text{ monthly rate} \times __ \text{ months per year} \times __ \text{ years of grant} = \text{total commitment}$
 - Example – 123 PHA is committing case manager 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
 - Calculations must be clear and able to be repeated by reviewers
 - Number of participants served must be reasonable and appropriate for the size of the development and proposed program
- For cash match, the source of the funds must be clearly stated but calculations are not necessary
- Detailed explanation of how the contributed resource relates to the success of participants in the Jobs Plus program

Applicants proposing to use their own, non-Jobs Plus resources to provide match or leverage

must also have a letter of commitment indicating:

- The type of match/leverage (cash or in-kind);
- The source of the match/leverage;
- The value of the match/leverage; and
- How the match/leverage will be used.

PHA Operating and Capital Funds may be used as match, if used for purposes eligible under the programs. Regular PHA staff time is not eligible to be used for match.

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 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 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.

If preferred, match commitments may be laid out in the MOU specified in section III.C.1.c, 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.

C. Threshold Requirements.

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated. See also Section I.A.3. Definitions.

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

2. Resolution of Civil Rights Matters. Outstanding civil rights matters must be resolved before the application deadline. Applicants who after review are confirmed to have civil rights matters unresolved at the application deadline will be deemed ineligible; the application will receive no

further review, will not be rated and ranked, and will not receive funding.

a. Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that have not been resolved to HUD’s satisfaction before or on the application deadline date are ineligible for funding. Such matters include:

- (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, national origin, disability or familial status;
- (2) Status as a defendant in a Fair Housing Act lawsuit filed by the Department of Justice 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 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; 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:

- Current compliance with a voluntary compliance agreement signed by all the parties;
- Current compliance with a HUD-approved conciliation agreement signed by all the parties;
- 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;
- Current compliance with a consent order or consent decree;
- Current compliance with a final judicial ruling or administrative ruling or decision; or
- Dismissal of charges.

c. **Memorandum of Understanding (MOU)** – Applicants must establish and maintain a

working relationship with the local Workforce Development Board and/or local American Job Center (formerly known as One-Stop Center) for the duration of the grant period. To meet the threshold requirement, the applicant must submit documentation of this relationship in a MOU between the Housing Authority and the local Workforce Development Board or American Job Center/One-Stop Center. The MOU must identify roles and responsibilities of the signatory agencies, and have been signed by all parties between the date of publication of this NOFA 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 2017, and meets the date requirements above.

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

D. Statutory and Regulatory Requirements Affecting Eligibility.

1. Compliance with Non-discrimination and Related Requirements.

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

Compliance with Fair Housing and Civil Rights Laws.

With some exceptions for federally recognized Indian tribes, recipients and their prospective subrecipients must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a), including, but not limited to, the Fair Housing Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act; Title II and Title III of the ADA of 1990.

Recipients of HUD funds, and their prospective sub-recipients, who are conducting programs or activities in a state or local jurisdiction that has passed a law prohibiting discrimination in housing based upon sexual orientation or gender identity, or a law prohibiting discrimination in housing based on lawful source of income, must comply with the law(s) of the state or locality in which the program activities are conducted.

Physical Accessibility. Note that all meetings must be held and services provided in facilities that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, successful applicants must give priority to alternative methods of product or information delivery that offer programs and activities to qualified 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. In addition, all notices of and communications during all training sessions and public meetings shall be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities or provide other means of accommodation for persons with disabilities consistent with section 504 of the Rehabilitation Act of 1973 and HUD's section 504 regulations. See 24 CFR section 8.6.

Affirmatively Furthering Fair Housing.

Section 808(e)(5) of the Fair Housing Act requires HUD to affirmatively further the purposes of the Fair Housing Act in its housing and urban development programs. HUD requires recipients of funds, including those awarded and announced under HUD's FY 2017 Program NOFAs not specifically exempted, to take meaningful actions that affirmatively further fair housing.

Unless otherwise specified elsewhere in this Program NOFA, an applicant must discuss how it will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with Section 808(e)(5) of the Fair Housing Act. If the applicant operates in a jurisdiction with an accepted Assessment of Fair Housing, the proposed activities should be consistent with the AFH's fair housing goals and with fair housing strategies specified in any applicable Consolidated Plan or Public Housing Agency Plan.

Federally recognized Indian tribes are not subject to the requirement to affirmatively further fair housing in their use of certain HUD funds. Other tribal entities may also be exempt. If a tribal entity's use of HUD funds is subject to the Fair Housing Act, then its proposed activities under a particular program NOFA should be consistent with the AFH's fair housing goals and with fair housing strategies specified in any applicable Consolidated Plan.

Applicants should note this requirement, which is listed in Section IV of the FY 2017 General Section, has been modified under this NOFA. Section IV of the FY 2017 General Section requires applicants to submit a statement (unless otherwise stated in the program NOFA) describing how it will carry out the proposed activities in a manner in compliance with Section 808(e)(5) of the Fair Housing Act, which requires the Department to affirmatively further the purposes of the Fair Housing Act in its housing and urban development Programs. Applicants under this NOFA need not include a statement on Affirmatively Furthering Fair Housing (AFFH) in their application; instead, successful applicants must undertake to take affirmative steps to try to further fair housing.

Improving Access to Services for Persons with Limited English Proficiency (LEP).

Executive Order (E.O.) 13166 seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have LEP. Recipients of HUD funds shall take reasonable steps to ensure meaningful access to their programs and activities to LEP individuals. As an aid to recipients, HUD published Final Guidance to Federal Financial Assistance Recipients: Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (LEP Guidance) in the Federal Register on January 22, 2007 (72 FR 2732). LEP guidance and LEP information is available on [HUD's website](#).

2. HUD- or Federal government-wide Requirements.

a. Outstanding Delinquent Federal Debts – It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

- A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
- Other arrangements satisfactory to HUD are made prior to the award of funds by HUD.

If satisfactory arrangements cannot be completed within 90 days of notification of selection, HUD will not make an award of funds to the applicant, and instead offer the award to the next eligible applicant. HUD may act earlier than the above stated 90 days to ensure, in HUD's determination, that the funds can be obligated in a timely manner. Applicants selected for funding, or awarded funds, must report any changes in status of current agreements covering federal debt. HUD may withhold funding, terminate an award, or seek other remedies from a grantee if a previously agreed-upon payment schedule has not been followed or a new agreement with the federal agency to which the debt is owed has not been signed.

b. Sufficiency of Financial Management System. HUD will not award or disburse funds to applicants that do not have a financial management system that meets Federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received Federal financial assistance, where HUD Program officials have reason to question whether a financial management system meets Federal standards, or for applicants considered high risk based on past performance or financial management findings.

c. Debarments and/or Suspensions – Under 2 CFR 2424, no award of Federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal government.

d. False Statements – A false statement in an application is grounds for denial or termination of an award and possible punishment, as provided in 18 U.S.C. 1001.

e. Pre-selection Review of Performance. – If your organization has delinquent federal debt or is excluded from doing business with the Federal government, the organization may be ineligible for an award. In addition, before making a Federal award, HUD reviews information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), and the “Do Not Pay” website. HUD may consider other public sources such as newspapers, Inspector General or Government Accountability Office reports or findings, or other complaints that have been proven to have merit. Applicants may review and comment on any information in FAPIIS through SAM. HUD reserves the right to:

- Deny funding, or with a renewal or continuing award, consider suspension or termination of an award immediately for cause,
- Require the removal of any key individual from association with management or implementation of the award, and
- Make provisions or revisions regarding the method of payment or financial reporting requirements.

f. Mandatory Disclosure Requirement. Recipients or applicants must disclose in writing to the awarding program office at HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award within ten days after learning of the violation. Recipients that have received a Federal award including the term and

condition outlined in Appendix XII to Part 200—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

g. Conducting Business in Accordance with Ethical Standards/Code of Conduct –

Before entering into an agreement with HUD, applicants selected for award must ensure an up-to-date copy of the organization’s code of conduct, dated and signed by the Executive Director, Chair, or equivalent official, of the governing body of the organization has been submitted to HUD.

Codes of conduct must prohibit real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibit the solicitation and acceptance of gifts or gratuities over minimal value by officers, employees, or agents for their personal benefit; and outline administrative and disciplinary actions available to remedy violations of such standards. (See 2 CFR 200.112 and 2 CFR 200.318.)

If the recipient has a parent, affiliate, or subsidiary organization, whether non-profit or for-profit, the recipient must also maintain written standards of conduct covering organizational conflicts of interest. “Organizational conflicts of interest” means that because of relationships with a parent, affiliate, or subsidiary organization, the recipient is unable, or appears to be unable, to be impartial in administering the award or serving as a pass-through-entity.

h. Conflict of Interest of Consultants or Technical Experts Assisting HUD – Consultants and technical experts who assist HUD in rating and ranking applications for funding under published FY 2017 Program NOFAs are subject to 18 U.S.C. 208, the federal criminal conflict-of-interest statute, and the Standards of Ethical Conduct for Employees of the Executive Branch regulation published at 5 CFR part 2635. As a result, consultants and technical experts who have assisted or plan to assist applicants with preparing applications for FY 2017 Program NOFAs may not serve on a selection panel and may not serve as a technical advisor to HUD. Anyone involved in rating and ranking FY 2017 Program NOFA applications, including departmental staff, experts and consultants must avoid conflicts of interest or the appearance of such conflicts. These individuals must also disclose to HUD’s Office of General Counsel Ethics Law Division the following information, if applicable:

- How the selection or non-selection of any applicant under a FY 2017 Program NOFA will affect the individual’s financial interests, as provided in 18 U.S.C. 208, or
- How the application process involves a party with whom the individual has a covered relationship under 5 CFR 2635.502

The consultant or technical expert assisting HUD must disclose this information before participating in any matter regarding an FY 2017 program NOFA. Applicants with questions regarding these provisions or concerning a conflict of interest, please call the Office of General Counsel, Ethics Law Division, at (202) 708-3815 (this is not a toll-free number). The phone

number above may also be reached by individuals who are deaf or hard of hearing, or who have speech disabilities, through the Federal Relay Services service at 1-800-877-8339.

i. . Prohibition Against Lobbying Activities. Applicants are subject to the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR part 87, which prohibit recipients of federal awards from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a specific award. All applicants must submit with their application the signed Certification Regarding Lobbying included in the Application download from Grants.gov. In addition, applicants must disclose, using Standard Form LLL (SF-LLL), “Disclosure of Lobbying Activities,” any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts. 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 established only under state law shall comply with this requirement. Applicants must submit the SF-LLL if they have used or intend to use non-federal funds for lobbying activities.

k. Consistency with the Consolidated Plan and Analysis of Impediments (AI)/Assessment of Fair Housing – Certain competitive Programs require applications to contain a certification of consistency with a HUD-approved Consolidated Plan. This certification means that the proposed activities are consistent with the jurisdiction’s strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the Consolidated Plan. The Consolidated Plan also includes the jurisdiction’s certification to affirmatively further fair housing which means, among other requirements, that the jurisdiction has conducted an AI/Assessment of Fair Housing. If a program NOFA requires a certification of consistency with the Consolidated Plan and you fail to provide the certification, and you do not cure the omission as a curable deficiency, HUD will not fund the application.

Under HUD’s regulations at 24 CFR 91.2(d), an applicant’s PHA Plan must include a certification by the appropriate state or local official that the PHA Plan is consistent with the applicable Consolidated Plan for the jurisdiction in which the PHA is located and must describe the manner in which the applicable contents of the PHA Plan are consistent with the Consolidated Plan.

E. Program Specific Requirements.

Non-Performing PHAs. Non-performing PHAs (per the definition in Section III.A) must submit a justification explaining their capacity to manage a grant despite their non-performing status. PHA’s may contact their field office representative to determine if they are on the Troubled list. When applications are received, a list of non-performing PHA applicants will be forwarded to the Office of Field Operations along with any submitted justifications. The Office of Field Operations will make a pass/fail determination on whether the non-performing PHA’s application can be scored. 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.

Tribes or Tribally Designated Housing Entities (TDHEs). This program is not open to federally designated tribes or tribally designated housing entities.

Subawards Subrecipients. This program does not allow subawards or subrecipients.

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 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.

Eligible Activities and Cost:

- [FAPIS](#) Hiring and compensating staff such as Service Coordinators or other service-related personnel (salary and fringe benefits for either Jobs Plus-specific staff or partner staff dedicated in whole or in part to providing Jobs Plus-related services).
- Providing services, such as job development and placement services; work readiness, including health screening; assistance with purchasing books, training materials, uniforms, test fees, work-related tools, interview clothing, required immunizations or health testing (e.g. TB test) or other hiring pre-requisites, etc.; education, job training, job counseling, job search skills, tutoring, mentoring, literacy, financial literacy and/or coaching; computer and internet access/on-site computer labs, and training on computer use and online technologies; counseling; transportation; and child care. (Services may be provided by the PHA or any partner/sub-contractor.)
- Rent incentives.
- Technical assistance.
- Administrative costs, such as rental of office space and related utilities, office supplies and equipment, postage, etc.
- Lease or rental of space for Jobs Plus activities is an eligible use of administrative funds, these conditions:
 - 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.
- Data collection/tracking and related software.
- Staff training/development/conferences/participating in learning networks and associated travel.
- NOTE: All program expenses must be approved by HUD and be within statutory and regulatory limitations (e.g., 2 CFR Part 200).

- NOTE: 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.

F. Criteria for Beneficiaries.

This program has eligibility criteria for beneficiaries.

You must refer to Sections V of the General Section for information on these eligibility requirements. These requirements may, where applicable, determine whether your application is reviewed or make your application ineligible for funding:

- Resolution of civil rights matters;
- Compliance with nondiscrimination and other requirements, including but not limited to:
 - compliance with all applicable fair housing and civil rights laws;
 - affirmatively furthering fair housing;
- Delinquent Federal debts
- Financial management systems that meet Federal standards;
- Debarment and/or suspension from doing business with the Federal Government;
- False statements;
- Do Not Pay review and compliance with the Improper Payments Elimination and Recovery Improvement Act of 2012;
- Standards of ethical conduct/code of conduct;
- Prohibition against lobbying activities; and
- Conflicts of interest.

IV. Application and Submission Information.

A. Obtaining an Application Package.

Instructions for Applicants

You must download both the Application Instruction and the Application Package from [Grants.gov](https://www.grants.gov). To ensure you are using the correct Application Package and Application Instructions, you must verify that the CFDA Number and CFDA Description on the first page of the Application Package, and the Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the Adobe forms created by Grants.gov. The Instruction download contains official copies of the General Section and Program NOFA, and forms necessary for a complete application. The Instruction download may include Microsoft Word, Microsoft Excel and additional Adobe Portable Document Format documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. For example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS is not deemed good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a

waiver if HUD does not receive your written request at least 15 days before the application deadline or if you do not demonstrate good cause. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you should contact:

Email: JobsPlus@hud.gov

The subject line of the email message should be "FY 2017 Jobs Plus NOFA 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). See Section VI.A.3 of the General Section ("Obtaining a Paper Application") and Section VI.A.2 of the General Section ("Obtaining a Waiver of Electronic Submission Requirements") for more information.

B. Content and Form of Application Submission.

To ensure that the correct Application Package and Application Instructions are used, applicants must verify that the CFDA Number and CFDA Description on the first page of the Application Package downloaded from Grants.gov, as well as the Funding Opportunity Title, and the Funding Opportunity Number match the Program and NOFA to which they are applying. You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFA for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

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

1. Content.

Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Application for Federal Assistance - Standard Form SF_424	Required - See Section IV.B.2.b of this NOFA for more information	HUD may contact an applicant to clarify items on this form, and will be treated as a curable deficiency (see Section V.B.2 of this NOFA (Corrections to Deficient Applications) for more information.)
Disclosure of Lobbying Activities - Standard Form SF_LLL	If applicable - See Section IV.B.2.c of this NOFA for more information	HUD may contact an applicant to clarify items on this form, and will be treated as a curable deficiency (see Section V.B.2 of this NOFA ("Corrections to Deficient Applications") for more information.)
HUD Applicant	HUD will provide instructions	HUD will provide instructions to

Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	to grantees on how the form is to be submitted.	grantees on how the form is to be submitted.
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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")

Executive Summary	Please include an Executive Summary of the proposed program. Please do not exceed three (3) pages
Jobs Plus Narratives	The written narrative must address the rating factors noted in Section V of the NOFA. Narratives are required for Rating Factors 1, 2 and 3. 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.
Map of Site	Please include a map showing the layout of the proposed site to be served. This is part of Rating Factor 1.
MOU between PHA and WDB and/or AJC/One-Stop	This is a required threshold. If it is missing from the application, it cannot be requested as a cure for deficiency.
Implementation Schedule	Part of Rating Factor 3
Detailed Program Budget	Part of Rating Factor 3 - Applicant's own format
Jobs Plus Summary Budget	Part of Rating Factor 3 - Form provided
Budget Narrative	Part of Rating Factor 3
Match/Leverage chart	See Rating Factor 4 for instructions
Match/Leverage Commitment Letters	See Section III.B - Match and Rating Factor 4 for instructions

2. Format and Form.

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

Applications must be submitted these following attachments:

- **Executive Summary** – File named PHA_Name_Executive_Summary. Not to exceed 3 pages.
- **Rating Factor 1 Narrative – Capacity.** File named PHA_Name_Rating_Factor_1_Capacity, not to exceed 15 pages.
- **Rating Factor 2 Narrative – Need.** File named PHA_Name_Rating_Factor_2_Need, not to exceed 5 pages.
- **Rating Factor 3 Narrative – Soundness of Approach.** File named PHA_Name_Rating_Factor_3_Soundness, not to exceed 20 pages.
- **Map of Site.** File named PHA_Name_Map.
- **Signed MOU between PHA and WIB.** File named PHA_Name_MOU.
- **Implementation Schedule.** File named PHA_Name_Implementation_Schedule. Not to exceed 5 pages.
- **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, not to exceed 5 pages.

Please upload files *in the above order* onto Grants.gov. You may combine all narratives into one PDF and upload as one file, but a Table of Contents should be included with page numbers to reference each narrative section.

Narrative page limits assume 12 point Times New Roman font with double spacing and one-inch margins. Tables and budgets need not to adhere to these standards. Only the information contained within the page limits for *each* narrative will be used for scoring *that* narrative.

Applications missing any of the following will be considered non-responsive to the NOFA and will not be considered for funding:

- Rating Factor 1 Narrative – Capacity;
- Rating Factor 2 Narrative – Need;
- Rating Factor 3 Narrative – Soundness of Approach;
- Signed MOU between PHA and WIB;
- Implementation Schedule;
- Detailed Match Commitment Letters;

- Detailed Program Budget;
- Jobs Plus Summary Budget;
- And Budget Narrative.

Guidance for Locating and Completing Forms

a. General. 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. See Section VI of the 2017 General Section ("HUD NOFA Guidance for Applicants") for more information.

b. 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).

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 NOFA 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 NOFA. 18.b should reflect the total match and leverage that you and your partners are committing to the program. No funding amount should be reported in 18.b through 18.f. The total, 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.

c. SF-LLL. If this form is not applicable to your agency, do not include it in your submission.

d. 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.

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

1. SAM Registration Requirement

Applicants must be registered with SAM before submitting their application. In addition, applicants must maintain an active SAM registration with current information at all times when they have an active Federal award or an application or plan under consideration by HUD.

2. DUNS Number Requirement.

Applicants must provide a valid DUNS number, registered and active at SAM, in the application. DUNS numbers may be obtained for free from [Dun and Bradstreet](#).

3. Requirement to Register with Grants.gov.

Anyone planning to submit grant applications on behalf of an organization must register at Grants.gov and be approved by the EBiz Point of Contact in SAM to submit applications for the organization.

Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise Applicants without a valid registration cannot submit an application through Grants.gov. Complete registration instructions and guidance are provided at [Grants.gov](#). See also Section IV.B for necessary form and content information.

D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **11/17/2017**. Applications must be received no later than the deadline.

Submit your application to [Grants.gov](#) unless a waiver has been issued allowing you to submit your application in paper form. Instructions for submitting your application to [Grants.gov](#) are contained in the Application Package you downloaded from [Grants.gov](#). Instructions for submitting your paper application will be contained in the waiver of electronic submission.

Applications under HUD's Continuum of Care (CoC) grant program are an exception to the submission requirements detailed in the previous paragraph. Applications for that grant program are submitted through HUD's e-snaps system.

“Received by [Grants.gov](#)” means the applicant received a confirmation of receipt and an application tracking number from [Grants.gov](#). [Grants.gov](#) assigns an application tracking number and date- and time-stamps each application upon successful receipt by the [Grants.gov](#) system. A submission attempt that does not result 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](#) in order to be received by HUD. “Validated by Grants.gov” means the application has been accepted and was not rejected

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

- Go to www.grants.gov.
- Under the APPLICANTS tab on the Home page header, select [Track My Application](#).
- In the text box provided, enter your Grants.gov application tracking number and click on the red Submit Application Tracking Numbers button. If the status is rejected with errors, you can get more information by logging in to Grants.gov with the username and password for the AOR account used to submit the application.

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

Note: Now 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:

- Go to www.grants.gov.
- On the top, right corner, click on the LOGIN link.
- Under the APPLICANT tab, enter the username and password for the AOR account used to submit the application and click on the LOGIN button.
- If your organization has Standard AOR Access Level, please click on the CHECK MY APPLICATION STATUS link on the left. If your organization has Expanded AOR Access Level, please click on the CHECK APPLICATION STATUS FOR ORGANIZATION link.
- Select SEARCH BY: ALL and click on the SEARCH button.
- Click on the submission you wish to download to highlight it.
- Click on the DOWNLOAD APPLICATION button.
- You will be prompted to OPEN or SAVE a ZIP file. Click on the button for the option of your choice.

Please make note of the associated tracking number as it will be referenced by the Grants.gov Help Desk. Make note of the ticket number in case you need help from grants.gov.

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.

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

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

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

1. Amending or Resubmitting an Application.

Before the submission deadline, you may amend an application that has been validated by Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by grants.gov by the applicable deadline. If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

2. Grace Period for Grants.gov Submissions.

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected application that is received and validated by Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period that is not received and validated by grants.gov will not be considered for funding. There is no grace period for paper applications.

3. Late Applications.

An application received after the Program NOFA deadline date that does not meet the Grace period requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

4. Corrections to Deficient Applications.

Except as provided by the electronic submission grace period described in this NOFA, HUD may not consider any information that applicants may want to provide after the application deadline. HUD may not seek or consider clarification of application items or responses that improve the substantive quality of an application or which correct deficiencies which are in whole or part of a rating factor, including items that impact preference points. HUD may contact the applicant to clarify other items in its application. In order not to unreasonably exclude applications from being rated and ranked where there are curable deficiencies, HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or

oversight which, if corrected, would not alter, in a positive or negative fashion, the review and rating of the application. Examples of curable (correctable) deficiencies include inconsistencies in the funding request, failure to submit the proper certifications, and failure to submit an application that contains a signature by an official able to make a legally binding commitment on behalf of the applicant. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized representative in item 21 of the SF-424 describing the curable deficiency. The email notifications are the official notification of the need to cure a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request for cure of a curable deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

Applicants must email corrections of curable deficiencies to applicationsupport@hud.gov within the time limits specified in the notification. The time allowed to correct deficiencies will not exceed 14 calendar days or be less than 48 hours from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD (or GrantSolutions). If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or other day when HUD's Headquarters offices in Washington, DC, are closed, then the applicant's correction must be received on the next business day that HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to applicationsupport@hud.gov must state: "Technical Cure" and include the Grants.gov application tracking number (e.g., Subject: Technical Cure - GRANT123456). 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 that contains the wrong DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in SAM will render the application ineligible for funding.

E. Intergovernmental Review.

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

F. Funding Restrictions.

Ineligible Activities. Funds under this Jobs Plus NOFA may not be used for performance of routine PH 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.

Indirect Cost Rate.

Indirect Cost Rate: No restrictions, applicants may use their negotiated rate or the de minimis rate (10% of Modified Total Direct Costs).

Non-governmental organizations: If you are using a negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and include a letter or other documentation from the cognizant agency showing the approved rate. If your organization has never had an indirect cost rate and wishes to use the de minimis rate, your application must clearly state you intend to use the de minimis 10% of Modified Total Direct Costs (MTDC).

Governmental organizations: If your organization has a negotiated indirect cost rate, your application must include the rate and a letter or other documentation from the cognizant agency showing the negotiated rate. If your organization has prepared and maintains documentation supporting an indirect rate proposal but has not negotiated approval of the rate, your application's budget narrative must include the rate and applicable distribution base.

G. Other Submission Requirements.

1. Discrepancies between the NOFA on Grants.gov and Other Documents.

The Program NOFA posted at the Grants.gov website is the official document HUD uses to solicit applications. Applicants are advised to review their application submission against the requirements in the posted Program NOFA. If there is a discrepancy between the Program NOFA posted on Grants.gov and other information provided in any other copy or version or supporting documentation, the posted Program NOFA located at www.Grants.gov prevails. If discrepancies are found, please notify HUD immediately by calling the program contact listed in the Program NOFA. HUD will post any corrections or changes to a Program NOFA on the Grants.gov website. Applicants must enroll an email address at the application download page to receive an e-mail alert from Grants.gov in the event the opportunity is changed.

2. Application Certifications and Assurances.

Applicants signing the SF424 cover page either through electronic submission or in paper copy submission (for those granted a waiver) affirm that the certifications and assurances associated with the application are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined that the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally-recognized Indian tribes, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

3. Lead Based Paint References

Not Applicable

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

Threshold Requirements. Applicants that meet all of the General Section and non-General Section threshold requirements listed on this NOFA will be eligible to be scored and ranked based on the total number of points allocated for each of the four rating factors described below in this section.

Award Factors. Each factor is weighted as indicated by the number of points that are assigned to it. The total maximum score that can be attained is 102 points. Applicants should be certain that each factor is adequately addressed. To the extent feasible, include all the needed information with the response to each rating factor. If the response to a particular 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.

Scoring Summary Table	Maximum Points
Rating Factor 1: Capacity (Max 15 pages)	
A. Team Make-Up, Roles/Responsibilities	9
B. Past Performance with Similar Programs	9
C. Capacity to Operate a Place-Based, Community-Focused Program	8
D. Section 3	5
E. Experience Working with Residents	5
Rating Factor 1 Total Score	36
Rating Factor 2: Need (Max 5 pages)	
A. Demographics	2
B. Existing Employment-Related Services	2
C. Local Employment Market	2
D. Community Feedback	2

Rating Factor 2 Total Score	8
Rating Factor 3: Soundness of Approach	
A. Program Activities and Implementation Plan (Max 20 pages)	40
1. Outreach and Engagement	8
2. Career/Employment/Training Services	14
3. Specific Goals	4
4. Financial Incentives/ JPEID	4
5. Community Supports For Work (CSW)	8
6. Data Management	2
B. Program Schedule	4
C. Budget	8
Rating Factor 3 Total Score	52
Rating Factor 4: Match/Leveraging	4
Rating Factor 5: Bonus Points PSS/PZ Documentation	2
TOTAL APPLICANT SCORE	102

Rating Factor 1 - Capacity (Max 15 pages) Maximum Points: 36

Managerial, Technical, and Administrative Capacity.

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 implementation schedule. HUD's evaluation of the applicant's capacity may include a capacity and past performance review by the local PIH Field Office.

Do not submit job descriptions or resumes. Do not submit Social Security Numbers of any individuals.

A. Team Make-up, Roles/Responsibilities (up to 9 points, as sub-divided below).

1. Describe the roles and responsibilities of each proposed partner on the team, and how they will work together to create and maintain common goals, commitment to outcomes, and accountability across the partnership. (up to 2 points)
2. Describe the staffing structure of the partnership and the knowledge/experience of proposed project director and key staff, including the day-to-day managers, job developers, community outreach workers, case managers, resource coordinators and consultants. How will the staff work together in planning, managing, and implementing the program in accordance with the implementation schedule? (up to 2 points)
3. Describe your strategy for providing all assessed residents with effective case

management including, but not limited to, the number of staff you plan to hire, the timing of those hires, and the case manager caseloads you expect to be maintained through the actions of your agency and partners. If you plan to maintain a caseload that is greater than 50:1, explain the reason for selecting the higher caseload and the basis for expecting you will be able to provide effective case management with that caseload. (up to 3 points)

4. Describe how you will ensure your partners will stay engaged throughout the term of the grant. (up to 2 points)

B. Past Performance with Similar Programs (up to 9 points, as sub-divided below).

1. Describe the proposed team's experience with, and capacity to, administer large, multi-year programs with multiple partners and multiple sources of funding. (up to 2 points)
2. Provide a description demonstrating that the proposed team has the managerial, technical, and/or administrative capability necessary to implement evidence-based strategies that are designed to improve employment opportunities and increase earned income for low income individuals. (up to 2 points)
3. Describe of recent, relevant experience of the applicant team in implementing service coordination, employment training and placement programs and/or resident engagement initiatives. Include the goals and measured outcomes of those endeavors. Specifically include joint initiatives between the PHA and the local WDB/One-Stop or American Job Center, if any. (up to 2 points)
4. Describe how you will achieve the overall and numeric goals as outlined in Section I.A.1 program goals. Please specifically address your capacity to assess residents, provide services (either directly or through partnership arrangements) connect residents to employment and assist with job retention. (up to 3 points)

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

1. Include a map of the proposed site with the site(s) clearly marked.
2. Describe in detail how you will foster the strong, cohesive place-based community required for Jobs Plus programs. (up to 3 points)
3. Describe the facilities that will be used to operate the Jobs Plus program, and how they will serve as a center to build a working community. (up to 1 points)
4. If you are proposing to combine two or more developments that are not contiguous, please describe how the program will be operated from one central location easily accessible to all residents. (up to 4 points) *Please note: If the proposed development is contiguous, these points will be automatically awarded.*

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

1. Provide a description of your Section 3 initiatives and results over the past five years. For example, what innovative approaches did the agency use to meet the regulatory requirements of Section 3? How many residents have been hired by the agency or contractors? How many Section 3 residents were retained beyond the initial project? What type of training opportunities were provided to Section 3 residents? How were

Section 3 residents notified about training and employment opportunities? (up to 3 points)

2. Describe how you will connect Jobs Plus participants to employment opportunities, including training positions, either within the PHA or with your contractors. For example, what incentives will you provide to contractors to hire or retain Jobs Plus participants? How will contractors be monitored for compliance, and what sanctions will be imposed for noncompliance? (up to 2 points)

E. Working with Residents (up to 5 points, as sub-divided below. Please note, applications will receive points for only one of the two bullets in section 2.)

1. Describe your experience working with residents as team members and leaders other than in a traditional resident council (up to 2 points).
2. EITHER –
 - Is there a Resident Council at your proposed Jobs Plus site, with a democratically elected board and written procedures as outlined in 24 CFR 964.115? (1 point if there is a functioning Resident Council at the proposed site.) If so, describe the Council and your involvement with them over the past few years. (up to 2 points)
 - If there is no Resident Council, please explain why, and what steps you will take to have a Resident Council in place for the Jobs Plus program. (up to 3 points maximum)

Rating Factor 2 - Need (Max 5 pages)

Maximum Points: 8

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 site.

A. Resident Population (up to 2 points). Provide a socio-economic and demographic description of the residents residing in the target site. Include the number of potential participants in the Jobs Plus program (these are “work-able adults,” who are people between the ages of 18-61 who can mentally and physically able to become employed). Also include the current rate of unemployment (individuals and households reporting zero earned income on their latest rent re-certification).

B. Other Employment-Related Programming (up to 2 points). Indicate what other programming the PHA has been operating to provide employment-related services to public housing residents in the proposed target site, the goals and outcomes of these programs and how the Jobs Plus program will enhance or replace the existing programming.

C. Local Employment Market (up to 2 points). Describe of the local employment market of the proposed target site(s), including information on the number and types of jobs available. Describe the skills that residents will need to pursue in-demand jobs in the applicant’s community including the education or training required to pursue such employment opportunities, what to study and where to apply for jobs. Describe the barriers to employment faced by the residents to be served by the Jobs Plus program.

D. Community Feedback (up to 2 points). Describe the process you have used to determine the needs of the residents in the identified development(s) (e.g. surveys or focus groups). How have you used the feedback you received to inform your strategy and shape your program?

Rating Factor 3 - Soundness of Approach

Maximum Points: 52

This factor addresses the soundness of the proposed approach and the quality and feasibility of the proposed work plan. The proposed approach must clearly present an achievable strategy for increasing residents' income through the three core elements of Jobs Plus -- employment-related services, financial incentives and community support for work.

A. Program Activities and Implementation Plan (Max of 20 pages) Applicants must provide a work plan with the following information:

1. Outreach and Engagement (up to 8 points, as sub-divided below).

- How will participants be recruited? List goals for outreach “touches” and enrollments. (up to 3 points)
- How will you reach out to those least likely to participate in the program? (up to 2 points)
- What retention methods will be employed? Do you plan to utilize any creative incentive methods, such as community rewards for continued participation? (up to 3 points)

2. Career/Employment/Training Services (up to 14 points, as sub-divided below).

- What employment and training services will you offer to participants and who will provide them (the PHA or partners)? How will you or your partners use labor market information to determine what jobs to train participants for? (up to 2 points)
- What work-enabling wrap-around supportive services will you and your partners offer to residents, who will provide them, and how will those services adapt to changing resident needs over time? How will Individual Training and Services Plans (ITSP) be developed and implemented? (up to 2 points)
- What special efforts will you make to help ensure success of those least likely to succeed (e.g. residents with no work history or low literacy skills)? (up to 2 points)
- How will you and your partners work with participants on a continuing basis to ensure not only job retention but also to assist participants in adapting to changes in their work situation so they can remain employed and also continue to strengthen their job skills. (up to 2 points)
- How will you and your partners recruit local employers to create employment and work-based learning opportunities for participants? Which partner will lead this effort, and how will you keep local employers engaged throughout the life of the grant? What employer commitments already exist? (up to 2 points)
- What strategies will you use (MOU's, communication, goals, tracking, etc.) to keep employers engaged for continued employment and advancement in employment? (up to 2 points)
- List program goals for key outcomes for program participants, including the percentage of participants who will obtain employment, percent increase in quarterly employment rates, percent increase in the number of residents increasing earned income and the

dollar amount of that increase. (up to 2 points)

3. Specific Goals (up to 4 points, as sub-divided below).

- How do you and your partners plan to include financial empowerment/financial coaching into the program design? (up to 2 points)
- How do you and your partners plan to work with 14-17 year olds to prepare them for employment? (up to 2 points)

4. Financial Incentives/JPEID (up to 4 points, as sub-divided below).

- How do you plan to administer and implement the JPEID?
 - Describe how you will work with the accounting/rent calculation and on-site staff to ensure that staff understand how the JPEID will be administered. Describe the PHA's plan to explain JPEID to residents and encourage program participation. (up to 2 points)

How will you track the impact of JPEID on PHA rental income?

- Provide the projected number of residents accessing JPEID (both those actively participating in Jobs Plus programming and those who simply enroll (or are enrolled in JPEID), and the projected dollar amount to be realized in JPEID savings). (up to 2 points)

5. Community Supports for Work (up to 8 points, as sub-divided below)

- Describe your vision for the Community Supports for Work component of the program. (up to 1 points)
- How will you involve residents who are not Community Coaches in the community aspect of the Jobs Plus program? What innovative features will you implement as part of your Community Supports for Work effort? (up to 3 points)
- How will residents be hired, trained, and employed as Community Coaches? (up to 2 points)
- List proposed outcomes and goals for this pillar of the program. (up to 2 points)

6. Data Management (up to 2 points)

- What tracking system will be used to support the program? (up to 2 points)

B. Program Schedule(Max 5 pages) (4 points, as sub-divided below)

1. Provide a proposed program schedule that documents the activities, deliverables, and key partners required to implement the strategies described in the Activities and Implementation Plan section within the grant period of performance. (up to 2 points)
2. Include timeframes for accomplishing all start-up activities immediately following the start of the grant period of performance that ensure that you will begin serving

participants no later than 6 months after the grant start date. (up to 2 points)

C. Summary Budget (no page limit), Detailed Budget (no page limit), and Budget Narrative (Max 5 pages) (up to 8 points).

Applicants must submit:

1. A completed Jobs Plus Summary Budget Form (HUD-50144) (up to 2 points)
2. A detailed Jobs Plus program budget showing the following for each category on the Summary Budget. (up to 2 points)
 - Further detail/breakdown of category expenses (for example, how many FTE’s, salary, benefits, etc.)
 - The amount to be spent each year of the grant, along with a 4-year total
 - The planned source of funds (grant or match)
3. A narrative of no more than five pages summarizing the specific activity costs (listed in the Work Plan), and costs related to program administration, salaries, program planning, technical assistance, and other costs to be paid with grant funds or match/leverage. (up to 4 points)
 - The budget should reflect program expenditures to be supported by grant funds, and cash and in-kind items and services.
 - The minimum required match is 25% of the grant total. For example, a \$3 million grant (the maximum award), the minimum required match would be \$750,000.

Rating Factor 4- Match/Leveraging - No Page Limit Maximum Points: 4

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. Federal sources generally may not allowed to be used as match or leverage unless otherwise permitted by that program’s authorizing statute. HUD encourages applicants to create a comprehensive continuum of committed resources that support the proposed program. To receive points under this rating factor, leveraged resource commitments must directly contribute to the Jobs Plus program. Please include a table in your response to this rating factor in the following format summarizing the leverage commitments you have secured; for example:

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

Total		\$170,000
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HUD will use the ratio of grant funds requested to the dollar value of documented, committed resources leveraged from other sources.

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 of the requested grant amount	0

For each entity on the Match/Leverage Chart, the application must contain a corresponding Match Commitment Letter containing the information required in Section III.B – Match. Applications without the required Match Commitment Letters will not meet the 25% match threshold and will not be considered for funding.

2. Preference 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 within a designated zone or area and supporting either or both initiative(s). In no case will HUD award more than two preference points for these activities.

a. To receive Preferred Sustainability Status Communities Preference Points, applicants must submit form HUD 2995, Certification of Consistency with Sustainable Communities Planning and Implementation, signed by the designated Preferred Sustainability Status Community point of contact. Designated PSS Communities Points of Contacts can be found on HUD's website ([click here](#)).

b. 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, please see the [Promise Zone pages on HUDEXchange](#).

B. Review and Selection Process.

1. Past Performance

In evaluating applications for funding, HUD will take into account an applicant's past

performance in managing funds. Items HUD may consider include, but are not limited to:

- a. The ability to account for funds appropriately;
- b. Timely use of funds received from HUD;
- c. Timely submission and quality of reports submitted to HUD;
- d. Meeting program requirements;
- e. Meeting performance targets as established in the grant agreement;
- f. The applicant's organizational capacity, including staffing structures and capabilities;
- g. Time-lines for completion of activities and receipt of promised matching or leveraged funds;
and
- h. The number of persons to be served or targeted for assistance.

HUD may deduct points from the rating score or establish threshold levels as specified under the Factors for Award in the Program NOFAs. Each Program NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts. Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding of each applicant's performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.C.2.b.(5), Pre-selection Review of Performance, above.

2. Assessing Applicant Risk

Review Types. Two types of reviews will be conducted. First, HUD will review each application to determine whether it meets threshold eligibility requirements. Second, HUD will review and assign scores to applications that meet threshold eligibility requirements.

Ranked Order. Once scores have been assigned, applications will be funded in ranked order with a minimum score of 70 required to be funded.

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 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, in which case, HUD shall reserve the funds for use in future NOFAs under this program area.

Corrections to Deficient Applications. The General Section (see Section VI.B.7; "Corrections to Deficient Applications") provides the procedures for corrections to deficient applications. For timely completion of the review process, this NOFA establishes a 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 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.

Unacceptable Applications. After the technical deficiency correction period, HUD will disapprove applications it determines are not acceptable for processing (e.g., applications that fail the threshold requirements of the General Section or of this NOFA, or that do not correct

technical deficiencies required for funding).

C. Anticipated Announcement and Award Dates.

It is anticipated that award announcements will take place early 2018.

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 all other applicants, whose applications were received by the deadline, that have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

Successful applicants will receive an award letter from HUD. The award letter will provide instructions about the steps grantees must take to access funding and implement grant activities; funding will be provided via a grant agreement and through the LOCCS system.

Unsuccessful applicants will receive a denial letter from HUD that will state the basis for the decision. Unsuccessful applicants may request an applicant debriefing. (See Section VI.D.6 of the General Section ("Debriefing") for additional information regarding a debriefing.) Applicants requesting to be debriefed must follow the instructions provided in the rejection letter.

B. Administrative, National and Department Policy Requirements.

For this NOFA, the following requirements apply:

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

HUD is committed to ensuring that small businesses, small disadvantaged businesses, and women-owned businesses, and Labor Surplus Area Firms participate fully in the direct contracting and contracting opportunities generated by HUD's financial assistance. State, local, and Indian tribal governments are required by 24 CFR 85.36(e) to take all necessary affirmative steps in contracting for the purchase of goods or services to assure that minority firms, women-owned business enterprises, and labor surplus area firms are used whenever possible or as specified in the Program NOFAs. Nonprofit recipients of assistance (grantees and subgrantees) are required by 2 CFR 200.321 to make positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises, and Labor Surplus Area Firms whenever possible.

Environmental Requirements. In accordance with 24 CFR 58.34(a)(3), (4) and (9), 24 CFR 58.35(b)(2) and (3), and 24 CFR 50.19(b)(3), (4), (9), (12), and (13), activities funded under this NOFA are categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and are not subject to environmental review under related laws and authorities.

C. Reporting.

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

1. Reporting Requirements and Frequency of Reporting. This Program NOFA and award agreement will specify the reporting requirements, including content, method of data collection, and reporting frequency. Applicants should be aware that if the total Federal share of your Federal award may include more than \$ 500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200--Award Term and Condition for Recipient Integrity and Performance Matters.

2. Race, Ethnicity and Other Data Reporting. HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, handicap (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. Program NOFAs may specify the data collection and reporting requirements. Many programs use the Race and Ethnic Data U.S. Department of Housing OMB Approval No. 2535-0113 Reporting Form HUD-27061.

3. 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.

5. Performance Reports.

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 will be required to participate in an independent evaluation of the Jobs Plus program to be funded by HUD.

a. Grantee Reporting

Grantees will be required to report to HUD on grant progress and activities in two ways:

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). Standardized quarterly reporting requirements will be provided to grantees at the time that 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 standardized format for the annual narrative report will be provided to grantees at the time that a grant agreement is established.

b. SF-425. Grantees must also submit a completed Federal Financial Report, SF-425, on an annual basis.

3. Racial and Ethnic Data. HUD requires that funded recipients collect racial and ethnic beneficiary data. It has adopted the Office of Management and Budget's Standards for the Collection of Racial and Ethnic Data. In view of these requirements, funded recipients should use Form HUD_27061, Racial and Ethnic Data Reporting Form (HUD Race Ethnic Form on Grants.gov), or a comparable form.

Please direct questions regarding specific reporting requirements to the point of contact listed in Section VII. Agency Contact(s), below.

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the awards for a Program NOFA are publicly announced, HUD will provide to a requesting applicant a debriefing related to its application. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF424 or by his or her successor in office, and be submitted to the person, organization, or email address identified as the contact under the section entitled Agency Contact(s) in the Program NOFA. 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 NOFA. Please note that HUD staff cannot assist applicants in preparing their applications.

Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

JobsPlus@hud.gov

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339.

VIII. Other Information.

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

part 1320.

National Environmental Policy Act.

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR Part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at HUD's Funds Available web page at http://portal.hud.gov/hudportal /HUD?src=/program_offices /administration /grants /fundsavail.

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.B of the NOFA 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 guidelines laid out in the NOFA Section III.C.1.c. If the MOU is not signed by both parties and dated appropriately, 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 NOFA.

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 in two ways. Initially, the Department will send an email to the person designated in item 8 of the SF424 submitted with the application; and to the person in item 21 of the SF424 as authorized representative; and to the person designated in Part I.D of the JP application form. These email notifications will be sent from the Department with confirmation of delivery receipt. The email notifications will be the official notification of the need to cure a technical deficiency. As a courtesy, the Department will also send a fax copy of the email notification to the fax numbers identified for the individuals on the SF424. The fax notification is a courtesy copy only. It is the responsibility of the applicant to provide the Department with accurate email addresses and fax numbers for receipt of these notifications. The Department is not responsible for correcting an email address or fax number not correctly entered into the SF424 or JP

application. Applicants are responsible for monitoring their email accounts and fax depositories to determine whether a cure letter has been received and for notifying staff of the receipt of the fax promptly.

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. Please ensure that your file attachment names meet these criteria; otherwise, your application will be rejected by Grants.gov.

Not Checking Validation Status. Please 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 the General Section (Section VI.B.1 'Electronic Application Submissions') and in this NOFA (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 the General Section and in this NOFA.

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

Appendix B: List of Potentially Eligible PHAs and Developments

LIST OF DEVELOPMENTS MEETING SOME OF THE MINIMUM REQUIREMENTS FOR PARTICIPATION IN THE JOBS PLUS INITIATIVE

PLEASE NOTE: To be considered for funding a development must be on this list. However, please refer back to the NOFA in order to meet all NOFA requirements. The attached list of developments only identifies developments that meet two selection criteria in the NOFA, namely:

(1) a development must have at least 200 households (excluding elderly-only households);

and

(2) at least 40 percent of the households in the development (excluding elderly only households) report no earned income in PIC based on HUD's Inventory Management System/PIH Information Center (IMS/PIC) data.

Please review additional selection criteria as described in the NOFA. The listing below was based on IMS/PIC data as of (to be added).