Housing Choice Voucher/Family Self-Sufficiency NOFA

For Fiscal Year 2011 Funding

Eligible Applicants

- **Only public housing agencies (PHAs) may apply.**

- **PHAs must either currently administer a HCV/FSS program or have HUD field office approval of their FSS Action Plan authorizing them to implement a HCV/FSS program.**

Troubled PHAs

- **A PHA that is SEMAP troubled or has serious program management review, IG or IPA audit findings for its HCV or Mod Rehab program as of the application due date MUST designate another organization or entity acceptable to HUD to administer the FSS program. The local HUD field office determines acceptability.**

Troubled PHAs

- **If unsure of status, an applicant should check with the Office of Public Housing in their local HUD field office.**

- **If an applicant that is required to have an agreement fails to submit the agreement with their application package, it will be treated as a technical deficiency that can be corrected.**

Purpose of the HCV/FSS Program

- **Promote local strategies to coordinate rental subsidy, training and services that will enable participants to obtain employment that leads to economic independence.**

- **Eliminate the need for participants to receive cash welfare assistance.**

- **Build family assets of participants through the FSS escrow account.**

Role of the HCV/FSS Program Coordinator

- Ensure that HCV/FSS program participants are linked to training and services that will enable them to develop new skills needed to achieve economic self-sufficiency.

- Ensure that FSS escrow accounts are established and properly maintained.

Role of the HCV/FSS Program Coordinator, Continued

- **Build partnerships with employers and service providers in the community to help participants obtain jobs and services.**

- **Work with the Program Coordinating Committee to secure commitments of public and private resources for program participants.**

Role of the HCV/FSS Program Coordinator, Continued

- **Monitor progress of participants and evaluate the overall success of the program.**

- **Coordinate with other service programs and, where appropriate, leverage shared resources, avoid duplication of services and improve access and service delivery for FSS families. (For example, coordinate with the VA's HUD-VASH.)**

Role of the HCV/FSS Program Coordinator, Continued

- **Ensure that AFFH requirements for the program are met.**

Purpose of the HCV/FSS NOFA

- **Provide funding to eligible PHAs for the salary and fringe benefits of HCV/FSS program coordinators.**

FY 2011 Funding

- **Total available: Approximately $59.88 million**
- **Maximum award per coordinator: $69,000**

Salary Comparability

- **For all coordinator positions, salary comparables supporting the salary/fringe benefits requested must be on file at the PHA.**

Salary Freeze on Positions Funded Under the FY 2010 HCV/FSS NOFA

- **There will be no salary increase for salaries funded with FY 2010 funds.**

Effective Date of FY 2011 Funding Awards

All HCV/FSS funds are now awarded on a calendar year basis.

The FY 2011 HCV/FSS funding awards will be effective January 1, 2012 through December 31, 2012.

Ineligible Use of Funds

Funding cannot be used to:

- **Pay for services and/or training for families.**

- **Pay the salary of a coordinator for public housing FSS.**

- **Work with non-FSS/HCV families.**

Ineligible Use of Funds, Continued

- **Anything beyond incidental performance of routine HCV functions that are reimbursed through HCV administrative fees.**

Registration and Application Submission

Application Submission

- **Applications must be submitted through Grants.gov or the PHA must obtain a waiver prior to the application due date.**

Application Submission

- **Detailed information on the Grants.gov registration and application processes is in the General Section. Posted on April 4, 2011.**

- **The April 29, 2011 webcast on the FY 2011 General Section and Logic Model Training is available on the Grants webpage at www.hud.gov. Click Multimedia/videos.**

Registration and Application Submission

Registration with Grants.gov and submission of applications are separate processes.

Both initial registration and required annual update/renewal can take several weeks.

Registration and Application Submission

START THE PROCESS IMMEDIATELY, IF YOU HAVEN'T ALREADY DONE SO.

Grants.gov Application Package - Hints

- **Read the General Section instructions for downloading and completing application packages and follow them carefully!**

Grants.gov Application Package - Hints

If more than one person is working on the application package, all must be using the same software version.

Grants.gov Application Package - Hints

To download the application package, enter the CFDA Number, the Funding Opportunity Number <u>OR</u> the Funding Competition ID. <u>DO NOT</u> enter more than one number or you will get a message the "opportunity" cannot be found.

Grants.gov Application Package - Hints

- **Use the fax transmittal form from the download of your package. It has an embedded ID #.**

Application Due Date

- **All applications must be <u>received</u> by 11:59:59 pm eastern time on June 8, 2011.**

- **Electronic applications must be submitted to Grants.gov prior to that deadline.**

Application Due Date

- **For applications submitted to Grants.gov, received means that the application has been successfully uploaded to the Grants.gov server and the applicant has received confirmation of successful submission.**

- **Allow enough time for the process.**

- **See General Section.**

Waiver of Electronic Application Requirement

- **Directions for requesting a waiver are in the program NOFA.**

- <u>**HOWEVER**</u>**, IT IS HIGHLY UNLIKELY THAT ANY WAIVERS WILL BE GRANTED AUTHORIZING SUBMISSION OF A PAPER APPLICATION.**

Application Deadline with Waiver

If a waiver is obtained:

- **The application must reach HUD by the deadline date.**

- **There will be no grace period.**

FY 2011 NOFA Overview

- **Submission requirements and eligibility are similar to the FY 2010 HCV/FSS NOFA.**

- **HUD Policy Priority status of applicants is again being implemented using the logic model.**

- **This NOFA gives preference to previously funded positions that meet the performance requirement for families served.**

FY 2011 NOFA Overview

- **No Affirmatively Furthering Fair Housing certification. Instead the NOFA identifies actions that must be taken by the FSS program coordinator.**

- **See section III.C.4.a.(2) of the NOFA .**

- **Be sure to document compliance.**

FY 2011 HUD Policy Priorities

Qualifying for Policy Priority Status

- **To receive priority funding status under this NOFA, the applicant's logic model must include at least two of the three categories of Policy Priority activities/outputs and related required outcomes/indicators that are identified in the HCV/FSS NOFA.**

- **Full discussion of HUD's Policy Priorities is in the General Section.**

HUD Policy Priorities for the HCV/FSS NOFA

- **POLICY PRIORITY 1 – Job Creation/Employment**

- **POLICY PRIORITY 4 – Knowledge Sharing and Capacity Building**

- **POLICY PRIORITY 5 – Using Housing as a Platform for Improving Other Outcomes.**

Qualifying for Policy Priority Points

- **See Section V. of the HCV/FSS NOFA for a complete description of the activities/outputs applicable to each policy priority under this NOFA and corresponding outcomes.**

- **Activities/outputs and outcomes related to policy priorities are listed in the logic model under the heading "Policy Priority".**

Policy Priorities in the Logic Model

For example:

Activity: Policy Priority – Job Creation/Employment – Partnership with Workforce Investment Board (WIB) to establish apprenticeship programs and/or job opportunities.

Output: Partnerships

Policy Priorities in the Logic Model

Corresponding Outcome:

Policy Priority – Job Creation/Employment – Number of job placements as a result of partnerships with the Workforce Investment Board.

Indicator: Full-time employment

Basic Eligibility of PHAs under the FY 2011 HCV/FSS NOFA

PHAs Currently Administering HCV/FSS Programs

Eligibility

- **Eligibility based on number of families under a Contract of Participation at any time between January 1, 2010 and December 31, 2010, including those that graduated and those that left the program without completing.**

- **Based on PIC data.**

Eligibility

- **There are special provisions re. enrollment #s for PHAs initially funded under the FY 2010 HCV/FSS NOFA and state/regional PHAs.**

Eligibility – State and/or Regional PHAs

- **If a state/regional PHA administers HCV/FSS programs in administratively distinct areas of its jurisdiction, the PHA may request that the eligibility requirements of this NOFA be applied to each separate area where the PHA administers a HCV/FSS program of the required size.**

Eligibility – State and/or Regional PHAs

- **To qualify, state/regional PHAs <u>must</u> submit a request to the PH director in their local HUD field office prior to the application deadline asking that the eligibility requirements be applied to each separate area and must include documentation such as an Ad Hoc report from PIC.**

Eligibility – State and/or Regional PHAs

- **The report must identify each separate area and the qualifying families in each area.**

Eligibility- # of Families Served

- **Numbers from PIC covering the period from January 1, 2010 through December 31, 2010 are posted on the HCV webpage at http://www.hud.gov/offices/pih/programs/hcv/**

Eligibility- # of Families Served

- **<u>If number posted is incorrect</u>:** If too low, or if the PHA is not included on the listing, the PHA has the opportunity to provide documentation of the correct number to the PH Director in the PHA's local HUD field office prior to the application deadline. (See section I.B.5. of the HCV/FSS NOFA.)

Eligibility-# of Families Served

- **Suggested Documentation:** Ad hoc report from PIC or another listing generated by the PHA's software that identifies all families that were under HCV/FSS contract at any time during the target period.

Eligibility - Initial Full-Time Position

For PHAs currently administering HCV/FSS programs <u>except</u> those initially funded in FY'10:

- **Served a minimum of 25 families in their HCV/FSS program during the target period.**

- **Apply jointly with one or more other PHAs to meet the 25 HCV/FSS family threshold.**

Eligibility - Initial Full-Time Position

For PHAs currently administering HCV/FSS programs that were <u>initially</u> funded under the FY 2010 HCV/FSS NOFA, the time period for initial enrollment of families is longer than for other applicants.

- Applicant must have begun to enroll families between January 1, 2010 and <u>June 8, 2011</u>. (Must have enrolled at least one family.)

Eligibility - Initial Full-Time Position

Documentation Requirement:

- **If enrollment for PHAs initially funded under the FY 2010 HCV/FSS NOFA began between January 1, 2011 and June 8, 2011, the PHA must submit data to its local HUD field office PH director confirming the enrollments because this data will not be reflected in the posted numbers.**

Eligibility - Part-Time Position

To qualify for up to 50% of a full-time salary:

- **PHAs currently administering HCV/FSS programs served between 15 and 24 HCV/FSS families during the target period.**

- **PHAs that apply jointly with one or more other PHAs to meet the 15 – 24 HCV/FSS family participation requirement of this NOFA.**

A Part-Time Position

Documentation Requirement;

- **PHAs initially funded for a part-time position in FY'10 that began to enroll families between January 1, 2011 and June 8, 2011, must submit documentation to field office as indicated for full-time positions.**

Funding for Additional Positions – PHAs Currently Administering HCV/FSS Programs

Performance Requirement – Existing Programs

- **Eligibility for each additional position (beyond the initial position) will require that the PHA has served 50 more families than at the previous level.**

- **PHA's initial position – 25 families.**

- **Second position – 75 families.**

- **Third position – 125 families, etc.**

Eligibility – PHAs not currently administering HCV/FSS

PHAs <u>not</u> Currently Administering HCV/FSS

- **Must have a HUD field office approved FSS Action plan authorizing implementation of a HCV/FSS program.**

PHAs <u>not</u> Currently Administering HCV/FSS

Eligibility based on approved program size requirements:

- <u>Full-time position</u> – at least 25 slots in approved HCV/FSS Action Plan or that # as joint applicants.

- <u>Part-time position</u> – 15 – 24 slots in approved Action Plan or that # as joint applicants.

Funding Priority Categories

Funding Priority Categories

- <u>Category 1</u>: Renewal positions funded under the FY 2010 HCV/FSS NOFA.

- Renewal subject to meeting the performance requirements of III.A.1.a. and III. A.2. (Number of families served during target period.)

Funding Priority Categories

- **<u>Category 2</u>: Category 1 PHAs under this NOFA, that lost positions in FY 2009 because HUD did not have sufficient funding for all eligible positions.**

- **(PHA must have served enough families during the FY 2011 NOFA target period to qualify for restoration of the lost positions.)**

Funding Priority Categories

- **Category 3**: **PHAs that currently administer HCV/FSS that don't qualify for Categories 1 or 2 under this NOFA.**

- **(Subject to performance requirements for # of families served during the FY 2011 NOFA's target period.)**

Funding Priority Categories

- **<u>Category 4:</u> PHA applicants that <u>do not currently administer</u> a HCV/FSS program that meet the requirements of III.A.1.b. of this NOFA. (HUD-approved FSS Action Plan.)**

Funding Priority Categories

- **<u>Category 5:</u> Additional positions for Category 1 PHA applicants that qualify for a higher number of positions than their renewal level.**

- **(Based on the requirements for the number of families served in III.A.2. of the FY 2011 HCV/FSS NOFA.)**

Order of Funding

- **Starting with <u>Funding Category 1</u>, HUD will first determine whether there are sufficient monies for all eligible positions requested in the funding category. If funding is not sufficient for all eligible positions requested in a category, HUD will begin funding applicants as follows:**

Order of Funding

In each Funding Category, HUD will fund all eligible applicants that qualify for HUD Policy Priority Status first.

Order of Funding

For PHAs <u>currently administering</u> HCV/FSS programs, the following tie breakers will be used:

1. **PHA with the highest percentage of positive escrow balances.**

2. **PHA with the smallest HCV program size.**

Funding Order, Funding Category 1 – Renewal of FY 2010 Positions

- **Within the policy priority or non-policy priority group, fund in a round robin fashion starting with an initial position for all, then a 2nd, 3rd, etc. until all funding is expended.**

Funding Order: Category 2 – PHAs that Lost Funding in FY 2009 due to $ Available

- **Preference for PHAs that lost the highest number of positions in FY '09 due to insufficient funding.**

Note: Important that PHAs enter the last year a position was funded in Part II.A. of the form HUD-52651.

Funding Order: Category 3 – PHAS Currently Administering HCV/FSS that Were Not Funded in FY 2010.

Round robin process starting with an initial position.

Funding Order: Category 4 – PHAs not currently administering HCV/FSS

- **Smallest HCV programs will be funded first.**

Funding Order: Category 5 – New Positions for PHAs Funded in FY 2010

- **Funding using Round Robin method starting with PHAs that qualify for a second position.**

Content of the Application

Content of Application

- **SF-424**

- **Facsimile Transmittal (HUD-96011)**

- **Lobbying Disclosure, SF-LLL (if applicable)**

- **HCV/FSS application, HUD-52651**

- **Logic Model, HUD-96010**

- **Applicant/Recipient Disclosure Report, HUD-2880**

Content of Application

- **Certificate of Consistency with the Consolidated Plan (HUD-2991) OR a copy of the signed PHA Certification of Compliance for the applicant's current Annual PHA Plan.**

- **Code of Conduct, if applicant PHA is not listed on HUD website. (http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm)**

Locating Forms

Access forms by clicking on "Download Application Instructions" and "Download Application Package" at the Download Opportunity Instructions and Application tab for the HCV/FSS NOFA on the Grants.gov website .

SF- 424

- **PHAs last funded under the FY 2010 HCV/FSS NOFA, select the continuation box on question 2, type of application.**

- **The Federal Identifier requested in 5a. Is the PHA number of each applicant PHA (e.g., MD035 or AK002)**

- **The Federal Award Identifier is the PHA number plus "FSS8".**

SF- 424

- **All applicants should enter the effective date of January 1, 2012 and expiration date of December 31, 2012 as the proposed ACC amendment effective and ending dates for the requested funding in Section 17 of the form.**

SF- 424

- **In section 18, Estimated Funding, complete only 18a. – the amount requested from HUD in this application <u>and</u> 18g. – Total.**

- **Those numbers should include the dollar amounts for fringe benefits, if applicable.**

HUD-52651, HCV/FSS Application Form

- **All applicants must complete Part I.**

- **PHAs that currently administer HCV/FSS programs will also complete Part II.**

- **PHAs <u>not</u> currently administering HCV/FSS programs will complete Parts I and III.**

HUD-52651, HCV/FSS Application Form

- **Part II.A. – the amount of salary requested to continue each position funded in FY 2010 may not be higher than the amount of the FY 2010 award amount.**

- **Any additional new positions requested subject to the $69,000 maximum and comparability requirement.**

HUD-52651, HCV/FSS Application Form

Requesting a part-time position:

- **A PHA currently administering a HCV/FSS program - enter ½ in Part II.C.1.**

- **A PHA <u>not</u> currently administering a HCV/FSS program – enter ½ in Part III.C.1.**

HUD-52651, HCV/FSS Application Form

- **PART II, A. – Previously Funded Positions:**

- **Enter Fiscal Year (FY) last funded, e.g., positions funded under the FY 2010 NOFA were funded with FY 2010 HUD Appropriations.**

- **Positions last funded under the FY 2008 HCV/FSS NOFA would put FY 2008.**

Logic Model

- **Required part of the application package that can also be used as a program monitoring and evaluation tool by PHAs.**

- **See April 29, 2011 broadcast, FY 2011 General Section and Logic Model Training, available on HUD's website and the posted General Section for detailed information.**

Logic Model

- **Print instructions from Instructions tab of the Logic Model and read carefully.**

- **For HCV/FSS, complete cover sheet and year 1 worksheet. Do not complete the Total worksheet.**

Logic Model

- **Remember that HUD Policy Priority status is being implemented through the Logic Model.**

Logic Model- General Advice

- **Do not modify the Logic Model template and do not cut and paste into the Logic Model template.**

- **When you open the logic model, click on "enable" macros.**

Logic Model – General Advice

- **Security: Read the security instructions carefully. You may have to reset the security levels.**

Logic Model- General Advice

- **Note detailed instructions in General Section for requirements for completing and naming the logic model.**

Logic Model- General Advice

- <u>**For example**</u>: **(1) Applicant's name in the Logic Model must match the applicant's name in box 8a of the SF424. (2) Limit files names to not more than 50 characters – no more than 32 characters strongly recommended.**

Logic Model- General Advice

- **Follow naming convention instructions when naming your logic model.**

- **Applicants that don't follow the naming conventions will be rejected.**

- **The Grants.gov system views file names that don't comply with the naming conventions as containing viruses.**

HUD-2880, Applicant/Recipient Disclosure

- **Part I, Question 2. The $200,000 threshold applies to funding requested under this HCV/FSS NOFA. If the amount requested is less than $200,000, answer NO. You will not have to complete Parts II and III.**

Code of Conduct

- **Code of Conduct should be in your HCV Administrative Plan.**

- **Check the HUD website at: http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm.**

Code of Conduct

- **If your PHA is not listed or if your code has been revised, fax a copy using the fax cover sheet from your application package.**

- **Fax to 800-HUD-1010 (toll free) or to 215-825-8798. (See submission details under conducting business in accordance with core values and ethical standards in the General Section.)**

Reporting After Award

Reporting After Award

- **PIC – FSS enrollment, progress and exit activities reported in Section 17 of the form HUD-50058. For 50058-MTW, Section 23.**

- **See Notice PIH-2010-25 (HA) on timely reporting requirements. Notice issued July 7, 2010.**

Reporting After Award

- **Voucher Management System (VMS) – amount of FSS escrow deposits, FSS escrow forfeitures and FSS coordinator expenses must be entered in VMS on an on-going basis.**

Reporting After Award

- **Logic Model (HUD-96010) and answers to Logic Model Program Management and Evaluation Questions: Must be submitted to the Public Housing Director in the recipient's local HUD field office no later than January 30, 2013.**

Reporting After Award

- **Racial and Ethnic Data: For the HCV/FSS program, racial and ethnic data is reported to HUD using form HUD-50058.**

- **The Form HUD-27061 is <u>NOT</u> used for the HCV/FSS program.**

Reporting After Award

- **Subaward Reporting**

- **Applies to awards made after October 1, 2010.**

- **Report subawards of more $25,000 or greater within 30 days.**

- **See General Section for details.**

Reporting After Award

- **<u>Section 872 of the Duncan Hunter National Defense Authorization Act for FY 2009</u>:** **See General Section for information concerning plans to create a government-wide data system for information related to the integrity and performance of entities awarded federal financial assistance that will be used by federal officials in making awards.**

REMEMBER!

- **Read the FY 2011 program NOFA and General Section carefully.**

- **Base your application on the current NOFA and General Section requirements, not on a previous application in your files.**

- **Read and carefully follow instructions for registration and electronic submission of the application.**

Contact Information

- **For further information on HUD's FY 2011 Policy Requirements and General Section call: 202-708-0667.**

- **For TTY access through the Federal Information Relay Service call 800-877-8339.**

- **For program specific questions, call Kathryn Greenspan on 202-402-4055 or email her at: Kathryn.L.Greenspan@hud.gov.**