

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5200-N-01A]

Fiscal Year 2008 SuperNOFA for HUD's Discretionary Programs

AGENCY: Office of the Secretary, HUD.

ACTION: Notice of HUD's 2008 Notice of Funding Availability (NOFA) for HUD's Discretionary Programs (SuperNOFA).

SUMMARY: On March 19, 2008, HUD published its Notice of Fiscal Year (FY) 2008 Notice of Funding Availability Policy Requirements and General Section to HUD's FY2008 NOFAs (General Section). HUD published the General Section of in advance of the individual NOFAs to give prospective applicants sufficient time to understand policy and program requirements that apply to the majority of HUD's programs in advance of the publication of the program section NOFAs, to register early with Grants.gov in order to facilitate their application submission process, and to gain a better understanding of the Grants.gov application receipt and validation process. Today's publication contains the 36 funding opportunities that constitute HUD's FY2008 SuperNOFA. Today's publication also provides a revised Appendix A that lists the programs contained in the FY2008 SuperNOFA and corrects two items contained in the General Section published on March 19, 2008.

DATES: Application deadline and other key dates that apply to all HUD federal financial assistance made available through HUD's FY2008 SuperNOFA are contained in each individual program NOFA and in Appendix A of this notice.

FOR FURTHER INFORMATION CONTACT: The individual program NOFA identifies the applicable agency contact(s) for each program. Questions regarding today's

Introduction to the SuperNOFA should be directed to the NOFA Information Center between the hours 10:00 a.m. and 6:30 p.m. eastern time at (800) HUD-8929. Hearing-impaired persons may access this telephone via TTY by calling the toll-free Federal Information Relay Service at (800) 877-8339. Questions regarding specific program requirements should be directed to the agency contact(s) identified in each program NOFA.

SUPPLEMENTARY INFORMATION

HUD published the Policy Requirements and General Section to HUD's FY2008 NOFAs (the **General Section**) in the Federal Register on March 19, 2008 (73 FR 14882). HUD published the **General Section** in advance of the individual program NOFAs to give prospective applicants sufficient time to understand policy and program requirements that apply to the majority of HUD's programs in advance of the publication of the program section NOFAs, to register early with Grants.gov in order to facilitate their application submission process, and to gain a better understanding of the Grants.gov application receipt and validation process. Today's publication contains the 36 individual funding opportunities that constitute HUD's FY2008 SuperNOFA. Through the FY2008 SuperNOFA, HUD is making available approximately \$1.02 billion in federal financial assistance. Today's publication also provides a revised Appendix A that lists the programs contained in the FY2008 SuperNOFA and corrects items contained in the **General Section** published on March 19, 2008.

Each program NOFA provides the statutory and regulatory requirements, threshold requirements, and rating factors applicable to funding made available through the individual NOFA. Applicants must also read, however, the **General Section** for

important application information and requirements, including submission requirements that provide explicit instructions on file formats acceptable to HUD.

Appendix A to the **General Section** identified the funding opportunities that HUD anticipated would be included in the FY2008 SuperNOFA. HUD is revising and republishing Appendix A (Revised Appendix A) as part of today's publication. Revised Appendix A provides a corrected and up-to-date list of the funding opportunities included in today's FY2008 SuperNOFA publication. Revised Appendix A also lists the application deadline date and the approximate amount of funding available for each of the program NOFAs contained in the FY2008 SuperNOFA. Applicants are reminded that, unless they obtain a written waiver, applications must be **received and validated** by Grants.gov by 11:59:59 p.m. eastern time on the application deadline date. The validation check can take 24 to 48 hours after an application is received by Grants.gov. **As a result, HUD strongly encourages applicants to submit their applications 48 to 72 hours prior to the application deadline date.** By submitting prior to the application deadline date, applicants will have time to cure any deficiency in their applications should it fail the validation process. HUD also reminds applicants that, if they have changed their email address, they must also update their Authorized Organization Representative (AOR) registration with Grants.gov. Failure to update the AOR email address will prevent individuals submitting applications on behalf of an applicant from receiving a validation receipt or rejection notice from Grants.gov.

In reviewing Revised Appendix A, applicants should note that the HOPE VI program is not part of the FY2008 SuperNOFA. HUD published the HOPE VI NOFA separately in the Federal Register on March 26, 2008 (73 FR 16140). The application

and instructions for the HOPE VI NOFA can be found on the Grants.gov website at http://www07.grants.gov/applicants/find_grant_opportunities.jsp. In addition, the Continuum of Care program is not part of today's publication. Applicants for the Continuum of Care program should be advised that HUD will require applicants to submit Continuum of Care applications electronically in FY2008. Because the electronic application is not yet available, however, details of the registration process and other submission details (including, application submission date and timely receipt requirements) will be published in two notices that will be published in the Federal Register later this year. HUD expects the first notice to be available in spring 2008. HUD expects to publish the Continuum of Care NOFA no earlier than July 1, 2008. Notification of the availability of registration instructions, the application and other information will be released through the Grants.gov/Find website. To be placed on the Grants.gov notification service for notices about the Continuum of Care electronic application process, go to <http://www.grants.gov/search/subscribeAdvanced.do>. To join the HUD homeless assistance programs listserv go to <http://www.hud.gov/subscribe/signup.cfm?listname=Homeless%20Assistance%20Program&list=HOMELESS-ASST-L>.

HUD is also using today's publication to correct the following items in the General Section published on March 19, 2008:

On page 14885, Section III, C.2.j., the section on Debarment and Suspension, is modified to reference the December 24, 2007 final rule on Implementation of OMB Guidance on

Nonprocurement Debarment and Suspension (72 FR 73484). The December 24, 2007, final rule relocated HUD's regulations governing nonprocurement debarment and suspension to a new part in title 2 of the Code of Federal Regulations. The relocation of HUD's nonprocurement debarment and suspension regulation is part of a governmentwide initiative to create one location where the public can access both the Office of Management and Budget guidance for grants and agreements and the associated federal agency implementing regulations. HUD's final Rule is available at <http://www.hud.gov/grants/index.cfm> on the right hand side of the page under "What's Hot!"

On page 14890, Section VI.B.b. "Step Two: Register with CCR," is corrected to reflect the operating hours of the Central Contractor Registration (CCR) Assistance Center. If you need assistance you can contact the CCR Assistance Center, Monday to Friday, except federal holidays, from 9:00 a.m.-5:00 p.m. eastern time by calling 888-227-2423 or 269-961-5757. CCR also has on line help incorporated into its website. To obtain the online help, use the HELP link at the top of the page.

Applicants are invited and encouraged to participate in HUD's satellite training and webcast sessions designed to provide a detailed explanation of the general section and program section requirements for each of the SuperNOFA programs. The interactive broadcasts provide an opportunity to ask questions of HUD staff. These broadcasts are archived and accessible from HUD's Grants page at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. HUD also encourages all applicants to subscribe to the Grants.gov free notification service. By doing so, applicants will receive email notification as soon as items are posted to Grants.gov and

have access to a significant amount of useful information, including responses to frequently asked questions that arise during the funding application period. The address to subscribe to the Grants.gov free notification service is

http://www.grants.gov/applicants/email_subscription.jsp. Corrections to the **General**

Section, program NOFAs, or the application are posted to www.Grants.gov as soon as they are available. HUD will also post the Continuum of Care NOFA (and any corrections to the Continuum of Care NOFA) on the Grants.gov/Find site.

HUD hopes that the steps that it has taken to provide information early in the FY2008 funding process will be of benefit to you, our applicants and urges applicants to carefully read the instructions provided in the **General Section** and program sections of the NOFA and to apply early so any issues can be addressed prior to the deadline date

Dated: April 15, 2008

Dawn Luepke
General Deputy Assistant Secretary
for Administration

[FR 5200-N-01A]

HOUSING CHOICE VOUCHER FAMILY SELF-SUFFICIENCY PROGRAM COORDINATORS

OVERVIEW INFORMATION

A. Federal Agency Name: Department of Housing and Urban Development, Office of Public and Indian Housing, Office of Public Housing and Voucher Programs.

B. Funding Opportunity Title: Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program Coordinators.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: FR 5200-N-03, the OMB Approval Number is 2577-0178.

E. Catalog of Federal Domestic Assistance (CFDA) Number(s): 14.871, Section 8 Housing Choice Vouchers.

F. Dates: The application deadline date is **June 12, 2008**. Please see the **General Section** for timely receipt requirements.

G. Additional Information: The purpose of the HCV FSS program is to promote the development of local strategies to coordinate the use of assistance under the HCV program with public and private resources to enable participating families to increase earned income, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency. The FSS program and this FSS NOFA support the Department's strategic goal of helping HUD-assisted renters make progress toward self-sufficiency. The FSS program provides critical tools that can be used by communities to support welfare reform and help families develop new skills that will lead to economic self-sufficiency. As a result of their participation in the FSS program, many families have achieved stable, well-paid employment. An FSS program

coordinator assures that program participants are linked to the supportive services they need to achieve self-sufficiency.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

A. Authority and Program Description. The Consolidated Appropriations Act, 2008 (Pub. L. 110-161, approved December 26, 2007) allows funding for program coordinators under the HCV FSS program under section 23 of the United States Housing Act of 1937. Through annual NOFAs, HUD has provided funding to public housing agencies (PHAs) that are operating HCV FSS programs to enable those PHAs to employ program coordinators to support their HCV FSS programs. In the Fiscal Year (FY) 2008 HCV FSS Program Coordinator NOFA, HUD is again making funding available to PHAs to employ HCV FSS program coordinators and HCV FSS homeownership program coordinators for one year. Funding priority under this NOFA will be provided to applicants with Public Housing Information Center (PIC) data confirming that their FSS families have purchased homes and to applicants whose PIC data demonstrate program accomplishments, such as increased HCV FSS program size, increased earned income of program participants, and families successfully completing their FSS contracts. HUD will accept applications from both new and renewal PHAs that have HUD approval to administer an HCV FSS program. PHAs funded under the HCV FSS NOFA in FY 2005, FY 2006, or FY 2007 are considered “renewal” PHAs in this NOFA. These renewal PHAs are invited to apply for funds to continue previously funded HCV FSS program coordinator and HCV FSS homeownership coordinator positions that they have filled.

Because of the importance of the FSS program in helping families increase earned income and develop assets, HUD will also accept applications from “new” PHAs (PHAs that do not qualify as renewal PHAs as defined under this FSS NOFA). The maximum number of positions that a new applicant PHA, including new PHA joint applicants, may receive is one full-time FSS program coordinator.

To support the Department’s initiatives on Colonias, a selection preference is again included for “new” applicant PHAs that provide services and support to rural under-served communities in the Southwest Border regions of Arizona, California, New Mexico, and Texas. See Section III.C.3.c. of this NOFA for requirements that must be met to qualify for the Colonias preference.

PHAs are encouraged to outreach to persons with disabilities who are HCV program participants and might be interested in participating in the FSS program. PHAs are also encouraged to include agencies on their FSS Program Coordinating Committee (PCC) that work with and provide services to families with disabilities.

Applicants must administer the HCV FSS program in accordance with HUD regulations and requirements in 24 CFR part 984, which govern the HCV FSS Program, and must comply with existing HCV program requirements, notices, and guidebooks.

B. Number of Positions for Which Eligible PHAs May Apply. Eligible PHAs may apply for funding for HCV FSS program coordinator positions under this NOFA as follows:

1. **Renewal PHA Applicants.** PHAs that qualify as eligible renewal PHA applicants under this NOFA may apply for continuation of each FSS coordinator position, including

homeownership coordinator positions, awarded under the HCV FSS NOFA in FY 2005, FY2006 or FY 2007 that has been filled by the PHA.

2. **New PHA Applicants.** New PHA applicants may apply for HCV FSS program coordinator positions as follows: a) up to one full-time HCV FSS coordinator position for a PHA applicant with HUD approval to administer a HCV FSS program of 25 or more FSS slots and, b) up to one full-time HCV FSS coordinator position per application for joint PHA applicants that together have HUD approval to administer a total of at least 25 HCV FSS slots. **C. Definitions.** The following definitions apply to the funding available under this NOFA.

1. **Renewal PHA Applicant.** A PHA or PHAs that received funding under the HCV FSS NOFA in FY 2005, FY 2006 or FY 2007.

2. **New PHA Applicant.** PHAs that did not receive funding under the HCV FSS NOFA in FY 2005, FY 2006 or FY 2007 that have HUD approval to administer a HCV FSS program of at least 25 slots or that fulfill the 25 slot minimum by applying jointly with one or more other PHAs.

3. **FSS Program Size.** The total number of HCV FSS program slots identified in the PHA's HUD-approved FSS Action Plan, or if requested by Moving to Work (MTW) PHA applicants, the number of slots in the applicant's MTW agreement. The total may include both voluntary and mandatory HCV FSS program slots. This number is used in determining the eligibility of new applicant PHAs under this NOFA.

4. **Qualifying FSS Homeownership Program.** Qualifying homeownership programs include the HCV Homeownership Program and other programs administered by the PHA

or other entities that prepare HCV program FSS participants for making the transition from renting to homeownership.

5. The Number of HCV FSS Program Participants. The total number of families shown in HUD's PIC data system or applicable MTW report, as enrolled in the applicant's HCV FSS program at the end of a specified calendar year, plus those families that successfully completed their FSS contracts during that calendar year.

6. Percentage of Families with Positive FSS Escrow Balances. A percentage that will be computed by HUD and used to determine funding order of priority 3 applicants under this NOFA. It is the sum of the number of HCV FSS families with positive escrow balances and the number of families that successfully completed their FSS contracts as a percentage of HCV FSS families with FSS progress reports. This calculation will be made using data for the period from December 31, 2006 through December 31, 2007 that has been submitted to HUD on the Form HUD-50058. For MTW applicants, a comparable reporting source may be used.

7. HCV Program Size. The number of HCVs in a PHA's program as determined by HUD using Voucher Management System (VMS) data.

8. HCV FSS Program Size Increase Percentage. A percentage calculated for renewal PHA applicants whose number of HCV FSS participants in Calendar Year 2007 is higher than their Calendar Year 2006 number of participants.

II. Award Information

Available Funds. This NOFA announces the availability of up to \$49 million in FY 2008 to employ FSS program and FSS homeownership coordinators for the HCV FSS program. If additional funding becomes available during FY 2008, HUD may increase

the amount available for coordinators under this NOFA. A maximum of \$66,000 is available for each full-time coordinator position funded. Salaries are to be based on local comparables. The funding will be provided as a one-year HCV funding increment under the PHA's Annual Contributions Contract (ACC). HUD reserves the right to adjust funding for renewal positions in order to ensure a fair and reasonable distribution of funding.

III. Eligibility Information

A. Eligible Applicants. PHAs eligible to apply for funding under this NOFA are:

1. **Renewal PHA Applicants.** Those PHAs that received funding under the HCV FSS NOFA in FY 2005, FY 2006 or FY 2007. To continue to qualify as renewal PHAs, the FY 2008 application of joint applicants must include at least one PHA applicant that meets this standard. Joint applicants can change the lead PHA in their FY 2008 application. A PHA that was originally funded as part of a joint application that wishes to now apply separately would continue to be considered a renewal PHA applicant for funding purposes, but must be able to meet the FSS minimum program size requirement of a HUD-approved HCV FSS program of at least 25 slots that applies to new applicant PHAs.

2. **New PHA Applicants.** PHAs that were not funded under the HCV FSS NOFA in FY 2005, FY 2006 or FY 2007. The new applicant PHA must be authorized through its HUD-approved FSS Action Plan to administer an HCV FSS program of at least 25 slots, or be a PHA with HUD approval to administer an HCV FSS program of fewer than 25 slots that applies jointly with one or more other PHAs so that together they have HUD

approval to administer at least 25 HCV FSS slots. Joint applicants must specify a lead co-applicant that will receive and administer the FSS program coordinator funding.

3. **MTW PHAs.** New and renewal PHAs that are under MTW agreements with HUD may qualify for funding under this NOFA if the PHA administers an FSS program.

When determining the size of a new applicant MTW PHA's HUD-approved FSS program, the PHA may request that the number of FSS slots reflected in the PHA's MTW agreement be used instead of the number in the PHA's FSS Action Plan.

4. **Troubled PHAs**

a. A PHA that has been designated by HUD as a troubled PHA under the Section Eight Management Assessment Program (SEMAP), or that has serious program management findings from Inspector General audits or serious outstanding HUD management review or Independent Public Accountant (IPA) audit findings for the PHA's HCV or Moderate Rehabilitation programs that are resolved prior to this NOFA's application deadline is eligible to apply under this NOFA. Serious program management findings are those that would cast doubt on the capacity of the PHA to administer its HCV FSS program in accordance with applicable HUD regulatory and statutory requirements.

b. A PHA whose SEMAP troubled designation has not been removed by HUD or whose major program management findings or other significant program compliance problems have not been resolved by the application deadline may apply if the PHA meets the requirements stated in Section III.C.3.e. of this NOFA.

B. Cost Sharing or Matching. None required.

C. Other

1. **Eligible Activities.** Funds awarded to PHAs under this FSS NOFA may only be used to pay salaries and fringe benefits of HCV FSS program staff. Funding may be used to employ or otherwise retain for one year the services of HCV FSS program coordinators and HCV FSS homeownership coordinators. HCV FSS coordinator support positions funded under previous FSS NOFAs that made funding available for such FSS positions may be continued. A part-time program coordinator may be retained where appropriate.

2. **Threshold Requirements**

a. **All Applicants**

(1) Each applicant must qualify as an eligible PHA under Section III.A. of this NOFA and must have submitted their FSS application by the application deadline and in the format required in Section IV. of this NOFA.

(2) All applications must include a Dun and Bradstreet Universal Numbering System (DUNS) number. (See the **General Section** for further information about the DUNS number requirement.)

(3) Compliance with Fair Housing and Civil Rights Laws. The **General Section** of the SuperNOFA applies.

(4) Additional nondiscrimination and other requirements. See Affirmatively Furthering Fair Housing requirements in section III.C.3.g. of this NOFA.

(5) The PHA must have a financial management system that meets federal standards. See the **General Section** regarding those applicants that may be subject to HUD's arranging for a pre-award survey of an applicant's financial management system.

(6) Applicants must comply with the requirements for funding competitions established by the HUD Reform Act of 1989 (42 U.S.C. 3531 et seq.) and other requirements as defined in the **General Section**.

b. **Renewal Applicants.** Continued funding for existing coordinator positions. In addition to meeting the requirements of Section III.A. of this FSS NOFA, renewal PHA applicants must continue to operate an HCV FSS program, have filled eligible FSS program coordinator positions for which they are seeking renewal funding, executed FSS contracts of participation with HCV FSS program families, and submitted reports on participant families to HUD via the form HUD-50058, or a similar report for MTW PHA applicants.

c. **New Applicants.** New applicants must meet the requirements of Section III.A. and Section III. C.2.a of this FSS NOFA.

3. **Program Requirements**

a. **Salary Comparables.** For all positions requested under this NOFA, evidence of salary comparability to similar positions in the local jurisdiction must be kept on file in the PHA office.

b. **FSS Action Plan.** The requirements for the FSS Action Plan are stated in 24 CFR 984.201. For a new PHA applicant to qualify for funding under this NOFA, the PHA's initial FSS Action Plan or amendment to change the number of HCV FSS slots in the PHA's previously HUD-approved FSS Action Plan must be submitted to and approved by the PHA's local HUD field office prior to the application deadline of this FSS NOFA. An FSS Action Plan can be updated by means of a simple one-page addendum that reflects the total number of HCV FSS slots (voluntary and/or mandatory slots) the PHA

intends to fill. New PHA applicants with previously approved HCV FSS Action Plans may wish to confirm the number of HUD-approved slots their local HUD field office has on record for the PHA. A new applicant MTW PHA may request that the number of FSS slots in its MTW agreement be used instead of the number of slots in the PHA's FSS Action Plan.

c. **Colonias Preference.** New applicant PHAs claiming the Colonias preference must meet the requirements of Sections III.A., III.C.2.a. and III.C.2.c. of this FSS NOFA and must operate in a Southwest border area that contains Colonia communities and administer programs that include outreach to members of those Colonia communities. Attachment A of this NOFA provides a listing of PHAs in Arizona, California, New Mexico, and Texas that HUD has identified as operating in areas containing Colonia communities. PHAs not listed in Attachment A that are claiming the Colonias preference will be required to submit a written request that HUD determine their eligibility for the preference. The request must be submitted prior to the application deadline date and must be sent to Lorenzo "Larry" Reyes, Coordinator, SW Border Colonias and Migrant Farmworker Initiative, Office of Departmental Operations and Coordination, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 3120, Washington, DC 20410. Any PHA that fails to submit its request by the application deadline will be ineligible for the Colonias preference.

d. **Homeownership Preferences.** See priority funding categories in Section V.B.2. of this FSS NOFA. Reported HCV FSS home purchase numbers will be subject to post audit.

e. **Troubled PHAs.** A PHA whose SEMAP troubled designation has not been removed by HUD or that has major program management findings or other significant program compliance problems that have not been resolved by the application deadline, may apply if the PHA submits an application that designates another organization or entity that is acceptable to HUD and that:

(1) Includes an agreement by the other organization or entity to administer the FSS Program on behalf of the PHA; and

(2) In the instance of a PHA with unresolved major program management findings, includes a statement that outlines the steps the PHA is taking to resolve the program findings. Immediately after the publication of this NOFA, the Office of Public Housing in the local HUD field office will notify, in writing, those PHAs that have been designated by HUD as troubled under SEMAP, and those PHAs with unresolved major program management findings or other significant program compliance problems that are not eligible to apply without such an agreement. Concurrently, the local HUD field office will provide a copy of each such written notification to the Director of the Grants Management Center. If an applicant that is required to have an agreement under this section fails to submit the required agreement, this will be treated as a technical deficiency. See **General Section** for more information on Corrections to Deficient Applications.

f. **Conducting Business in Accordance with Core Values and Ethical Standards.** To reflect core values, all PHAs shall develop and maintain a written code of conduct in the PHA administrative plan that:

(1) Requires compliance with the conflict-of-interest requirements of the HCV program at 24 CFR 982.161; and

(2) Prohibits the solicitation or acceptance of gifts or gratuities, in excess of a nominal value, by any officer or employee of the PHA, or any contractor, subcontractor, or agent of the PHA. The PHA's administrative plan shall state PHA policies concerning PHA administrative and disciplinary remedies for violation of the PHA code of conduct. The PHA shall inform all officers, employees, and agents of its organization of the PHA's code of conduct. See the **General Section** for additional information on the Code of Conduct requirement.

g. Affirmatively Furthering Fair Housing. The **General Section** of the SuperNOFA directs applicants to submit a statement of their plans to affirmatively further fair housing if they receive funding or, if directed in the particular program NOFA, to demonstrate otherwise that they will affirmatively further fair housing. Prior to the application due date under this NOFA, each applicant must submit to the public housing director in the applicant's local HUD field office an addendum to the applicant's HCV administrative plan that outlines reasonable steps the applicant will take to affirmatively further fair housing in its HCV FSS program and how it will maintain records of those steps and their impacts. Reasonable steps include: (1) advertising widely in the community for the coordinator position or positions, (2) marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency, (3) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD's rule on effective communications at 24 CFR 8.6), (4) providing fair housing counseling services or

referrals to fair housing agencies, (5) informing participants of how to file a fair housing complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777, and (6) if the program has a goal of homeownership or housing mobility, recruiting landlords and service providers in areas that expand housing choice to program participants. Record-keeping covers, but is not limited to, the race, ethnicity, familial status, and disability status of program participants.

IV. Application and Submission Information

A. Addresses to Request Application Package

1. **Website.** A copy of this funding announcement for the HCV FSS program may be downloaded from the following website:

http://www.Grants.gov/applicants/apply_for_grants.jsp.

2. **Further Information.** When requesting information, please refer to the name of the program you are interested in. The NOFA Information Center opens for business simultaneously with the publication of the SuperNOFA. You can also obtain information on this NOFA when you download the instructions from the www.Grants.gov website identified above.

3. **Technical Assistance.** See Section VII. of this FSS funding announcement.

B. Content and Form of Application Submission

1. **Content of Application.** Each new and renewal PHA must complete form SF-424; the SF-LLL, if appropriate; the form HUD-52651, the HCV FSS application form; HUD-2880, “Applicant/Recipient Disclosure/Update Report” (HUD Applicant Recipient Disclosure Report on Grants.gov); HUD-2994-A, You are our Client! Grant Applicant Survey, (Optional); Acknowledgment of Application Receipt (HUD-2993), if applicable;

HUD Facsimile Transmittal (HUD-96011, Third Party Documentation Facsimile Transmittal); HUD-2991, Certification of Consistency with the Consolidated Plan or a copy of the signed PHA Certification of Compliance for their current Annual PHA Plan. In addition, the application must include a completed Logic Model (form HUD-96010) showing proposed performance measures applicable to the one-year term of the funding requested under this NOFA. See the **General Section** for information on the Logic Model. A copy of form HUD-52651, the HCV FSS application form, and the HUD-96010, Logic Model form, are part of the INSTRUCTIONS download. In completing the SF-424, renewal PHAs should 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 including the increment number for the last award from your agency's Annual Contributions Contract (ACC) (e.g., MD035V012 or AK002V005). Both new and renewal PHA applicants should enter the proposed ACC amendment effective and ending dates for the requested FSS coordinator funding in Section 17 of the SF-424. In Section 18 of SF-424 (Estimated Funding), complete only 18.a., which will be the amount requested from HUD in the FY 2008 FSS application, and 18.g., Total. The dollar amounts entered in 18.a. and 18.g. must be the total requested under this NOFA. Those totals should include amounts for fringe benefits, if applicable, and the percentage increase for renewal PHA applicants. In completing Part IV. A. of form HUD-52651, enter the total salary requested per position under the NOFA including the percentage increase requested.

C. Submission Date and Time. Your completed application must be received and validated by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date. Please note that validation may take up to 72 hours. Applicants should carefully read the section titled “APPLICATION and SUBMISSION INFORMATION” in the **General Section**.

D. Intergovernmental Review. This NOFA is not subject to Executive Order (EO) 12372, Intergovernmental Review of Federal Programs.

E. Funding Restrictions

1. **Salary Cap.** Awards under this NOFA are subject to a cap of \$66,000 per year per full-time coordinator position funded. Under this NOFA, if PHAs apply jointly, the \$66,000 maximum amount that may be requested per position applies to up to one full-time coordinator position for the application as a whole, not to each PHA separately.

2. **Limitation on Renewal Funding Increases.** For renewal coordinator positions, PHAs will be limited to a one (1) percent increase above the amount of the most recent award for the position unless a higher increase is approved by the local HUD field office after review of the PHA’s written justification and at least three comparables that must be submitted to the field office by the application deadline. Examples of acceptable reasons for increases above one percent would be a need for a coordinator with higher level of skills or to increase the hours of a part-time coordinator to full time. Total positions funded cannot exceed the maximum number of positions for which the PHA is eligible under this NOFA.

3. **Ineligible Activities**

- a. Funds under this NOFA may not be used to pay the salary of an FSS coordinator for a public housing FSS program. An HCV FSS program coordinator may only serve HCV families while the public housing FSS program serves only public housing residents. In FY 2008, funding for public housing FSS program coordinators is being made available through the Public Housing Resident Opportunities and Self-Sufficiency (ROSS) NOFA for Public Housing FSS Program Coordinators that is included in the FY 2008 SuperNOFA.
- b. Funds under this FSS NOFA may not be used to pay for services for FSS program participants.
- c. Funds under this NOFA may not to be used for performance of routine HCV program functions that are reimbursed through HCV administrative fees.
- d. Funds under this NOFA may not be used to compensate coordinators for homeownership functions performed for families not enrolled in the HCV/FSS program.

F. Other Submission Requirements

1. Application Submission and Receipt Procedures. See the **General Section**.

Electronic application submission is mandatory unless an applicant requests, and is granted, a waiver to the requirement. Applicants should submit their waiver requests in writing using email. Waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted to Danielle.L.Bastarache@hud.gov and to Kathryn.L.Greenspan@hud.gov. The subject line of the email message should be FY'08 HCV FSS 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). All paper applications must be received by the application deadline date to meet the requirements for timely submission.

V. Application Review Information

A. Criteria. The funds available under this NOFA are being awarded based on demonstrated performance. Applications are reviewed by the local HUD field office and Grants Management Center (GMC) to determine whether or not they are technically adequate based on the NOFA requirements. Field offices will provide to the GMC in a timely manner, as requested, information needed by the GMC to make its determination, such as the HUD-approved HCV FSS program size of new PHA applicants and information on the administrative capabilities of PHAs. Categories of applications that will not be funded are stated in Section V.B.6. of this FSS NOFA.

B. Review and Selection Process

1. **Technically Acceptable Applications.** All technically adequate applications will be funded to the extent funds are available.

2. **Funding Priority Categories.** If HUD receives applications for funding greater than the amount made available under this NOFA, HUD will divide eligible applications into priority categories as follows:

Funding Category 1 – Applications from eligible renewal PHAs with qualifying homeownership programs with a minimum of twenty (20) HCV FSS program participants or graduates that purchased homes between October 1, 2000, and the publication date of this FSS NOFA and an increase of at least ten (10) percent in the number of participants in the applicant’s HCV FSS program from Calendar Year 2006 to Calendar Year 2007. Both the number of home purchases and the percentage increase in

the number the HCV FSS program participants will be determined by HUD using PIC data from form HUD-50058 or as otherwise reported for MTW PHAs.

Funding Category 2 – Eligible renewal PHA applicants with qualifying homeownership programs and an increase in the number of HCV FSS program participants of at least ten (10) percent from Calendar Year 2006 to Calendar Year 2007.

Funding Category 3 – Eligible renewal PHA applicants with programs that have families with positive escrow balances and/or families that successfully completed their HCV FSS contracts between December 31, 2006, and December 31, 2007.

Funding Category 4 – New PHA applicants with HUD approval to implement an FSS program of at least 25 slots.

3. **Order of Funding.** Starting with Funding Category 1, HUD will first determine whether there are sufficient monies to fund all eligible positions requested in the funding category. If available funding is not sufficient to fund all positions requested in the category, HUD will fund applications in the following order:

a. **Funding Category 1.** HUD will calculate the Percentage Increase of HCV FSS Program Participants for each eligible applicant that has a minimum of twenty (20) HCV FSS program participants or graduates that purchased homes between October 1, 2000 and the publication date of this FSS NOFA and will use this percentage in making funding decisions. HUD will fund eligible applicants in order starting with those that have the highest Percentage Increase of HCV FSS Program Participants. If funding is not sufficient to fund all applicants with the same Percentage Increase of HCV FSS Program Participants, HUD will select among eligible applicants by HCV program size starting with eligible applicants with the smallest HCV program size.

b. **Funding Category 2.** If funds remain, HUD will process eligible Funding Category 2 applications. If there is not enough funding for all applicants, HUD will use the Percentage Increase of HCV FSS Participants to determine selection order, starting with applicants with the highest Percentage Increase of HCV FSS Participants. If funds are not sufficient for all applicants with the same Percentage Increase of HCV FSS Participants, HUD will fund eligible applicants by HCV program size starting with eligible applicants with the smallest HCV program size.

c. **Funding Category 3.** If funds remain, HUD will process requests of eligible Funding Category 3 applicant PHAs. HUD will first calculate the Percentage of Families with Positive FSS escrow balances for all eligible Funding Category 3 applicants. If there are not sufficient monies to fund all eligible funding category 3 applicants, HUD will fund eligible applications starting with those with the highest positive escrow percentage. If there are not sufficient monies to fund all applications with the same positive escrow percentage, HUD will select eligible applicants in order by HCV program size starting with eligible applicants with the smallest HCV program size.

d. **Funding Category 4.** If funds remain after all Category 1, 2 and 3 applicants have been funded, HUD will process applications from eligible Category 4 new PHA applicants. If there are not sufficient monies to fund all eligible Category 4 PHA applicants, HUD will first fund eligible applications from those PHAs qualifying for the Colonias preference. If there are not sufficient monies to fund all eligible Colonias PHA applicants, HUD will fund them starting with the smallest HCV program size first. If funding remains after funding all eligible Category 4 Colonias PHA applicants, HUD will

then begin funding eligible non-Colonias applicants by HCV program size, starting with eligible applicants with the smallest HCV program size first.

4. Based on the number of applications submitted, the GMC may elect not to process applications for a funding priority category where it is apparent that there are insufficient funds available to fund any applications within the priority category.

5. **Corrections to Deficient Applications.** The **General Section** provides the procedures for corrections to deficient applications.

6. **Unacceptable Applications.** After the technical deficiency correction period (as provided in the **General Section**), the GMC will disapprove PHA applications that it determines are not acceptable for processing. Applications from PHAs that fall into any of the following categories are ineligible for funding under this NOFA and will not be processed:

- a. An application submitted by an entity that is not an eligible PHA as defined under Section III.A. and Section III.C. of this NOFA or an application that does not comply with the requirements of Section IV.B., IV.C., and IV.F. of this NOFA.
- b. An application from a PHA that does not meet the fair housing and civil rights compliance requirements of the **General Section**.
- c. An application from a PHA that does not comply with the prohibition against lobbying activities of the **General Section**.
- d. An application from a PHA that as of the application deadline has not made progress satisfactory to HUD in resolving serious outstanding Inspector General audit findings, or serious outstanding HUD management review or Independent Public Accountant audit findings for the HCV program and/or Moderate Rehabilitation program or has a

“troubled” rating under SEMAP, and has not designated another organization acceptable to HUD to administer the FSS program on behalf of the PHA as required in Section III.C.3.e. of this FSS NOFA.

e. An application from a PHA that has been debarred or otherwise disqualified from providing assistance under the program.

f. An application that did not meet the application deadline and timely receipt requirements as specified in this NOFA and the **General Section**.

g. Applications will not be funded that do not meet the Threshold requirements identified in this NOFA and the **General Section**.

C. Anticipated Announcement and Award Dates. It is anticipated that award announcements will take place during either the month of August or September 2008.

VI. Award Administration Information

A. Award Notices. Successful applicants will receive an award letter from HUD. Funding will be provided to successful applicants as an amendment to the ACC of the applicant PHA. In the case of awards to joint applicants, the funding will be provided as an amendment to the ACC of the lead PHA that was identified in the application.

Unsuccessful applicants will receive a notification of rejection letter from the GMC that will state the basis for the decision. The applicant may request an applicant debriefing. Beginning not less than 30 days after the awards for assistance are publicly announced in the Federal Register and for at least 120 days after awards for assistance are announced publicly, HUD will, upon receiving a written request, provide a debriefing to the requesting applicant. (See the **General Section** for additional information regarding a debriefing.) Applicants requesting to be debriefed must send a written request to:

Iredia Hutchinson, Director, Grants Management Center, U.S. Department of Housing and Urban Development, 501 School Street, SW, Suite 800, Washington, DC 20024.

B. Administrative and National Policy Requirements

1. **Environmental Impact.** Under 24 CFR 50.19(b)(4) and (12), no environmental review is required in connection with activities conducted under this NOFA, because the NOFA provides funds for employing a coordinator to provide only public and supportive services, which are categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to the related environmental authorities.

2. **HUD's Strategic Goals.** HUD is committed to ensuring that programs result in the achievement of HUD's strategic mission. The FSS program and this FSS NOFA support the Department's strategic goals of increasing homeownership activities and helping HUD-assisted renters make progress toward self-sufficiency by giving funding preference to PHAs whose FSS programs show success in moving families to self-sufficiency and homeownership. You can find out about HUD's Strategic Framework and Annual Performance Plan at <http://www.hud.gov/offices/cfo/reports/cforept.cfm>.

3. **HUD Policy Priorities.** This NOFA supports HUD's policy priorities of providing increased homeownership opportunities and increased self-sufficiency of low-income families through employment. Consequently, funding priority in this NOFA will be given to those PHA applicants that demonstrate that a minimum of 20 of their FSS families have become homeowners, that have increased their FSS program size by at least 10 percent in calendar year 2007 and to applicants with program participants who have increased their earned income since enrolling in FSS and/or have families that completed

their FSS contracts in the last calendar year. See the **General Section** for a full discussion of HUD's policy priorities.

C. Reporting. Successful applicants must report activities of their FSS enrollment, progress and exit activities of their FSS program participants through required submissions of the Form HUD-50058. HUD's assessment of the accomplishments of the FSS programs of PHAs funded under this NOFA will be based primarily on PIC system data obtained from form HUD-50058. MTW PHAs that do not report to HUD on form HUD-50058 will be asked to submit an annual report to HUD with the same information on FSS program activities that is provided to HUD by non-MTW PHAs via form HUD-50058. Each recipient is also required to submit a completed Logic Model showing accomplishments against proposed outputs and outcomes as part of their annual reporting requirement to HUD. Recipients shall use quantifiable data to measure performance against goals and objectives contained in their Logic Model (HUD-96010). An annual Performance Report consisting of the updated Logic Model (HUD-96010) and answers to the Program Management and Evaluations Questions must be submitted to the Public Housing Director in the recipient's local HUD field office no later than 30 days after the ending date of the one-year funding increment provided to the recipient under this NOFA. For FY 2008, HUD is considering a new concept for the Logic Model. The new concept is a Return on Investment (ROI) statement. HUD plans to issue a Federal Register notice soliciting comment on the ROI concept. In addition, 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. Form HUD-50058, which provides racial and ethnic data to HUD's PIC data system, is a comparable program form.

VII. Agency Contacts

A. For Technical Assistance. For answers to your questions, you may contact the Public and Indian Housing Resource Center at 800-955-2232. Persons with hearing or speech impairments may access this number via TTY (text telephone) by calling the Federal Information Relay Service at 800-877-8339. (These are toll-free numbers). Prior to the application deadline, staff at the numbers given above will be available to provide general guidance, but not guidance in actually preparing the application. Following selection, but prior to award, HUD staff will be available to assist in clarifying or confirming information that is a prerequisite to the offer of an award by HUD.

B. Satellite Broadcast. HUD will hold an information broadcast via satellite for potential applicants to learn more about the HCV FSS program and preparation of an application. For more information about the date and time of this broadcast, you should consult the HUD website at www.hud.gov.

VIII. Other Information

A. Paperwork Reduction Act. The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0178. 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 currently valid OMB control number. Public

reporting burden for the collection of information is estimated to average one hour per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data for the application and other required reporting. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

B. Public Access, Documentation, and Disclosure. See Section VIII. G. of the **General Section.**

**ATTACHMENT A
PHAs THAT OPERATE IN AREAS CONTAINING COLONIA COMMUNITIES:**

ARIZONA PHAs:

City of Douglas Housing Authority	City of Nogales Housing Authority
City of Eloy Housing Authority	City of Yuma Housing Authority
Cochise County Housing Authority	Yuma County Housing Authority
Pinal County Housing Authority	Section 8 Housing for Graham County, Arizona Department of Housing

CALIFORNIA PHAs:

City of Calexico Housing Authority	Housing Authority of the County of Riverside
Imperial Valley Housing Authority	

NEW MEXICO PHAs:

City of Alamogordo Housing Authority	City of Las Cruces/Dona Ana County Housing Authority
City of Truth or Consequences Housing Authority	City of Socorro Housing Authority
Eddy County – Region VI	Housing Authority of the Village of Santa Clara
Lordsburg Housing Authority	Otero County – Region VI
Silver City Housing Authority – Region V	Sunland Park Housing Authority
Town of Baynard Housing Authority	

TEXAS PHAs:

Alamo Housing Authority	Asherton Housing Authority
Bracketville Housing Authority	Brownsville Housing Authority
Cameron County Housing Authority	Carrizo Housing Authority
Del Rio Housing Authority	Dona Housing Authority
Eagle Pass Housing Authority	Ed Couch Housing Authority
Edinburg Housing Authority	Elsa Housing Authority
Harlingen Housing Authority	Hidalgo County Housing Authority
Laredo Housing Authority	La Joya Housing Authority
Los Fresnos Housing Authority	McAllen Housing Authority
Mercedes Housing Authority	Mission Housing Authority
Pharr Housing Authority	Port Isabel Housing Authority
San Benito Housing Authority	San Juan Housing Authority
Starr County Housing Authority	Weslaco Housing Authority
Willacy County Housing Authority	Uvalde Housing Authority
Zapata County Housing Authority	