

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**[Docket No. FR-5415-N-15]**

**Fiscal Year (FY) 2010  
Notice of Funding Availability (NOFA)  
Family Unification Program (FUP)**

**AGENCY:** Office of the Assistant Secretary for Public and Indian Housing, HUD

**ACTION:** Fiscal Year (FY) 2010 Notice of Funding Availability (NOFA); Family Unification Program (FUP)

**SUMMARY:** This Notice of Funding Availability (NOFA) announces the availability of approximately \$15 million for new incremental voucher assistance to provide adequate housing as a means to promote family unification through the FUP. In accordance with the Consolidated Appropriations Act 2010, the funding must be provided to Public Housing Agencies with demonstrated experience and resources for supportive services, as evidenced by the executed Memorandum of Understanding (MOU) with the Public Child Welfare Agency (PCWA).

**APPLICATION DEADLINE DATE:** The application deadline is December 1, 2010. Applications submitted through <http://www.grants.gov> must be received by Grants.gov no later than 11:59:59 pm eastern time on the application deadline date. Applications submitted to Grants.gov go through a validation process, which can occur 24 to 48 hours after application submission, before applications are accepted by the system. Applicants should allow time for this process to ensure they meet the timely receipt requirements. See Section IV of the General Section, posted on Grants.gov on June, 7, 2010, regarding application submission procedures and timely filing requirements.

**FOR FURTHER INFORMATION CONTACT:** Questions regarding specific program requirements should be directed to Amaris Rodriguez at (202) 708-0477 or by email at [amaris.rodriguez@hud.gov](mailto:amaris.rodriguez@hud.gov). Program staff will not be available to provide guidance on how to prepare the application. Questions regarding the 2010 General Section should be directed to the Office of Grants Management and Oversight at (202) 708-0667 or the NOFA Information Center at 800-HUD-8929 (toll free). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Information Relay Service at 800-877- 8339. The NOFA Information Center is open between the hours 10:00 a.m. and 6:30 p.m. eastern time, Monday through Friday, except federal holidays. Applicants having difficulty accessing the application and instructions or having technical problems can receive customer support from Grants.gov by calling 800-518-GRANTS (toll-free) or by email at [support@grants.gov](mailto:support@grants.gov).

**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:** Family Unification Program (FUP).

**C. Announcement Type:** Initial Announcement.

**D. Funding Opportunity Number:** The Federal Register number for this funding notice is FR-5415-N-15. The Office of Management and Budget (OMB) paperwork approval number is ICR-2577-0259.

**E. Catalog of Federal Domestic Assistance (CFDA) Number:** 14.880, Family Unification Program (FUP).

**F. Deadline Date:**

The application deadline date is 11:59:59 p.m. eastern time on December 1, 2010. Applications are received by HUD using the federal portal [www.Grants.gov](http://www.Grants.gov). All applicants must have a Dun and Bradstreet Universal Numbering System (DUNS) number, have a current registration in the Central Contractor Registration (CCR), and be registered with Grants.gov and authorized to submit an application electronically. All applicants regardless of submission through Grants.gov or in paper format must have a DUNS number and be registered in CCR to receive an award of funds from HUD. Please carefully read HUD's Fiscal Year (FY) 2010 Notice of Funding Availability (NOFA) Policy Requirements and General Section to HUD's FY2010 NOFA for Discretionary Programs, posted on Grants.gov on June 7, 2010 for further details.

**G. Additional Information:**

1. FUP vouchers under this announcement will be used to promote family unification of families for whom the lack of adequate housing is a primary factor in the separation, or the threat of imminent separation, of children from their families or the delay in the discharge of the child, or children, to the family from out-of-home care. FUP vouchers under this announcement will also be used for youths 18 to 21 years old who left foster care at age 16 or older and lack adequate housing.
2. This FY 2010 NOFA creates a new category for families or youths displaced by domestic violence, and families or youths in imminent danger of losing their housing as part of the definition of "lack of adequate housing" (see Definitions contained in the Full Text of this announcement). These new definitions may be used for families and youths assisted under this NOFA, as well as any previously-issued FUP vouchers, upon the turnover of those vouchers.
3. Anticipated Grant Award Date. Awards under this NOFA are anticipated to be made during the spring or summer of 2011.

**FULL TEXT OF ANNOUNCEMENT:**

**I. Funding Opportunity Description.**

**A. Authority and Program Description:** FUP is authorized by section 8(x) of the United States Housing Act of 1937 {42 U.S.C. 1437(X)}. Title II of Division A of the Consolidated Act, 2010, (Pub. L. 111-117, December 16, 2009), provided \$15 million for incremental voucher assistance through the FUP.

FUP is a program under which vouchers are provided to families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care; or the delay in the discharge of the child, or children, to the family from out-of-home care. Youths at least 18 years old and not more than 21 years old (have not reached their 22nd birthday) who left foster care at age 16 or older and who do not have adequate housing are also eligible to receive housing assistance under the FUP. As required by statute, a FUP voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 18 months. There is no statutory limitation on the time a **family** may receive housing assistance under the program.

**B. Definitions:** The following definitions apply to the funding authority available under this NOFA.

1. Dilapidated Housing means a family or youth is living in a housing unit that is dilapidated if the unit where the family or youth lives does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family or youth, or the unit has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may result from original construction, from continued neglect or lack of repair or from serious damage to the structure.
2. Displaced by Domestic Violence. A family or youth is displaced by domestic violence if:
  - a. The family or youth has vacated a housing unit because of domestic violence; or
  - b. The family or youth lives in a housing unit with a person who engages in domestic violence, or lives in a housing unit whose location is known to a person who has engaged in domestic violence, and moving from such housing unit is needed to protect the health or safety of the family or youth.
3. Domestic Violence means: felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
4. FUP-Eligible Family is defined as a family that the public child welfare agency (PCWA) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the Public Housing Agency (PHA) has determined is eligible for a Housing Choice Voucher (HCV).
5. FUP-Eligible Youth is defined as a youth that the PCWA has certified to be at least 18 years old and not more than 21 years old (has not reached his/her 22nd birthday) who left foster care at age 16 or older and who does not have adequate housing, and that the PHA has determined is eligible for a HCV.

6. Homeless. A homeless family includes any person (including a youth) or family that:

- a. Lacks a fixed, regular, and adequate nighttime residence; and
- b. Has a primary nighttime residence that is:
  - (1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
  - (2) An institution that provides a temporary residence for persons intended to be institutionalized; or
- c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

7. Imminent Danger of Losing Housing is defined as a family or youth is considered to be in imminent danger of losing their housing if the family or youth will be evicted within a week from a private dwelling unit, no subsequent residence has been identified, and the family or youth lacks the resources and support networks needed to obtain housing.

8. Lack of Adequate Housing means:

- a. A family or youth is living in substandard or dilapidated housing;
- b. A family or youth is homeless;
- c. A family or youth is in imminent danger of losing their housing;
- d. A family or youth is displaced by domestic violence;
- e. A family or youth is living in an overcrowded unit; or
- f. A family or youth is living in housing not accessible to the family's disabled child or children, or to the youth, due to the nature of the disability.

9. Living in Overcrowded Housing. A family or youth is considered to be living in an overcrowded unit if it meets the following separate criteria for a family or youth as follows:

- a. The family is separated from its child (or children) and the parent(s) are living in an otherwise standard housing unit, but, after the family is re-united, the parents' housing unit would be overcrowded for the entire family and would be considered substandard; or
- b. The family is living with its child (or children) in a unit that is overcrowded for the entire family and this overcrowded condition may result in the imminent placement of its child (or children) in out-of-home care; or
- c. The youth is living in a unit that is overcrowded.

For purposes of the above paragraph, the PHA may determine whether the unit is "overcrowded" in accordance with PHA subsidy standards.

10. Public Child Welfare Agency (PCWA) means the public agency that is responsible under applicable State law for determining that a child is at imminent risk of placement in out-of-home care or that a child in out-of-home care under the supervision of the public agency may be returned to his or her family, or that a youth left foster care at age 16 or older and is at least 18 years old and not more than 21 years old.

11. Substandard Housing. A family or youth is living in substandard housing if the unit where the family or youth lives:

- a. Is dilapidated;
- b. Does not have operable indoor plumbing;
- c. Does not have a usable flush toilet inside the unit for the exclusive use of a family or youth;
- d. Does not have a usable bathtub or shower inside the unit for the exclusive use of a family or youth;
- e. Does not have electricity, or has inadequate or unsafe electrical service;
- f. Does not have a safe or adequate source of heat;
- g. Should, but does not, have a kitchen; or
- h. Has been declared unfit for habitation by an agency or unit of government.

## **II. Award Information.**

**A. Available Funds.** This NOFA announces the availability of approximately \$15 million to fund approximately 1900 new FUP vouchers in FY 2010.

**B. Maximum Voucher Request.** The total number of vouchers that a PHA may apply for will be based upon the size of the PHA and the identified need for such vouchers (the number of vouchers that the PCWA is projecting will be needed to assist FUP-eligible families and FUP-eligible youths over a 12-month period) as reported in the PCWA's Statement of Need (see Section IV.B.9 of this NOFA). PHAs with a HCV program of 2000 or more units under an ACC may apply for funding that will support the lesser of 100 units or the PCWA's identified need. PHAs with a HCV program of 500 units to 1999 units may apply for funding that will support the lesser of 50 units or the PCWA's identified need. PHAs with a HCV program of less than 500 units under an ACC may apply for funding that will support the lesser of 25 units or the PCWA's identified need.

**C. Voucher Funding.** HUD's Housing Voucher Financial Management Division will determine the amount of funding that a PHA will be awarded under this NOFA based upon the PHA's per unit cost for FY 2010 renewal funding or FY 2011 renewal funding if those costs are available. **Administrative fees** are not included in this funding and will be determined in accordance with section 5 of the Public and Indian Housing (PIH) Notice 2010-5 (HA) or a subsequent administrative fee notice (a copy of the PIH Notice 2010-5 may be downloaded at [http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/administration/hudclips/notices/pih](http://portal.hud.gov/portal/page/portal/HUD/program_offices/administration/hudclips/notices/pih)). PIH Moving to Work (MTW) agencies will be funded under this NOFA in accordance with their MTW agreements.

**D. Funding Term.** The initial term of the Annual Contributions Contract (ACC) for this award is 12 months, subject to subsequent renewals from future appropriations.

## **III. Eligibility Information.**

**A. Eligible Applicants.** Only PHAs that have an existing ACC with HUD for HCVs are eligible to apply for funding under this announcement. Eligible PHAs must have demonstrated experience with FUP or similar programs and resources for supportive services, which shall be verified by an executed Memorandum of Understanding (MOU) between the PHA and the PCWA in accordance with Section III.C.1.b.5 of this NOFA.

HUD will only consider funding one application per PHA. This one application limit applies regardless of whether the PHA is a State or regional PHA, except in those instances where such a PHA has more than one PHA code number due to its operating under the jurisdiction of more than one HUD Field Office. In such instance, a separate application under each code shall be considered for funding with the cumulative total of vouchers applied for under the applications not to exceed the maximum number of vouchers the PHA is eligible to apply for under this NOFA; i.e., no more than the number of vouchers the same PHA would be eligible to apply for if it had only one PHA code number.

Please note that a contract administrator that does not have an ACC with HUD for HCVs, but constitutes a PHA under 24 CFR 982.4 by reason of its administering HCVs on behalf of another PHA, shall not be eligible to submit an application under this NOFA.

**B. Cost Sharing or Matching.** None required.

**C. Other.**

1. Threshold Requirements.

*a. General Section Threshold Requirements.* Applicants must meet the threshold requirements provided in Section III.C.2 of the General Section to HUD's 2010 NOFAs.

*b. Programmatic Threshold Requirements.* Applicants must meet the following programmatic threshold requirements.

(1) Program Management Findings. The PHA must not have any major unresolved program management findings from an Inspector General's audit, HUD management review or Independent Public Accountant (IPA) audit for the PHA's HCV program or other significant program compliance problems that were not resolved or in the process of being resolved (as determined by the local field office) prior to this NOFA's application deadline. Major program management findings, or significant program compliance problems, are those that would cast doubt on the capacity of the applicant to effectively administer any new HCV funding in accordance with applicable HUD regulatory and statutory requirements.

(2) Litigation. The PHA must not be involved in litigation where HUD determines that the litigation may seriously impede the ability of the applicant to administer the vouchers.

(3) Reporting Requirements. Each applicant must meet PIC reporting requirements. All PHAs are required to submit Family Reports (form HUD-50058) for at least 95 percent of voucher families leased at the end of the month prior to the application deadline date as verified by the PIC Delinquency Report. MTW agencies are required to submit MTW Family Reports (form HUD-50058 MTW) for at least 85 percent of voucher families leased at the end of the month prior to the application deadline date as verified by the PIC MTW Delinquency Report.

(4) SEMAP. Each applicant must have achieved at least 15 points under the Section 8 Management Assessment Program (SEMAP) leasing indicator (24 CFR 985.3(n)) and not be designated as troubled for its most recent assessed fiscal year, as of the date this NOFA is published. MTW agencies that are not required to report under SEMAP must have achieved at least 95 percent lease-up or budget authority utilization. Submission of the application under this NOFA by an MTW agency will serve as the agency's certification that they are not required to report under SEMAP, and that they meet the 95 percent lease up or budget authority utilization requirement. Because the application itself becomes the MTW agency certification, the MTW agency no longer needs to submit a separate certification to this effect.

(5) Memorandum of Understanding (MOU). The PHA must demonstrate experience and resources for supportive services by submitting an MOU executed by the executive director of both the PHA and the PCWA. HUD has become aware that in certain states PCWAs are authorized to contract out their child welfare functions to other organizations. If a PCWA is authorized under State law to contract out its functions and it has done so, both the executive director of the PCWA and the executive director of the contractor organization must sign the MOU.

The MOU execution date must be between the date this NOFA is published and the application deadline date under this NOFA. The MOU must identify the actions that the PHA and the PCWA will take to identify and assist FUP-eligible families and FUP-eligible youths, and the resources for supportive services each organization will commit.

The MOU shall be considered by HUD and the signatories (the PCWA and the PHA) as a complete statement of the responsibilities of both parties and evidence a commitment of resources for supportive services to the FUP. As such, the document should be very specific. HUD strongly encourages applicants to carefully read all of the requirements of the MOU addressed in this section. A sample MOU will be included as part of the instructions download on Grants.gov. For further information on how to download the application instructions see Section IV.B.5 of the General Section.

The MOU must clearly address, at a minimum, the following:

(a) The PCWA's past experience in administering a similar program(s). The MOU must specify, at a minimum, the number of years the PCWA has administered a similar program(s), and a brief description of the similarity of this program(s) to FUP.

(b) Past PCWA and PHA cooperation in administering a similar program(s). The MOU must specify, at a minimum, the number of years that the PCWA and PHA have cooperated in administering a similar program(s), and a brief description of the similarity of this program(s) to FUP.

(c) The PHA and PCWA must each identify a staff position that will serve as the lead FUP liaison. The FUP liaison will be responsible for the transmission and acceptance of FUP referrals.

(d) A statement that both the PHA and PCWA agree to cooperate with HUD and provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation.

(e) The assistance the PCWA will provide to families and youths, in locating housing units and working with landlords to secure appropriate eligible units.

(f) The services to be provided to FUP-eligible youths by the PCWA or by another agency/organization under agreement/contract with the PCWA to provide the services and resources. Please note that the MOU must state that all of the services in (i) through (vi) below will be provided for a period of at least the 18 months a FUP-eligible youth is receiving rental assistance through the use of a FUP voucher. Because PHAs must assist FUP-eligible youths referred by the PCWA all applicant PHAs must address the provision of services in their MOU.

(i) Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation; and access to health care (e.g., doctors, medication, and mental and behavioral health services).

(ii) Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.

(iii) Providing such assurances to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher.

(iv) Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).

(v) Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

(vi) Participation of FUP-eligible youths in the assessment and implementation of actions to address their needs, including the development of an individual case plan on each youth for services to be received and the youth's commitment to the plan (youth required to sign a service plan agreeing to attend counseling/training sessions and to take other actions as deemed appropriate to the youth's successful transition from foster care).

(g) The MOU must address PHA responsibilities, as outlined in (i) through (ix) below.

(i) Accept families and youths certified by the PCWA as eligible for the FUP. The PHA, upon receipt of the PCWA list of families and youths currently in the PCWA caseload, must compare the names with those of families and youths already on the PHA's HCV waiting list. Any family or youth on the PHA's HCV waiting list that matches with the PCWA's list must be assisted in order of their position on the waiting list in accordance with PHA admission policies. Any family or youth certified by the PCWA as eligible and not on the HCV waiting list must be placed on the waiting list. If the PHA has a closed HCV waiting list, it must reopen the waiting list to accept a FUP applicant family or youth who is not currently on the PHA's HCV waiting list;

(ii) Determine if any families with children, or youths age 18 through 21 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FUP, and refer such applicants to the PCWA;

(iii) Determine if families with children, or youths age 18 through 21 referred by the PCWA are eligible for HCV assistance and place eligible families/youths on the HCV waiting list;

(iv) If applying for rating criteria points under Section V.A.1.a (Removing jurisdictional barriers to mobility), V.A.1.b (Owner participation in low-poverty census tracts), V.A.1.c (Mobility assistance), the MOU shall describe the activities that the PHA is committing to;

(v) Amend the administrative plan in accordance with applicable program regulations and requirements, if needed;

(vi) Administer the vouchers in accordance with applicable program regulations and requirements;

(vii) Comply with the provisions of the MOU;

(viii) Upon notification that vouchers have been awarded, train PCWA staff on the PHA's HCV procedures; and

(ix) Conduct regular meetings (at least quarterly) with the PCWA.

(h) The MOU must address PCWA responsibilities as outlined in (i) through (viii) below.

(i) Establish and implement a system to identify FUP-eligible families and FUP-eligible youths within the agency's caseload and to review referrals from the PHA;

(ii) Provide written certification to the PHA that a family qualifies as a FUP-eligible family, or that a youth qualifies as a FUP-eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, and this NOFA;

(iii) Commit sufficient staff resources to ensure that eligible families and youths are identified and determined eligible in a timely manner. This commitment must include a process to ensure that the PCWA's active caseload is reviewed at least once a month (when the PHA has FUP vouchers available) to identify FUP-eligible and/FUP-eligible youths and refer them to the PHA. Additionally, the PCWA must be prepared to provide referrals to the PHA within 30 working days of receiving notification from the PHA about voucher availability;

(iv) Commit sufficient staff resources to provide follow-up supportive services (see Section III.C.1.b.5.f of this NOFA) after the youth leases a unit;

(v) If applying for rating criteria points under section V.A.1.c (Mobility assistance), V.A.1.d (Mobility assistance – Pre-move and post-move counseling), V.A.2.a (FUP-eligible youths no longer in PCWA caseload), V.A.2.b (Case management to FUP families), or V.A.2.c (Cash assistance), the MOU must describe the activities that the PCWA is committing to;

(vi) Comply with the provisions of the MOU;

(vii) Upon notification that vouchers have been awarded, train PHA staff on the PCWA's referral procedures; and

(viii) Conduct regular meetings (at least quarterly) with the PHA.

## 2. Program Requirements.

*a. General Section Other Requirements.* Applicants must meet all other requirements provided in Section III.C.4 and Section III.C.5 of the General Section except for Section III.C.5.b, and Section III.C.5.i., where the requirements under this NOFA are applicable as follows:

### (1) Section III.C.5.b (Affirmatively Furthering Fair Housing)

(a) *Affirmatively Furthering Fair Housing (AFFH) Statement.* Applicant PHAs must submit a statement on Affirmatively Furthering Fair Housing with the application materials under this NOFA which must be consistent with the PHA's obligations pursuant to 24 CFR 903.7(o), as applicable. The PHA's AFFH statement must specifically address the PHA's proposed activities to affirmatively further fair housing and how these activities will overcome identified impediments to fair housing choice. In addition, the proposed activities must address at least one of the following objectives identified in the General Section:

(i) Help overcome any impediments to fair housing choice related to the assisted program or activity itself;

(ii) Promote racially, ethnically, and socioeconomically diverse communities; or

(iii) Promote housing-related opportunities that overcome the effects of past discrimination because of race, color, national origin, religion, sex, disability, and familial status.

(b) *Accessibility for Persons with Disabilities.* Applicant PHAs are encouraged to take the following proactive steps in addressing accessibility problems for persons with disabilities:

(i) Where requested by an individual, assist program applicants and participants gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition of continued participation in the program;

(ii) Identify public and private funding sources to assist participants with disabilities in covering the costs of structural alterations and other accessibility features that are needed as accommodations for their disabilities;

(iii) Not deny persons who qualify for a HCV under this program other housing opportunities, or otherwise restrict access to PHA programs to eligible applicants who choose not to participate;

(iv) Provide housing search assistance;

(v) In accordance with rent reasonableness requirements, approve higher rents to owners that provide accessible units with structural modifications for persons with disabilities; and

(vi) Provide technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or units accessible to persons with disabilities.

(2) Section III.C.5.i. (Conducting Business in Accordance with Core Values and Ethical Standards). To reflect core values, all applicant PHAs awarded under this NOFA shall develop and maintain a written code of conduct in the PHA's administrative plan that:

(a) Requires compliance with the conflict of interest requirements of the HCV program cited in 24 CFR 982.161; and

(b) Prohibits the solicitation or acceptance of gifts or gratuities in excess of a nominal value by an officer or employee of the HA or any contractor, subcontractor, or agent of the PHA. The PHA's administrative plan shall state the 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.

*b. Eligible Participants.* FUP eligible families and FUP eligible youth that are income eligible under 24 CFR 982.201(b)(1).

*c. HCV Program Regulations.* Applicants must administer the FUP in accordance with HCV Program regulations in 24 CFR 982, including Lead-based paint regulations found in 24 CFR 982.401(j); 24 CFR 35; and 40 CFR 745, as applicable. MTW agencies may administer these vouchers in accordance with their MTW agreements unless they are inconsistent with Appropriations Act requirements or the requirements of this funding notice. In the event of a conflict, the requirements of the Appropriation Act and/or this funding notice govern.

*d. Turnover.* As specifically required by the Appropriations Act, upon turnover, a voucher issued to a FUP-eligible family or FUP-eligible youth must be reissued to either another FUP-eligible family or FUP-eligible youth.

*e. FUP-eligible youth.* A FUP voucher issued to a youth age 18 to 21 may not be used to provide housing assistance for that youth for a period of more than 18 months, as per the statutory requirements of Section 8(x)(2) of the U.S. Housing Act of 1937, as amended.

*f. Use of Funding.* Funding under this NOFA may only be used to provide tenant-based housing assistance, as prescribed by section 8(x) of the U.S. Housing Act of 1937, so as to allow FUP eligible families and youths a choice in their selection of decent, safe, and affordable units on the private market.

*g. Environmental Review.* In accordance with 24 CFR 50.19(b)(11) and 58.35(b)(1) of the HUD regulations, tenant-based rental activities under this program are categorically excluded from the requirements of the National Environmental Policy Act of 1969 (NEPA) and are not subject to

environmental review under the related laws and authorities. Activities under the homeownership option of this program are categorically excluded from NEPA requirements and excluded from other environmental requirements under 24 CFR 58.5 in accordance with 24 CFR 58.35(b)(5), but PHAs are responsible for the environmental requirements in 24 CFR 982.626(c). With regard to activities under the homeownership option for units not yet under construction at the time the family enters into the contract for sale, the additional environmental review requirements referenced in 24 CFR Sections 982.628(e), 982.631(c) (3) and 982.637(b) also apply in addition to Section 982.626(c), and the PHA shall submit all relevant environmental information to the responsible entity or to HUD to assist in the completion of those requirements.

#### **IV. Application Submission and Timely Receipt Requirements.**

**A.** See the General Section for specific procedures concerning the electronic application submission and timely receipt requirements. The application and instructions are available at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). Applicants may call the Grants.gov help desk at 800-518-GRANTS or email [support@grants.gov](mailto:support@grants.gov) if having difficulty accessing the information.

**B. Content and Form of Application Submission.** Applicants need only submit documentation specifically requested in this NOFA. Submission of additional documentation not specifically requested in this NOFA will have no bearing on the PHA's application. PHAs should not use hyphens, spaces or commas in file names for files attached to their application to avoid a virus detect message and rejection of their application submission via Grants.gov. Applicants must also be aware that there is a 50 character limitation, including path designation in file names for attachment files submitted with the application via Grants.gov. HUD recommends not having file names longer than 32 characters with no spaces and no special characters in the file name. See the General Section for complete details regarding attachment files. All applicants must complete and submit the following to be eligible for funding under this announcement:

1. Form SF424, Application for Federal Assistance. All applications must include a SF424 as the cover page to the application. When completing this form, the Federal Identifier requested in section 5a is the PHA's five digit number (e.g., MD035 or AK002). PHA applicants should estimate a proposed 1 year start and end date in Section 17. In Section 18 (Estimated Funding), complete only 18.a and 18.g. The amount entered in both fields should be the total number of vouchers requested in Section D of the form HUD52515 times the housing assistance payments per unit cost for 2010 HCV renewal funding or 2011 HCV renewal funding, depending on the most recent available data. Applicants must enter the applicant legal name registered in CCR in box 8a of the SF424. Enter your 9 digit zip code in the zip code field.

2. HUD52515 Funding Application, Section 8 Tenant-Based Assistance, Rental Certificate Program, Rental Voucher Program. PHAs are requested to enter their housing authority code number (for example, CT002) as well as their electronic mail address, telephone number, and facsimile telephone number in the same place at the top of the form where they are also to enter the PHA's name and mailing address. PHAs may obtain a copy of form HUD52515 by downloading the form from the following HUD website: <http://www.hud.gov/offices/adm/hudclips/forms/index.cfm>. PHAs may submit additional pages

as an attachment to the form if additional space is needed for addressing all of the content requirements of the form. Any additional pages should be clearly labeled with the name of the form they are an attachment to. Instructions for completing the remainder of the form are as follows:

- (a) Do not complete Section A.
- (b) Do not complete Section B.
- (c) Do not complete Section C.
- (d) Under Section D of this form, the PHA must identify:
  - (i) The number of authorized baseline HCV units. Applicants must only provide a number; no narrative is needed to address this information on the form;
  - (ii) The number of vouchers the PHA is requesting under this NOFA. Applicants must only provide a number; no narrative is needed to address this information on the form;
  - (iii) The minimum number of vouchers the PHA is willing to accept under this NOFA in the event that HUD only has enough funds to approve a smaller amount than the number of vouchers requested. Applicants must only provide a number; no narrative is needed to address this information on the form; and
  - (iv) The proposed leasing schedule. This leasing schedule must show how many vouchers the PHA intends to have under lease for each month following the award. The leasing schedule must project all awarded vouchers to be under lease within 12 months of award. HUD, at its discretion, may require the PHA to modify its leasing schedule as a condition of receipt of funds. Additionally, HUD may recapture vouchers that have not come under lease in accordance with the HUD-approved leasing schedule.

3. MOU between the PCWA and PHA. Requirements of the MOU are explained in Section III.C.1.b.5 of this NOFA.

4. Form HUD2993, Acknowledgement of Application Receipt. This form may only be used if a waiver to the electronic application requirement has been granted and the applicant wants to receive a receipt for their paper application submission. In addition to the PHA entering its name and address on the form, the full title of the program under which the PHA is seeking funding must also be entered. This form is available at the following HUD web site: <http://www.hud.gov/offices/adm/hudclips/forms/index.cfm>

5. Form HUD2991, Certification of Consistency with the Consolidated Plan.

6. SFLLL, Disclosure of Lobbying Activities, if applicable.

7. HUD2880, Applicant/Recipient Disclosure/Update Report.

8. HUD96011, Third Party Documentation Facsimile Transmittal.

9. PCWA's Statement of Need. The Statement of Need must be signed by the executive director of the PCWA, even if the PCWA has authority, under applicable State law, to contract out its functions to another organization. The PCWA's Statement of Need must adequately demonstrate the need for FUP vouchers in the PHA's jurisdiction which is not being met through other existing programs, by indicating the number of FUP-eligible families who currently have

children in danger of being placed in out-of-home care or who cannot be returned from out-of-home care due to inadequate housing, and the number of youths at least 18 years old but not more than 21 years old (have not yet reached their 22<sup>nd</sup> birthday) who left foster care at age 16 or older and who do not have adequate housing. The statement of need must also specify the number of vouchers that the PCWA is projecting will be needed to assist FUP-eligible families and FUP-eligible youths over a 12-month period and how it calculated this estimate. The Statement of Need shall be a maximum of five pages long. A State-wide PCWA must provide this information to all PHAs that request it; otherwise, HUD will not consider applications from any PHA with the State-wide PCWA as a participant in its program.

10. AFFH Statement. Requirements of the AFFH statement are discussed in Section III.C.2.a.1 of this NOFA.

11. PCWA Contractor Documentation. If the PCWA has authority under State law to contract out its function to another organization and the PCWA has exercised this authority, the application under this NOFA must contain a one page letter signed by the executive director of both the PCWA and the contractor organization which indicates that this agreement has been executed, including the name of the contractor organization and the applicable State law authorizing such an agreement.

12. Required Documentation for Rating Criteria. Those applicants who will apply for rating criteria points must carefully review the documentation requirements of each rating criteria (see Section V.A. of this NOFA) and submit the required documentation for each rating criteria the applicant is applying for with its application materials.

13. Program Outcome Logic Model (HUD96010). Those applicants who will apply for rating criteria points under the policy priorities (see Section V.A.1.c.1 and Section V.A.1.d of this NOFA) are required to submit a Logic Model as part of this application. A copy of the HUD96010, Logic Model form, is part of the Instructions Download, on Grants.gov. Please see Section V.A.1.c and Section VI.C of the General Section for detailed instructions on submission of the Logic Model.

14. Form HUD2990, Certification of Consistency with the RC/EZ/EC-IIs Strategic Plan. If applying for bonus points under Section V.B of this NOFA. Further details are provided in Section V.B of this NOFA.

**C. Receipt Date and Time.** Applications under this NOFA must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date. In the event that a PHA submits multiple applications, HUD will review the last application received by Grants.gov by the deadline that meets HUD's timely receipt requirements. After receipt, applications will be validated by Grants.gov to ensure the application was submitted by an Authorized Organization Representative (AOR) and the application does not contain viruses. Please see the 2010 General Section for instructions for timely receipt, including HUD's grace period policies and actions to take if the application is rejected. Applicants should carefully read the section titled "Instructions on How to Download an Application Package and Application Instructions" in

Section IV.B.5 of the 2010 General Section. This section contains information on using Adobe Reader, HUD's timely receipt policies, and other application information.

**D. Other Submission Requirements.** Applications under this NOFA must be received electronically through the Federal website Grants.gov, unless a waiver for good cause in accordance with HUD's waiver policy of 24 CFR 5.1005, to the electronic application requirements is approved by HUD. Applicants requesting a waiver should submit their waiver requests in writing using e-mail or fax. Waiver requests must be submitted no later than 15 days prior to the application deadline date and must be submitted in writing to Amaris Rodriguez, Housing Program Specialist, Housing Voucher Management, Office of Public and Indian Housing, U.S. Department of Housing and Urban Development, 451 7<sup>th</sup> Street, SW, Room 4216, Washington, DC 20410, or by email request to: amaris.rodriguez@hud.gov. The subject line of the email message should be (insert applicant name and PHA code) FY2010 Family Unification Program Waiver Request. If an applicant is granted a waiver, then the approval will provide instructions on how and where to submit paper copies of the application to HUD. **Paper applications will not be accepted from applicants that have not been granted a waiver.**

## **V. Application Review Information.**

**A. Rating Criteria.** In addition to meeting all the threshold requirements of the NOFA, applicants can receive up to 100 points, including policy priority points, by addressing the rating criteria specified in this section. The policy priorities are: "Affirmatively Furthering Fair Housing" and "Using Housing as a Platform for Improving Other Outcomes" which can be found in Section V.A.1.c.1 of this NOFA.

Applicants may also qualify for 2 additional bonus points if they meet the requirements of Section V.B (RC/EZ/EC-II) of this NOFA. The rating criteria and bonus points that applicants receive will be used to rank the applicants for the purposes of funding. Please see Section V.C.2.a of this NOFA for further information on the order of funding.

### 1. Area-Wide Housing Opportunities. (Maximum 25 points)

PHA and/or PCWA will make voluntary efforts to provide area-wide housing opportunities for families that are beyond those required by federal law or regulation such as the portability provisions of the HCV program. For the activities described in subsections b through e below, "low-poverty tract" is defined as a census tract where the poverty rate of the tract is at or below 10 percent, or at or below the overall poverty rate for the principal operating area of the PHA, whichever is greater.

#### *a. Removing jurisdictional barriers to mobility.* (5 points)

(1) Scoring. Assign 5 points if the PHA has implemented an initiative to remove jurisdictional barriers to mobility. Such initiatives could include, but are not limited to, cooperative agreements that allow families to move across PHA jurisdictional boundaries without having to port their vouchers, or other administrative efficiencies (such as one portability point of contact for a region) that enable families to port their vouchers more easily.

(2) Documentation. To receive points, a narrative (of no more than 5 pages) must be provided describing the PHA's initiative to remove jurisdictional barriers to mobility. If the PHA's initiative includes a cooperative agreement, then the PHA must provide this agreement, signed by all participating parties.

*b. Owner participation in low-poverty census tracts. (4 points)*

(1) Scoring. Assign 4 points if the PHA has implemented a program to encourage participation by owners of units located in low-poverty census tracts, and maintains and provides a list of owners who have properties available for lease under the HCV program in low-poverty census tracts.

(2) Documentation. To receive points, a narrative (of no more than 5 pages) must be provided describing the program the PHA has implemented to encourage participation by owners of units located in low-poverty census tracts, including the most recent decennial census information that demonstrates that the tracts are low-poverty. The PHA must also provide a current copy of the list of owners who have properties available for lease under the HCV program in low-poverty census tracts.

*c. Mobility assistance. (15 points)*

*(1) Housing search assistance in low-poverty census tracts. (5 points)*

(a) Scoring. Assign 5 points if the PHA and/or PCWA provides, funds, or otherwise makes available housing search assistance in low-poverty census tracts within or outside the PHA's jurisdiction. Housing search assistance must include providing participants with a current list of other organizations that can help families find units in low-poverty census tracts, and at least one of the following activities: neighborhood tours, unit viewings, landlord introductions in low-poverty census tracts, or financial assistance to participants for moving costs (such as security and utility deposits). Housing Search Assistance fulfills two of the policy priorities identified in Section I.B. of the FY2010 General Section: "Affirmatively Furthering Fair Housing" and "Using Housing as a Platform for Improving Other Outcomes." This activity is over and above the requirement to affirmatively further fair housing (located in Section III.C.2.a.1 of this NOFA), because the PHA that applies for these points must measure the outputs and outcomes of the housing search assistance. The desirable outcome, or goal, of this activity is at least fifty (50) percent of FUP families and FUP youths using their voucher in a low-poverty census tract. PHAs that apply for these points must submit a logic model (described in subpart d below) to measure outputs and outcomes.

(b) Documentation. To receive points, a narrative (of no more than 5 pages) must be provided describing the housing search assistance the PHA and/or PCWA staff provides, funds, or otherwise makes available in low-poverty census tracts, including the most recent decennial census information that demonstrates that the tracts are low-poverty. The PHA must also provide a copy of the current list of other organizations that can help families find units in low-poverty census tracts.

*(2) Pre-move and post-move counseling. (10 points)*

(a) Scoring. Assign 10 points if the PHA and/or PCWA has committed to providing, funding, or otherwise making available pre-move and post-move counseling to FUP-eligible families and FUP-eligible youth, to increase access to low-poverty census tracts. Pre-move and post-move counseling must include, providing information on the benefits of living in low-poverty areas (such as improved educational, health and economic outcomes) and information on tenant rights and responsibilities; and at least one of the following: budget counseling, credit counseling (including credit restoration counseling), or landlord mediation.

(b) Documentation. To receive points, a narrative (of no more than 5 pages) must be provided describing the pre-move and post-move counseling the PHA and/or PCWA provides, funds, or otherwise makes available to FUP-eligible families and FUP-eligible youth.

*d. Logic Model. (1 point)*

(1) Scoring. Assign 1 point if the PHA submits a Logic Model to measure the outputs and outcomes of their housing search assistance. Submission of a Logic Model is required for those PHAs that intend to apply for the 5 points available for provision of housing search assistance, and only those PHAs must submit a Logic Model. The Logic Model data should be used to monitor and evaluate the PHA's own progress and effectiveness in meeting the stated goal (at least 50 percent of FUP families and FUP youths using their voucher in a low-poverty census tract). These PHAs will be required to submit an updated Logic Model no later than 30 days after the ending date of the initial 12-month ACC for the FUP vouchers (see VI.C.3 of this NOFA for further information on reporting on policy priorities). The Logic Model Assessment Matrix in Appendix B of the General Section for scoring of the logic model does not apply to this NOFA.

(2) Documentation. To receive the point, a Logic Model must be submitted with the application. The Logic Model will identify outputs and outcomes that reflect the stated goal of the housing search assistance (at least fifty (50) percent of FUP families and FUP youths using their voucher in a low-poverty census tract). PHAs must report on the output of providing a current list of other organizations that can help families find units in low-poverty census tracts. PHAs must also report on at least one of the following outputs: neighborhood tours, unit viewings, landlord introductions in low-poverty census tracts, or financial assistance to participants for moving costs (such as security and utility deposits). PHAs may report on more than one of the outputs in the preceding sentence as well as any other outputs that are included in the Logic Model or that the PHA engages in related to the provision of housing search assistance. PHAs must also report on the outcome of percentage of FUP households moving to low-poverty census tracts and may report on other outcomes included in the Logic Model as well as any other outcomes related to housing search assistance.

2. PCWA's commitment to FUP-eligible families and FUP-eligible youths. (Maximum 45 points)

*a. FUP-eligible youths no longer in PCWA caseload. (10 points)*

(1) Scoring. Assign 10 points if the PCWA will commit staff resources to identify and refer, on a quarterly basis, FUP-eligible youths in the community who are no longer part of its active caseload (e.g. youths that left foster care who are now homeless).

(2) Documentation. To receive points, a narrative (of no more than 5 pages) must be provided describing the PCWA's process for identifying and referring FUP-eligible youths in the community who are no longer part of its active caseload to the PHA.

*b. Case management to FUP families. (15 or 20 points)*

(1) Scoring. Assign 15 or 20 points if the PCWA has committed to providing, funding, or otherwise making available case management to FUP families after they have been issued a voucher. To receive points under this category, the case management must include, at a minimum, a needs assessment to identify all of a family's needs (not simply housing-related needs), referrals to services to address the family's needs, and regular contact with the family to follow up on these referrals and provide new referrals as necessary.

(a) To receive 15 points, the PCWA must commit to provide, fund, or otherwise make available case management for a minimum of 6 months after the family is issued a voucher.

(b) To receive 20 points, the PCWA must commit to provide, fund, or otherwise make available case management for a minimum of 12 months after the family is issued a voucher.

(2) Documentation. To receive the points, a narrative (of no more than 5 pages) must be provided describing the case management provided, funded, or otherwise made available by the PCWA, including a list of organizations to which the PCWA routinely refers families for service.

*c. Cash assistance. (15 points)*

(1) Scoring. Assign 15 points if the PCWA provides cash assistance to FUP-eligible families and FUP-eligible youths. Cash assistance may be provided for utility arrears, security deposits, rent arrears, and any other items that the PCWA determines necessary to keep a child or children from being separated from their families or to avoid a delay in the discharge of the child, or children to the family from out-of-home care; or to assist a youth in living independently.

(2) Documentation. To receive points, documentation must be provided which shows that the PCWA runs a cash assistance program, which may include request forms and approval/denial forms.

**3. Self-sufficiency programs. (Maximum 20 points)**

*a. HUD-FSS or similar program. (10 points)*

(1) Scoring. Assign 10 points if the PHA administers a HUD-FSS or similar program, that is still active at the time of application, and the PHA has strategies in place to encourage enrollment of families into the program. A similar program refers to a self-sufficiency program that promotes 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 and financial literacy, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency.

(2) Documentation. To receive points,

(a) Each PHA applying for point eligibility under this category shall provide a narrative (of no more than 5 pages) or section of its most recent action plan or policy document that describes and documents the strategies the PHA uses to encourage enrollment of families into the program. Applicants must only submit the section of its policy document or administrative plan that describes the PHA's strategies for enrollment, not the entire policy document or administrative plan.

(b) Each PHA that administers a HUD-FSS program, must have a HUD approved FSS action plan with the PHA's local HUD field office prior to this NOFA's application deadline. The applicant PHA does not need to submit a copy of its HUD approved FSS action plan with its application materials under this NOFA because the applicant PHA must already have an approved FSS action plan with the local HUD field office.

(c) Each PHA that administers a similar program shall provide a copy of the section of its most recent policy documents or administrative plan which refers to the policies and procedures for the local operation of its family self-sufficiency program. Applicants must only submit the section of its policy document or administrative plan that describes the PHA's self-sufficiency program, not the entire policy document or administrative plan.

*b. FUP families and/or FUP youths enrolled. (10 points)*

(1) Scoring. Assign 10 points if the PHA documents that there are FUP families and/or FUP youths enrolled in their HUD-FSS or similar program.

(2) Documentation. To receive points, the PHA shall certify to the number of FUP families and/or FUP youths that are currently enrolled in the HUD-FSS or similar program, subject to HUD verification. The certification must be on the PHA's letterhead and signed by the PHA's executive director.

**4. PHA coordination with their local Continuum of Care. (Maximum 10 points)**

a. Scoring. Assign 10 points if the PHA has notified the local Continuum of Care that the PHA is administering a FUP program in partnership with the PCWA, or intends to apply for FUP vouchers in partnership with the PCWA, including an explanation of how the program works and how the local Continuum of Care can use the program for the families it serves. Families or youths identified by the local Continuum of Care as potentially eligible for FUP must be identified to the PCWA for potential certification of the family or youth as FUP-eligible and referral to the PHA.

b. Documentation. To receive points, the PHA must submit a letter of support from the local Continuum of Care which describes the Continuum of Care's intent to identify families and youth that are potentially FUP eligible to the PCWA. The PHA must also submit with the application materials under this NOFA the dated notification letter or document sent by the PHA to the local Continuum of Care with information about FUP.

**B. RC/EZ/EC-II.**

1. Scoring. PHAs will be eligible to receive 2 bonus points under this section, in addition to points received under the rating criteria in Section V.A of this NOFA if the applicant's proposed activities/projects further or support the strategic plan for an empowerment zone (EZ) that was designated by HUD or the U.S. Department of Agriculture (USDA); the tax incentive utilization plan for an urban or rural renewal community that was designated by HUD (RC); or the strategic plan for an enterprise community that was designated in round II by USDA (EC-II). Applicants are not required to establish an office within the RC/EZ/EC, but must conduct specific activities within the RC/EZ/EC-II and those activities must benefit the residents of the RC/EZ/EC-II.

2. Documentation. To receive the bonus points, the applicant must submit a completed form HUD2990 signed by the person authorized to certify on behalf of the RC/EZ/EC or Chair of the governing body of the RC/EZ/EC certifying that the proposed activities/projects in the application further or supports the strategic plan for an EZ; the tax utilization plan for an RC; or the strategic plan for an EC-II; and that the proposed activities/projects will be conducted within the RC/EZ/EC-II identified above and are intended to serve its residents. The form must be signed and dated anytime between the date this NOFA is published and the application deadline date under this NOFA. Any certifications signed before or after these dates will not be accepted.

**C. Review and Selection Process.**

**1. Modification of Application.** HUD may require PHAs to modify the submitted application materials as a condition of receipt of funds.

**2. Technically Acceptable Applications.** An acceptable application is one which meets all of the application threshold, program, and submission requirements identified in sections III.C.1, III.C.2 and IV.B. of this NOFA as determined by HUD's Grants Management Center (GMC).

a. Order of Funding. The GMC will select eligible PHAs in highest rank order by scoring each application based on the rating criteria, including policy priorities, in Section V.A. of this NOFA and bonus points under Section V.B of this NOFA unless there is sufficient funding available to fund all approvable applications. If there is not sufficient funding available to fund all approvable applications and two or more applications have the same score, a lottery will be conducted to select among these applications.

HUD may limit the number of FY 2010 approvable applications selected for any State to no more than 10 percent of the budget authority made available under this funding announcement in order to achieve geographic diversity. If establishing this geographic limit results in unspent budget authority, HUD may modify this limit to assure that all available funds are used.

b. Insufficient Funds. If the remaining voucher funds are insufficient to fund the last PHA application in full, the GMC may recommend funding that application to the extent of the funding available and the applicant's willingness to accept a reduced number of vouchers. Applicants that do not wish to have the size of their programs reduced may indicate in their application that they do not wish to be considered for a reduced award of funds. The GMC will skip over these applicants if assigning the remaining funding would result in a reduced funding level.

**3. Technical Deficiencies.** The GMC will initially screen all applications and will notify PHAs in writing to clarify an item or to correct curable technical deficiencies. Clarifications or corrections of technical deficiencies in accordance with the information provided by HUD must be submitted within 14 calendar days of the date of the receipt of the HUD notification.

**4. Unacceptable Applications.** After the technical deficiency correction period (as provided in the General Section), the GMC will disapprove all PHA applications that the GMC 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. Any PHA that does not meet the threshold requirements of the FY 2010 General Section.

b. Any PHA that does not meet the threshold requirements of Section III.C.1 of this NOFA.

c. A PHA whose application does not comply with the requirements of this NOFA after the expiration of the 14-calendar day technical deficiency correction period.

d. A PHA whose application was not in compliance with the timely receipt requirements. See the General Section for additional information on timely receipt requirements.

e. A PHA whose paper application that was approved for a waiver of electronic application submission was not received at the official place of receipt, or was received after the application deadline date.

## **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. Unsuccessful applicants will receive a notification of rejection letter from the GMC that will state the basis for the decision. For a period of at least 120 days, beginning 30 days after the awards for assistance are publicly announced, HUD will provide to a requesting applicant a debriefing related to its application. Applicants requesting to be debriefed must send the written request to: Cedric Brown, Acting Director, GMC, U.S. Department of Housing and Urban Development, 451 7<sup>th</sup> Street, S.W., Potomac Center, 3<sup>rd</sup> floor, Washington, DC 20410.

### **B. Administrative and National Policy Requirements.**

1. HUD's Strategic Goals. HUD is committed to ensuring that programs result in the achievement of HUD's strategic mission. HCVs awarded under this funding announcement support the Department's strategic goals to meet the need for quality affordable rental homes and to utilize housing as a platform for improving quality of life. For more information about HUD's Strategic Plan FY 2010-2015, you may visit HUD's website at [http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/cfo/stratplan](http://portal.hud.gov/portal/page/portal/HUD/program_offices/cfo/stratplan)

### **C. Reporting.**

1. Family Report. All successful applicants (including MTW agencies) must report the usage of voucher funds under this funding announcement through required submissions of the form HUD-50058, Family Report. PHAs must enter the following program codes: (1) "FUPF" for families who are assisted with vouchers under this funding announcement, and (2) "FUPY" for youths who are assisted with vouchers under this funding announcement. The program code should be entered in line 2n of the Family Report. PHAs must maintain this code on the form HUD-50058 for the duration of the family's participation in the HCV program. HUD's assessment of PHA compliance under this funding announcement will be based on PIC system data.

2. The Voucher Management System (VMS). All successful applicants (including MTW agencies) must report leasing and cost data for FUP electronically through VMS in accordance with HCV program requirements.

3. Reporting on policy priorities. Those applicants who apply for rating criteria points under the policy priorities (see Section V.A.1.c.1 of this NOFA, regarding mobility assistance – housing search assistance) are required to submit a Logic Model Report, which contains updates to the Logic Model (Form HUD96010), to the Public Housing Director in the recipient's local HUD field office no later than 30 days after the ending date of the initial 12-month ACC for the FUP vouchers. The Logic Model will include management questions such as: What factor(s) influenced the family or youth to move to a low-poverty census tract? The Logic Model will show these management questions at the time of application submission; however, applicants need only provide answers to these management questions at the time the PHA will submit Logic Model Report to the Public Housing Director in the PHA's local HUD field office. The Logic Model Report must also show output and outcome achievements for the pre-move and post-move counseling. The outcome achievement in the Logic Model Report must identify how many FUP families and FUP youth used their voucher in a low-poverty census tract.

**VII. Other Information.****A. References.**

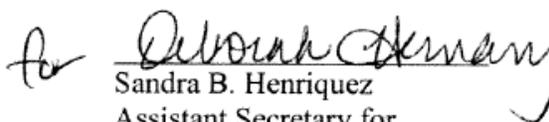
The following are hereby incorporated by reference:

1. Executive Order 13132, Federalism.
2. Public Access, Documentation, and Disclosure.
3. Section 103 of the HUD Reform Act.

**B. Paperwork Reduction Act.** The information collection requirements contained in this document have been submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and approved under OMB No. 2577-0259 in accordance with the Paperwork Reduction Act. 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 number.

**C. Environmental Impact.** This NOFA provides funding under, and does not alter the environmental requirements of 24 CFR 982. Accordingly, under 24 CFR 50.19(c)(5), the NOFA is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321). For environmental review of activities funded under this NOFA, see requirements described in section III.C.2.g above.

Date: 9/24/10

  
Sandra B. Henriquez  
Assistant Secretary for  
Public and Indian Housing

FR-5415-N-15]