

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
[Docket No. FR -5500-N-13

Notice of Funding Availability (NOFA) for HUD's Fiscal Year 2011
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

OVERVIEW INFORMATION (Office of HIV/AIDS Housing edits)

A. Federal Agency Name: Department of Housing and Urban Development, Office of Community Planning and Development (CPD), Office of HIV/AIDS Housing.

B. Funding Opportunity Title: Housing Opportunities for Persons With AIDS (HOPWA).

C. Announcement Type: Initial Announcement

D. Funding Opportunity Number: FR-5500-N-13; OMB Approval Number 2506-0133.

E. Catalog of Federal Domestic Assistance (CFDA) Number: 14.241 Housing Opportunities for Persons With AIDS Program.

F. Dates: The application deadline date is August 2, 2011. Please carefully read the Notice of HUD's Fiscal Year (FY) 2011 Notice of Funding Availability (NOFA) Policy Requirements and General Section to HUD's FY2011 NOFAs for Discretionary Programs, posted on Grants.gov on April 4, 2011. Applicants need to be aware that following receipt, applications go through a validation process in which the application may be accepted or rejected. Please allow time for this process to ensure that you meet the timely receipt requirements.

G. Additional Information:

1. Purpose of the Program. Grants funded under this initiative will advance HUD's implementation of the National HIV/AIDS Strategy (NHAS). This NOFA also addresses the Department's Fiscal Year 2010-2015 Strategic Plan and the *Opening Doors Federal Strategic Plan to Prevent and End Homelessness*. These actions address goals to: prevent and end homelessness; increase the supply of affordable housing; and increase the coordination of mainstream housing resources and other health and human services. This NOFA announces funds available for projects that address both: (1) direct housing assistance and service delivery to low income persons and families living with HIV/AIDS, including homeless individuals and families; and (2) comprehensive planning and coordination of local resources in meeting housing and service needs of the population. As a result of project efforts, communities will be assisted in the development and use of an Integrated HIV/AIDS Housing Plan (IHHP) to be issued at the end of the third year of operation. The IHHP is an administrative function and should demonstrate local system changes in the delivery of housing and services. Grantees are expected to provide housing assistance to eligible persons in their communities while concurrently examining and comprehensively integrating local services for coordinating and streamlining where possible the delivery of those services in your community.

The National HIV/AIDS Strategy similarly calls for enhanced collaboration at the Federal, State and community level, among diverse agencies and partners to maximize efficient use of resources to achieve its goals. The activities funded under this NOFA will support the NHAS goals – to reduce HIV infection; to increase access to care and improve health outcomes for person living with HIV/AIDS; and to reduce HIV-related disparities. These goals will be accomplished through improved cross-agency planning, resource utilization and service integration among mainstream housing and HIV-related agencies and providers. Lessons learned through these grantee efforts will help inform national and community policy and actions, especially as they look for increased efficiencies in resource utilization while adapting to budget constraints and health care reform.

These resources will allow States and localities to forge new partnerships, including involving Public Housing Authorities, to devise place-based comprehensive strategies for meeting the housing needs of low-income persons with HIV/AIDS. Grant recipients will conduct comprehensive planning for the integration of housing and non-medical supportive services into wider local planning efforts. The results of these efforts will be published in the IHHP. The IHHP is envisioned as a collaborative process that will improve the systematic delivery of housing and services to low-income individuals and families living with HIV/AIDS in your community and serves as a model for similar communities across the U.S. Grant recipients must plan to sustain their project through coordinated local and regional planning efforts. Additionally, grant recipients awarded under this NOFA will be required to: collect data and report against the policy priority initiatives committed to in an applicant's application; ensure that there is ongoing assessment of their planning and coordination efforts as community needs change; provide HUD with recommendations for integrating federal reporting systems to improve efficiency in federal processes at the local level; and provide the routine HOPWA reporting under the Annual Performance Report (APR). States, units of general local governments including Public Housing Authorities, and nonprofit organizations interested in applying for funding as the lead applicant for a community proposal under this grant program should carefully review the **General Section** and detailed information listed in this NOFA.

2. Available Funds. Pursuant to the authority provided by the Department of Defense and Full-Year Continuing Appropriations Act, Public Law 112-10 approved April 15, 2011 approximately \$9.1 million in funding is available under this NOFA. This notice makes funding available for new HOPWA Integrated HIV/AIDS Housing Plan: Special Projects of National Significance (SPNS) projects that will undertake one-time only comprehensive planning and evaluation of demonstration models. These models will provide low-income HIV-positive individuals and households with improved stable housing arrangements along with access to care. These one-time only awards are envisioned to help realign community efforts in order to maximize the effective use of local resources. Grant applicants must commit to increasing coordination among local partners in providing housing as a base for access to services that target the needs of people living with HIV/AIDS and their families.

HUD further advises that the amount of funds available for new IHHP SPNS projects would potentially only support 6 to 8 new projects.

3. Eligible Applicants. States, units of general local government, including Public Housing authorities, and nonprofit organizations are eligible to apply.

4. Match. None required.

5. Authorities. HOPWA program regulations at 24 CFR Part 574 and the AIDS Housing Opportunity Act (42 U.S.C. 12901-12912) govern the program.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

A. Program Description. This NOFA will fund grants on a one-time only basis. The HOPWA program will award funding to States, units of local government, including Public Housing Authorities, and nonprofits. Applicants are expected to address how they will coordinate these resources and integrate activities with local planning efforts (such as: Public Housing Authority plans, Ryan White planning, CDC HIV/AIDS Prevention planning, HUD's Consolidated Planning, 10 year and five year homeless planning, local HIV/AIDS housing plans and other local, relevant planning processes) to increase efficiency and reduce burden while representing the needs of low-income individuals with HIV/AIDS and their families. Project funding will make available resources of no less than \$600,000 for housing activities, up to \$250,000 for supportive service needs, and up to \$400,000 under the required Resource Identification activity to facilitate comprehensive strategic planning, coordination and integration of housing and service activities with local planning bodies. Administrative costs (3% grantee/7% project sponsor) are also provided for grant management activities.

1. Special Projects of National Significance (SPNS). SPNS projects will provide place-based assistance that stabilizes housing for eligible persons through direct provision of housing assistance and related innovative, comprehensive planning. Applicants must demonstrate a concerted effort on the part of the community to integrate and coordinate cross-cutting resources in providing a comprehensive approach to HIV/AIDS housing and supportive services. Applicants must commit to creating and providing HUD with a comprehensive planning implementation strategy by the end of the first post-award year. This strategy will describe the grant recipient's efforts in coordinating with community planning bodies and outline implementation actions for the remaining two years of the grant. Your comprehensive planning strategy and implementation actions should include opportunities to engage with beneficiaries and foster linkages with mainstream HUD housing resources and other Federal programs for medical care, as well as for non-medical supportive services. Selected applicants must further commit to collaboratively producing an IHHP as an administrative action that includes an assessment of results achieved by your implementation activities by the end of the third post award year. Consistent with the selection considerations established at 42 U.S.C. 12903(c)(3)(C), SPNS projects must commit to help demonstrate potential replication of their IHHP in the larger HOPWA program. Grantees can expect that IHHP(s) will be disseminated to other HOPWA grantees and stakeholders and will also be posted on the HUD website. The IHHP must include an assessment outlining and describing key elements of achieved results and lessons learned from the project's efforts to integrate HIV/AIDS housing needs and activities into existing community resources and planning bodies. It should discuss engagement activities

for key stakeholders, partners, community-based organizations, local planning groups and funding sources that were consulted during the planning process; local and Federal data sources utilized in planning; methods and recommendations for engaging collaborators in addressing a community's HIV housing and supportive service needs; methods for identifying feasible and effective HIV housing interventions and strategies; notable challenges encountered during their planning and implementation efforts. The assessment included in the IHHP is expected to inform practices to be used by other HOPWA grantees and serve as a replicable national model.

2. Definitions for all HOPWA grants.

a. Nonprofit Organization. Nonprofit organizations include those that: (1) Are state or locally chartered; (2) Are organized under state or local laws; (3) Have no part of earnings inuring to the benefit of any member, founder, contributor or individual; (3) Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated an entity that will maintain such an accounting system; and (4) Have among its purposes significant activities related to providing services or housing to persons with acquired immunodeficiency syndrome (AIDS) or infection with the human immunodeficiency virus (HIV).

b. Public Housing Authority. A housing provider that is State or locally chartered in statute as part of State or local governments.

c. Grantee. A Non-Profit, State or body of general local government that receives funds under a grant agreement with the federal government to carry out eligible activities under the HOPWA program and governing regulations at 24 CFR§ 574.

d. Project Sponsor. Any nonprofit organization or government housing agency that receives funds under a contract with the grantee to carry out eligible activities under the HOPWA program and governing regulations at 24 CFR §574.

e. Integrated HIV/AIDS Housing Plan. An Integrated HIV/AIDS Housing Plan (IHHP) is written and published as an administrative cost activity. The IHHP will include the following components: a vision or goal for the planning; a description of the members of the planning team and their roles within the team; a statement on the successes and challenges in your coordination and integration planning efforts; an outline of the systems changes to the delivery of housing and services to low-income HIV/AIDS population in your community; a housing and services needs assessment to document the unmet need and a description of the integration of housing and other non-medical supportive services with HUD and other mainstream programs, including a list of locally funded HIV/AIDS housing and service providers detailing available services and service areas in meeting the identified unmet needs; and a plan for the implementation of the IHHP with expected output and outcome goals. The IHHP will be made available to the public via the Office of HIV/AIDS Housing web page.

f. Administrative Costs. Administrative costs are costs for general management, oversight, coordination, evaluation, and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the

activity delivery costs of such activities. Administrative funds should be used in the writing and publishing of the IHHP.

B. Statutory and Regulatory Requirements. For more information on the HOPWA program, including eligible uses of funds, see the HOPWA program regulations at 24 CFR Part 574 and the AIDS Housing Opportunity Act (42 U.S.C. 12901-12912), which govern the program.

C. Availability of Other HOPWA Resources.

1. National HOPWA Technical Assistance. To apply for funding to serve as a HOPWA technical assistance provider, you must submit an application for funds under another HUD NOFA. In 2010, organizations that will provide technical assistance and capacity building support were selected under a One CPD NOFA as part of the Transformation Initiative; Request for Qualifications. The 2010 OneCPD NOFA made technical assistance funds available to organizations qualified to provide technical assistance support to Community Planning and Development (CPD) program office grantees and project sponsors as announced 5/2/2011. A related 2011 NOFA is expected to be published later this year. Further organizations may seek TA help in managing their current HOPWA project, (but not for purposes of applying under this NOFA). To seek advice or other help needed in planning, operating, reporting to HUD and evaluating HOPWA programs, Interested parties can request technical assistance by contacting the CPD division in their state or local area HUD field office.

II. Award Information

A. Total. After first awarding funds to renew existing HOPWA permanent housing projects in FY2011, HUD is making available \$9.1 million for new projects under this NOFA. The award of renewal grants was not part of this NOFA process and was conducted by HUD through a separate action. Consistent with statutory requirements, priority was given to renewal actions and the remaining funds will be used to fund projects under this NOFA in combination with recaptured funds as available.

B. Announcement of Awards. HUD anticipates that projects awarded under this notice will be announced by September 20, 2011. HUD expects that selected projects will undertake program activities under a grant agreement for a 3-year operating period.

C. Minimum and Maximum Grant Award. In order to fairly distribute available funding, the conditions on grant size for an award that you may receive are:

1. For program activities (e.g., activities that directly benefit eligible persons): at least \$600,000 and up to \$1.25 million (no less than \$600,000 for housing activities, no more than \$400,000 for Resource Identification costs, and no more than \$250,000 for supportive services);
2. For grant administrative costs of the grantee: three percent of the awarded grant amount (e.g., an additional \$37,500 if the maximum grant is awarded);
3. For grant administrative costs for project sponsors: seven percent of the amount received by the project sponsor under the grant (e.g., an additional \$87,500 if the maximum grant is awarded)

and management by project sponsors). A grantee carrying out all program activities without the use of a project sponsor is only eligible to receive grantee administrative costs of three percent and is not eligible for the additional funds such as project sponsor administrative costs of seven percent.

4. Total maximum grant amount for all categories of grant awards under this NOFA is \$1.375 million.

D. Average Grant Award. Based on the results of the 2008 HOPWA competition, the average grant award for the four new project grants selected was \$1.1 million.

III. Eligibility Information

A. Eligible Applicants.

1. Eligibility for Funding to Nonprofit Organizations. If you are a nonprofit organization, you must also satisfy the nonprofit requirements established in the definition for eligible nonprofit organization found in 24 CFR 574.3 and in the definitions section of this Program NOFA.

2. Eligibility for Public Housing Authorities. If you are a Public Housing Authority you must satisfy the definition of Public Housing Authority in this Program NOFA.

3. General Eligibility. Existing HOPWA grantees or project sponsors that have shown poor performance or have unresolved grants management issues at the time of the application due date will not be considered for funding. Unresolved problems and /or poor performance may include: noncompliance with HOPWA's enabling statute and regulations; HUD knowledge that activities approved under a grant agreement remain significantly delayed in their implementation; a significant number of the housing units approved under a grant agreement are vacant; untimely filing and inaccurate and/or incomplete submission of annual performance reports; unresolved monitoring findings not addressed in a HUD approved corrective action plan by the date of award; unresolved actions pending under a HUD notice of default on your current grant. In addition, applicants are not eligible for funding if any of the following applies as an actual unresolved matter:

- Have been charged with an ongoing systemic violation of the Fair Housing Act;
- Are a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or
- Have received a letter of findings identifying ongoing systemic noncompliance under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or Section 109 of the Housing and Community Development Act of 1974, and the charge, lawsuit, or letter of findings has not been resolved to HUD's satisfaction. HUD will determine if actions to resolve the charge, lawsuit, or letter of findings taken are sufficient to resolve the matter. Examples of actions that would normally be considered sufficient to resolve the matter include, but are not limited to:

- A voluntary compliance agreement signed by all parties in response to a letter of findings;
- A HUD-approved conciliation agreement signed by all parties;
- A consent order or consent decree; or
- Compliance with the terms of a final judicial ruling or a HUD Administrative Law Judge's decision.

Further concerns due to evidence of weak performance may be found if expenditures of existing HUD grants are not drawn down over a grant agreement operation period (i.e. approximately one-third a year).

B. Cost Sharing or Matching. There is no cost sharing or matching requirement for applications under this program NOFA. However, leveraging is encouraged and addressed in Rating Factor 4, Leveraging.

C. Other.

1. Threshold Requirements for All Applications. Applicants must meet the threshold requirements identified in Section III.C.2. of the **General Section**. HUD will also review your application to determine that you are eligible for funding, as follows:

a. Eligible Applicant.

Your application is consistent with the requirements of Section III.A of this NOFA for eligibility based on applicant requirements, and the lack of any unresolved management issues for applicants who currently administer HOPWA grants.

b. Eligible Project Sponsors. Your application is consistent with the requirements for eligibility of project sponsors. If the project sponsor is a nonprofit organization, it must also satisfy the nonprofit requirements established in the definition of an eligible nonprofit organization found in 24 CFR 574.3 and in the definition section of this NOFA.

2. Program Requirements. Applicants must meet the following requirements:

a. General Provisions. The provisions outlined within the **General Section** apply to the HOPWA program unless otherwise stated within this NOFA. Specifically, you are encouraged to review Section III.C., Other Requirements and Procedures Applicable to All Programs.

b. Use of HMIS or equivalent system. HUD has determined that the Homeless Management Information System (HMIS) or an equivalent client-level information system will be an integral tool in the planning and reporting activities funded under this notice. The use of a client-level data system will support the reporting of results achieved for some of our nation's most vulnerable households as well as tracking the housing and service patterns and needs of individuals and families over a period of time. The use of a data system will also assist HUD and community partners in assessing the special needs populations living with HIV/AIDS who

are also chronically homeless persons and families, homeless veterans and their families, and homeless families with children. To achieve goals for the National HIV/AIDS Strategy, participation in client-level information systems will support community collaboration in providing services across federal HIV/AIDS programs on outcomes related to housing stability for persons living with HIV/AIDS (PLWA) and will foster further federal agency collaborations.

c. Environmental Requirements. All HOPWA assistance is subject to the National Environmental Policy Act and applicable related federal environmental authorities. While some eligible activities, such as tenant-based rental assistance, supportive services, operating costs, and administrative costs, are excluded from environmental review because of the lack of environmental impact, other activities require environmental review. All new facility-based projects must undergo an environmental review. In accordance with Section 856(h) of the AIDS Housing Opportunity Act and the HOPWA regulations at 24 CFR 574.510, environmental reviews for HOPWA activities are to be completed by responsible entities in accordance with 24 CFR Part 58. Applicants or grantees that are not a responsible entity must request the unit of general local government to perform the environmental review. HOPWA grantees and project sponsors may not commit or expend any grant or non-federal funds on project activities (other than those listed in 24 CFR 58.22(f), 58.34 or 58.35(b) for which the responsible entity documents its findings of exemption or exclusion for the environmental review record (24 CFR 58.34(b) or 24 CFR 58.35(d)) until HUD has approved a “Request for Release of Funds and Certification” (RROF), form HUD-7015.15, on compliance with the National Environmental Policy Act and implementing regulations at 24 CFR Part 58 (Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities). The recipient, its project sponsors and their contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project, or commit or expend HUD or local funds for such eligible activities, until the responsible entity (as defined in 24 CFR 58.2) has completed the environmental review procedures required by 24 CFR part 58 and the environmental certification and the RROF have been approved. HUD will not release grant funds if the recipient or any other party commits grant funds (i.e., incurs any costs or expenditures to be paid or reimbursed with such funds) before the recipient submits and HUD approves its RROF (where such submission is required). The recipient shall supply all available, relevant information necessary for the responsible entity to perform, for each property, any environmental review required.

d. Lead-Based Paint Requirements. The Lead-Based Paint Poisoning Prevention Act (42U.S.C. 4801 *et seq.*), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 *et seq.*) and implementing regulations at 24 CFR part 35, subparts A, B, H, J, K, M, and R shall apply to housing occupied by families receiving assistance through HOPWA. Additionally the rehabilitation and acquisition, leasing, support services or operation of pre-1978 housing, and the Environmental Protection Agency’s Renovation, Repair and Painting Rule, found at 40 CFR 745(<http://www.epa.gov/lead/pubs/renovation.htm>) applies to pre-1978 housing and child occupied facilities when renovation, repair or painting work is conducted.

e. Required HOPWA Performance Goals. Grant recipients must conduct activities consistent with their planned annual housing assistance performance output goals, objectively measure actual achievements against anticipated achievements, and report on their actual performance housing outputs and client outcomes. Applicants are required to use the HOPWA Budget Form

(form HUD40110B) found in the instructions to the published NOFA on Grants.gov/Apply in this NOFA for recording the funding for housing assistance activities that are associated with these performance outputs, including any funding request for HOPWA funds and/or commitment to use other funds for this purpose. This form is consistent with the new Annual Progress Report that grantees will be required to complete. Applicants are required to report on client outcome goals on achieving housing stability (national standard of 90 %), reducing risks of homelessness and improving access to care to be quantified after each year of operation to demonstrate client outcomes. Additionally, grantees receiving policy priority points will be required to collect and track data pertaining to the policy priority initiatives committed to in your application. Applicants will be expected to work with HUD in providing recommendations to improve data coordination and performance measurement across collaborating agencies and federal programs. For more information on the data collection requirements of the policy priorities, please reference Rating Factor 3, Soundness of Approach, public policy priorities. HUD expects that each HOPWA grantee will show that beneficiaries achieve stable housing, have reduced risks of homelessness, and improve access to care in their program during the operating year, as shown by an assessment of the housing status for the household at the end of each operating year.

Required Outputs refer to the number of units of housing/households assisted during the year, as measured by the annual use of HOPWA funding. For HOPWA, the application must specify one-year goals for the number of households to be provided housing and services through the use of HOPWA activities under the eligible activities. For more information on eligible activities review the eligible activities in section III, C, 3 of this NOFA.

Required Outcomes refer to the number of eligible households who have been provided housing assistance (as noted above for outputs) and thereby maintain a stable living environment in housing that is safe, decent, and sanitary. The program will measure these results in annual assessments on the housing status of beneficiaries along with other outcome measures on the reduced risks of homelessness and improved access to HIV/AIDS treatment and other health care and support. On a nationwide basis, the program is expected to demonstrate stable housing results, reduced risks of homelessness and improved access to care results for beneficiaries through the coordination of governmental and non-governmental local resources.

f. Disbursement of Funds. Grant recipients must fully expend their grant funding no later than three years following the effective date or the operation start date in the grant agreement, unless HUD has approved a one-time extension for an additional 12 months or less. Extensions are highly discouraged and should only be requested and granted due to circumstances beyond the recipient's control. Grant recipients must also reimburse project sponsors for eligible incurred expenses in a reasonably and timely manner.

g. Section 3 of the Housing and Urban Development Act of 1968. The applicant must agree to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and HUD's implementing regulations at 24 CFR part 135, which require recipients to ensure, to the greatest extent feasible, that training, employment, contracting, and other economic opportunities arising in connection with the expenditure of housing assistance and community development assistance directed toward the low and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns that provide economic opportunities to low-and very low-income persons in the area in

which the project is located. For additional information, see Section II.C.5.d. of the General Section.

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

Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency” seeks to improve access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. Applicants obtaining federal financial assistance from HUD shall take reasonable steps to ensure meaningful access to their programs and activities to LEP individuals. For more information on Executive Order 13166, reference Section III.C.5.c under, Additional Nondiscrimination and Other Requirements in the General Section of the FY2011 NOFA.

i. Affirmatively Furthering Fair Housing. Section 808(e)(5) of the Fair Housing Act, imposes a duty on HUD to affirmatively further the purposes of the Fair Housing Act in its housing and urban development programs. Accordingly, HUD requires recipients of HUD funds to take affirmative steps to further fair housing. Successful applicants and project sponsors will have a duty to affirmatively further fair housing when providing housing and housing-related services for classes protected under the Fair Housing Act. Successful applicants will be required to certify that they will affirmatively further fair housing. These applicants and project sponsors must comply with program regulations regarding affirmatively furthering fair housing. Each applicant must include a statement in the application that outlines how the applicant will affirmatively further fair housing that is consistent with the instructions in this NOFA, the program regulations, and the applicable jurisdictions’ analyses of impediments to fair housing choice. Successful applicants must affirmatively further fair housing by requiring each project sponsor to (1) adopt actions and procedures and maintain records of the implementation of the actions and procedures taken to affirmatively further fair housing; (2) make information available on the existence and location of facilities and services that are accessible to persons with a disability; and (3) ensure that reasonable steps are taken to inform all eligible persons on the availability of the project so that they may apply for the housing or services provided. See Section III.C.5.b. of the General Section for more information.

j. Compliance with Fair Housing and Civil Rights Laws. Successful applicants will be required to certify that they will comply with the requirements of the Fair Housing Act (42 U.S.C. 3601-19), Title VI of the Civil Rights Act of 1964 (42 U.S.C.2000d), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and the Age Discrimination Act of 1975 (42 U.S.C. 6101). See Section III.C.5.a. in the General Section for more information.

3. Eligible Activities

a. Proposed Project Activities. In your application, you must specify the activities and budget amounts for which HOPWA funds are being requested, consistent with the eligible activities found in the HOPWA regulations at 24 CFR 574.300. Your activities must address housing needs of eligible members of the community and specify whether the project will be undertaking permanent, transitional, short-term and/or emergency housing assistance. A copy of the regulations may be downloaded from <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=c895eae7059ad19d039698771a21d2da&rgn=div5&view=text&node=24:3.1.1.3>

.7&idno=24. However acquisition, development, construction, or rehabilitation projects will not be funded under this initiative.

b. Additional Guidance on Use of Program Funds.

(1) Housing Assistance. No less than \$600,000 will be awarded for housing assistance. HOPWA projects must commit to coordinate housing assistance as part of an Integrated HIV/AIDS Housing Plan as the main focus of program activities. Please indicate if you propose to use HOPWA funds to provide permanent supportive housing (as defined in Section I.A.). If you are proposing emergency or transitional housing assistance, your plan must provide for the transition of clients assisted in short-term housing to more permanent housing arrangements. This includes an outplacement to self sufficiency or other HUD permanent rental assistance program, including HOPWA TBRA. **As a condition of a grant under this NOFA, HUD is providing funding on a one-time only basis.** As such, your comprehensive integration strategy should address how you will integrate your housing activities into local planning efforts assimilating your assisted households into mainstream assistance by the end of your grant's operating period.

(2) Supportive Services. Many of the eligible persons who will be served by HOPWA may need other support in addition to housing. It is important that you design programs that enhance access to those existing mainstream resources through communitywide strategies which coordinate assistance to eligible persons. These mainstream programs include: the Ryan White CARE Act; Medicaid; the Children's Health Insurance Program; Temporary Assistance for Needy Families; Supplemental Nutrition Assistance Program; Mental Health Block Grant; Substance Abuse Block Grant; Workforce Investment Act; the Welfare-to-Work grant program; as well as other state, local and private sources. No more than **\$250,000** of the proposed budget for program activities undertaken by project recipients can be designated for supportive services costs. Additionally, HUD is encouraging the use of supportive service funds for the employment of service coordinators. Service coordinators will be responsible for coordinating housing and services for clients via partnerships with local service providers. Additionally, the service coordinator will be required to collect and track data on client progress in individualized service plans, while maintaining the coordinated approach to the delivery of supportive services. Awarded grantees and project sponsors must obtain client consent documentation that identifies specific permissions for release of client information to designated agencies and providers. This will allow service coordinators to participate in the level of information sharing with medical case managers needed to track and analyze client progress in individualized service plans. However, grantees must follow confidentiality requirements and must not share client's HIV status or related information with providers without written consent of the client or with providers who do not need to know. Examples of service providers that have no need to know a client's HIV status are local and faith-based organizations that provide: education; skill training; transportation; child care; and so forth.

Selected grantees should not utilize HOPWA funds to provide services available through local service providers. Applicants should also obtain additional other private and public resources to provide essential services not available through local service providers. The Department is looking to fund projects that combine or will commit to coordinating multiple funding streams to deliver housing and services. Applicants with programs involving a combination of braided

funding and referral systems in delivering services will be ranked higher than those applicants providing services through a referral only system. Applicants must provide a description of how services will be coordinated under the Rating Factor 3, Soundness of Approach, and Model Qualities. In addition, HUD will not award funds for the acquisition, lease, rehabilitation, or new construction of a supportive services-only facility. Additional restrictions and limitations that apply to supportive services such as limitations addressing health care costs can be found at 24 CFR 574.300. HUD will not provide funds for medications or other health care costs, as these are reasonably available from other sources. Costs for staff engaged in delivering the supportive service is part of the supportive service activity cost, and should not be listed as operating costs or “other” costs in the application’s proposed HOPWA budget.

(3) Permanent Housing Placement Assistance. Permanent housing placement at 24 CFR 574.300(b)(7) may also be used in connection with the provision of housing support provided under these awards and is not considered a supportive service under limitations stated in paragraph (2). Permanent housing placement costs involve costs associated with rental application fees, related credit checks, and reasonable utility and security deposits necessary to move persons into permanent housing, provided such rental deposits do not exceed 2 months of rent.

(4) Other HUD-Approved Activities. Additionally, you may propose other activities not already authorized at 24 CFR 574.300(b), subject to HUD’s approval. Your proposal should address the expected beneficial impact of this alternative activity in addressing housing needs of eligible persons by describing the project impact and the identified performance output and client outcome measures for this activity.

(5) Resource Identification. Up to \$400,000 is made available under the required Resource Identification activities for efforts to be undertaken in comprehensive planning, coordination and integration of services with local planning bodies and resources in your community ultimately resulting in the publication of an IHHP. In response to HUD’s Strategic Plan, National HIV/AIDS Strategy and the Opening Doors strategy, this NOFA encourages coordination and comprehensive planning of HIV/AIDS Housing and service resources among local planning bodies. Applicants must address their planning activities under Rating Factor 3, Soundness of Approach. Furthermore, applicants must provide signed agreements or memorandums of understanding with existing local planning bodies regarding intentions to partner and integrate resources in local planning efforts. As funding under this NOFA is provided on a one-time only basis and **will not** be eligible for renewal, grant recipients must ensure the full integration of their clients into local systems of care including any continuing housing assistance and services, if needed. Additionally, this NOFA requires participation in local HMIS systems. A portion of funding under this line item may be used in developing any related HMIS elements needed in coordinating housing and services. Applicants are reminded that use of funding for HMIS reporting purposes is an administrative expense. Funds utilized under Resource Identification for HMIS purposes must be pro-rated to efforts in coordinating housing and services. Applicants are reminded that evaluation and reporting activities are by definition administrative costs. As such any evaluation and reporting activities conducted in undertaking comprehensive planning, coordination and integration of services with local planning bodies and resources in your community must be drawn down against your administrative costs line item, or addressed through leveraged resources.

(6) Administrative costs. Administrative costs are costs for general management, oversight, coordination, evaluation, and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities. Administrative funds should be used in the writing and publishing of the IHHP in implementing local system changes in the delivery of housing and services. The IHHP is the final product resulting from the comprehensive coordination and integration planning completed under the Resource ID budget line item. The IHHP must include an assessment of grant recipient planning, coordination and integration efforts. This assessment must outline and describe key elements of lessons learned from the project's efforts to integrate HIV housing needs and activities into existing community resources and planning bodies. It should discuss key stakeholders, partners, community-based organizations, local planning groups and funding sources that were consulted during the planning process; local and Federal data sources utilized in planning; methods and recommendations for engaging collaborators in addressing their community's HIV housing and service needs; methods for identifying the most feasible and effective HIV housing interventions and strategies; notable challenges encountered during their planning and implementation efforts; and include the final IHHP product for your local community. The assessment should provide clear lessons learned and best practices from which HOPWA grantees across the country might learn from, fulfilling the SPNS objective of serving as a replicable national model. The IHHP will be disseminated to all HOPWA grantees and other stakeholders and posted on the HUD website.

IV. Application and Submission Information

A. Addresses to Request Application Package. Copies of the published NOFAs and application forms for HUD programs announced through NOFA are available at the Grants.gov website at: http://www.grants.gov/applicants/apply_for_grants.jsp. If you have difficulty accessing the information, customer support is available from Grants.gov by calling its Support Desk at (800) 518-4726 or by sending an email to support@grants.gov. If you do not have Internet access and need to obtain a copy of the NOFA, you can contact HUD's NOFA Information Center toll-free at (800) HUD-8929. Persons with hearing or speech impairments may access this number via the toll-free Federal Information Relay Service at (800) 877-8339.

B. Content and Form of Application Submission. By signing the SF424, applicants are agreeing to the assurances found in the **General Section**. If conditionally selected for funding, the following certifications as noted must be provided prior to the signing of a grant agreement. Standard certifications and forms are listed in the **General Section** and the HOPWA budget and certification (form HUD-40110-B), is identified in this NOFA.

1. Application Checklist. The following serves as an application checklist to ensure you are submitting all required application elements.

Please note that applicants are to use the Attachments Form provided in the application package to attach documents. If you have more than 15 files to attach to the application, you can use the place in the SF424 below item 15, to attach additional files. **DO NOT USE** the paperclip function in Adobe to attach files. Failure to use the Attachment Form or the place in the SF424 below box 15 for attaching files will result in HUD not receiving the attachments.

a. Narratives. Each narrative must be titled with the heading to the corresponding rating factor criteria. The application must contain the following narratives:

(1) Executive Summary. On no more than two double-spaced pages, provide an Executive Summary of the proposed project. The summary should provide an overview of the main components of your planned HOPWA project including your strategy for creating an operational plan within the first year, any special service delivery method or project purposes and the projected annual housing output for the first year of operation. The summary should briefly identify your approach to collaborating with community partners, especially your coordination with HIV prevention and care planning bodies, key housing providers and planning entities, and other agencies involved in planning and delivery of mainstream services for low-income persons living with HIV/AIDS. In the executive summary, provide the name of the grantee, and any project sponsors, along with contact names, phone numbers, and email addresses.

(2) Narratives to Address the Rating Factors for Award. (Capacity, Need Extent of the Problem, Responsiveness to Approach, Leveraging Section 3, and Achieving results). Narrative responses should be submitted on no 8 ½” X 11” paper in 12 pt font. Each narrative response must have a header indicating the rating factor addressed and a footer with the page number. For information on required content and page limit requirements, reference section V. A. Application Rating Criteria.

(3) Forms. Applicants are requested to submit the following information:

a. SF424_Application_for_Federal_Assistance (Required). Applicants must include the nine digit zip code (zip code plus four digits) associated to the applicant address in box 8d of the SF424. The DUNS number used must have an active registration in CCR.

b. SF424_Supplement_Survey_on_Ensuring_Equal_Opportunities_for_Applicants (“Faith Based EEO Survey (SF424 SUPP)” on Grants.gov) (Optional).

c. HUD2991_Certification_of_Consistency_with_the_Consolidated_Plan (Required).

d. HUD2990_Certification_of_Consistency_with_the_RC/EZ/ECII_Plan – if applicable to the service area of your project (Optional).

e. HUD2995_Certification_of_Consistency_with_Sustainable_Communities_Planning_and_Implementation (Optional).

f. HUD2880_Applicant/Recipient_Disclosure/Update_Report (“HUD Applicant Recipient Disclosure Report” on Grants.gov) (Required).

g. SFLLL_Disclosure_of_Lobbying_Activities, if applicable (Required).

h. HUD40110B_HOPWA_Application_Budget_Summary, including HOPWA Applicant Certifications (Required).

i. HUD2993_Acknowledgement_of_Application_Receipt, if applicable, due to an approved waiver of the electronic submission requirement (Optional).

j. HUD96011_Third_Party_Documentation_Facsimile_Transmittal ("Facsimile Transmittal Form" on Grants.gov) (for electronic applications).

(4) Additional HOPWA guidance on forms.

a. HOPWA Application Budget Summary (form HUD40110B). Do not complete the standard budget form contained in the **General Section**. Applicants must use this program-specific budget form (HUD40110B_HOPWA_Budget_Application_Summary) that demonstrates how funds will be used for eligible activities. The HUD40110B will provide a summary of the total budget for your project, the annual HOPWA amounts to be used in each of the three years of operation and description budget by project sponsor of the HOPWA funds to be used by each sponsor. On this form, you must provide a short narrative which outlines each of your requested budget line items and how the funds will be used, including the amount of requested funding, by line item for you and your project sponsors and, as appropriate, community team members.

b. Certification of Consistency with the Consolidated Plan (HUD2991). Except as stated below, you must obtain a Consolidated Plan certification signed by the applicable state or local government official for submitting the appropriate plan for the areas in which activities are targeted. This form must be submitted to HUD prior to the signing of a grant agreement. The authorizing official from the state or local government must sign this certification. If your project will be carried out on a national basis or will be located on an Indian reservation or in one of the U.S. Territories of Guam, the Virgin Islands, American Samoa, or the Northern Mariana Islands, you are not required to include a Consolidated Plan certification from these areas with your application.

C. Receipt Dates and Times. Your completed application must be received Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date. Following receipt the application will go through a validation process. If the application fails the Grants.gov validation process, it will be rejected. Please see the 2011 **General Section** for instructions for timely receipt, including 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 the 2011 **General Section**. This section contains information on using Adobe Reader, HUD's timely receipt policies, and other application information.

D. Intergovernmental Review. The HOPWA program is not subject to Executive Order (EO) 12372, Intergovernmental Review of Federal Programs.

E. Other Submission Requirements.

1. Electronic Delivery. HUD requires applicants to electronically submit via www.grants.gov. See Section IV. B. of the **General Section** for instructions for submitting leveraging documentation, certifications, and other required forms.

2. Waivers to the Electronic Submission Process. Applicants may request a waiver of the electronic submission process (see the **General Section** for more information) in accordance

with HUD's waiver policy of 24 CFR 5.1005. Applicants should submit waiver requests in writing, by e-mail at HOPWA@hud.gov, fax at 202-708-9313, or to the address listed below. Waiver requests must be submitted no later than 15 days prior to the application deadline date of August 2, 2011:

Office of HIV/AIDS Housing
 U.S. Department of Housing and Urban Development
 451 Seventh Street, SW, Suite 7212
 Washington, DC 20410-7000

Applicants who are granted a waiver based on a HUD-approved justification must submit their applications in accordance with the requirements stated in the approval to the waiver request. Paper applications must be received by HUD at the proper location by the deadline date. Any paper applications submitted without an approved waiver will be considered ineligible and will not receive funding consideration.

V. Application Review Information

A. Application Criteria.

1. Rating Factor 1: Capacity of the Applicant, Team, and Project Sponsors and Relevant Organizational Experience (20 points) (Minimum for Funding Eligibility – 14 points).

Address the following factor by using not more than five double-spaced, typed pages or a similar chart or table. For each project sponsor, you may add two additional pages. For each planning team member employed by community partners please include a half page description of their role on the planning team and their relevant experience working with special needs populations. Applicants must receive a minimum of 14 points in Rating Factor 1 to be eligible for funding under this NOFA. An application that plans to use project sponsors but fails to provide information on their capacity will not receive the minimum score.

This factor addresses the extent to which your planning and implementation team has the organizational resources necessary to successfully implement your proposed activities and integrate those activities into existing local mainstream and HIV-related housing and service efforts. You must identify the planning team members and other key stakeholders involved in your planning collaborative, such as those involved in HIV prevention and treatment, mental health, substance abuse or other sectors. HUD will award up to **20 points** based on your planning team's capacity to develop comprehensive planning strategies in meeting the housing and service needs of low-income individuals and families with HIV/AIDS and their capacity to implement your proposed planning, evaluation, and housing and service program activities.

a. Past Esperance and Knowledge. With regard to your planning and implementation team(s) you should demonstrate:

- Past experience and knowledge in serving persons with HIV/AIDS and their families;

- Past experience and knowledge in programs similar to those proposed in your application, including HOPWA formula and other mainstream housing funding;
- Past experience and knowledge in surveying and analyzing data on existing local resources for developing and implementing comprehensive community strategies, including participating and working with local stakeholders such as HIV and housing community planning bodies;
- Past experience and knowledge in monitoring and evaluating program performance and disseminating information on project housing outputs and client outcomes similar to the HOPWA outcomes of stable housing, reduced risks of homelessness, and access to care; and
- Past experience as measured by expenditures and measurable progress in achieving the purpose for which funds were provided as demonstrated and reported in past APR/CAPER data collection efforts and grantee profile information.

In reviewing the elements of the paragraph above, HUD will consider:

- The knowledge and experience of the proposed project director and staff, including the day-to-day program manager, consultants, and contractors in planning and managing the proposed activities. You and your team members will be evaluated in terms of recent, relevant, and successful experience of staff in undertaking eligible program activities.
- The experience of team members in managing complex interdisciplinary programs, especially those involving housing and community development programs directly relevant to the work activities proposed and experience in carrying out grant management responsibilities including use of client level information systems such as HMIS.

If any team members received HOPWA funding in previous years those past experiences will be evaluated in terms of the ability to attain demonstrated measurable progress in the implementation of your grant awards. Measurable progress is defined as:

Meeting applicable performance benchmarks in program development and operation;

- Meeting project goals and objectives, such as the HOPWA output for the number of homeless persons assisted in comparison to the number that was planned at the time of the application;
- Submitting timely performance reports and other results, such as client outcomes in maintaining stable housing, reducing risks of homelessness and improving access to care; and
- Expending prior funding as outlined in the existing HOPWA grant agreement with HUD, with no outstanding audit or monitoring issues.

2. Rating Factor 2: Need/Extent of the Problem (10 points). Address the following factor using not more than five double-spaced, typed pages or a similar chart or table. Up to 10 points will be awarded for this factor.

a. AIDS Cases (2 points). You must define your planned service area. HUD will obtain AIDS surveillance information pertinent to that area from the Director of the Centers for Disease Control and Prevention (CDC). Up to two points will be awarded based on the relative number of per capita living AIDS cases within your service area, in metropolitan areas of over 500,000 population and in areas of a state outside of these metropolitan areas, in the state for proposals involving state-wide activities, and in the nation for proposals involving nationwide activities. These points are assigned based on data obtained from CDC at the time of application submission.

b. Description of Unmet Housing Need of persons living with HIV (8 points). To demonstrate that HOPWA projects will help achieve the goals of the National HIV/AIDS Strategy (NHAS) by assessing housing needs through a cross program perspective, up to eight points will be awarded based on your description of the unmet housing need for persons and families with HIV/AIDS in your community. The highest scoring applicants will show a clear effort to assess unmet need data as currently presented in the HOPWA section of your area's Consolidated Plan along with related unmet housing need data as currently presented in information collected by the area's Ryan White programs. The integrated cross-program approach will provide a baseline for understanding current housing related needs consistent with actions to be taken to help achieve the NHAS target of increasing the number of Ryan White clients with permanent housing from 82 % to 86 % by 2015. The plan may also demonstrate a clear need for improved cross program coordination to enhance and better integrate HIV service delivery, planning and evaluations, such as by identifying gaps in local planning efforts that can be filled by their IHHP efforts with this funding. Your plan may also present information from other reliable statistics and data sources (e.g., Census, health department statistics, CDC, scientific research, your jurisdiction's Analysis of Impediments to Fair Housing Choice, Continuum of Care Homeless Assistance plans (if homeless persons are to be served), and comprehensive HIV/AIDS housing plans if applicable to your project) to show unmet needs. Also to receive the maximum points, the level of need should be demonstrated for substantial housing and related service needs of eligible persons that are not being met in the project area. Further, you must establish the related nature of need for the type of housing and service activities you are requesting be provided under the HOPWA grant. A Consolidated Plan certification alone is not sufficient to demonstrate need for the project as established under this criterion.

You must describe a housing need that is not currently addressed by other projects or programs in the area, including reference to the area's existing HOPWA programs. You must further describe how the planned activity will complement these in a manner that is consistent with the community's plan for a comprehensive and coordinated approach to addressing the housing needs of persons living with HIV/AIDS that establishes stable housing for clients and helps foster greater self sufficiency and independence. Also, describe any unresolved or emerging issues and the need to provide new or alternative forms of assistance that, if provided, would enhance your area's programs for housing and related care for persons living with HIV/AIDS and their families. You must also describe how your project will enhance the community's Consolidated Plan strategies for providing affordable housing and access to related mainstream services to HOPWA eligible persons.

3. Rating Factor 3: Soundness of Approach: Responsiveness, Public Policy Priorities, Coordination and Model Qualities, Economic Opportunities for Low and Very Low-Income Persons (Section 3 of the Housing and Urban Development Act of 1968) (52 points)). Address this factor on not more than ten (10) double-spaced, typed pages or similar chart or table. This factor addresses the method by which your plan meets your identified needs. HUD will award up to **52 points** (18 for responsiveness; 5 points for public policy priorities; 27 for coordination and model qualities; and 2 for Economic Opportunities for Low and Very Low-Income Persons (Section 3 of the Housing and Urban Development Act of 1968)) based on the extent to which your plan evidences a sound approach for conducting the activities in a manner that is responsive to the needs of eligible persons and that your plan for project coordination will offer model qualities in place-based service delivery. You should discuss how your activities will target populations most impacted by HIV/AIDS and will contribute toward the National HIV/AIDS Strategy goals to reduce HIV infection, increase access to care and improve health outcomes, and reduce HIV-related disparities. In particular, identify how your coordinative activities will increase the number of Ryan White clients with permanent housing and will increase access of HOPWA beneficiaries to non-medical services. Your plan should provide a description for how your comprehensive planning team will integrate your activities into local planning efforts and assimilate your assisted households into mainstream assistance by the end of your grant's operating period.

a. Responsiveness to the Purposes of this NOFA, and HUD Policy Priorities (23 points). HUD will award up to 23 points (Responsiveness – **18 points**, Public Policy Priorities – **5 points**) based on how well your project plans respond to the unmet needs in housing and related services for the eligible population.

(1) Responsiveness (18 points). You should demonstrate the extent to which you will comprehensively plan: the coordination of your activities and the activities of your project sponsors with those of other organizations. This must include those community partners that are not directly participating in your proposed work activities. This involves organizations with which you share common goals and objectives in assisting eligible persons. In order to ensure that resources are used to their maximum effect within the community, it is important that you demonstrate how you will collaborate with your community planning bodies and how you have secured other leveraging from state, local, and private funding sources to deliver proposed services.

To receive the highest rating in this element your application must address:

- The projected number of persons to be served through each activity for each year of your program;
- The projected number of housing units, by type, to be provided through your project, by year, over a 3-year period; and
- The specific organizations, either through an agreement with your organization or through funding from your project, that will provide housing, and agreements with organizations that will provide mainstream supportive services, or other activities.

- Include a description of the roles and responsibilities of your project sponsors and/or other organizations within your project plan and how these will be coordinated in conducting eligible activities.

To receive the maximum points for your project plan, you must explain and describe the eligible housing activities you or your project sponsor intend to conduct, where these activities will take place (either on-site or at another location), and how those activities will benefit eligible persons. Please describe:

- **Housing Activities.** You must demonstrate how the emergency, transitional, or permanent housing needs of eligible persons will be addressed through one or more of the HOPWA eligible activities and through any other resources and how such activities are coordinated with other available housing assistance. Your plan for housing assistance must include:
- **Access to permanent supportive housing.** In proposing a housing project, you must describe how eligible persons will access permanent supportive housing and/or use emergency, short-term and transitional housing support through your project and through any specific commitments with other community housing providers. If your project involves some initial emergency or transitional assistance for clients, please describe your plans to facilitate the movement of eligible persons receiving this emergency or transitional housing support to permanent housing or independent living arrangements within 24 months. Your plan should provide a description for how your comprehensive planning team will integrate your activities into local planning efforts and assimilate your assisted households into mainstream assistance by the end of your grant's operating period.
- **Permanent housing placement.** If you use funds to help beneficiaries secure new housing units, please describe your plans to use funds and the related housing outputs for these permanent housing placement services (under that budget line item) such as costs for first month's rent and security deposits.
- **Development and Operations Plan.** You must describe a development and/or operations plan for the emergency, transitional, or permanent housing assistance you are proposing to provide. For rental assistance programs, this will include your plan for providing rental assistance and length of stay if less than ongoing permanent supportive housing.
- **Operational Procedures.** Describe your outreach, intake, engagement and assessment procedures, as well as how eligible persons will receive housing support with access to medical care and other supportive services provided by other organizations. Describe the use of housing being funded from other sources, and how your project provides for ongoing assessments of the housing service benefits received by eligible persons. Include a description of how a client moves through the housing program from outreach, intake, client assessment, the delivery of housing services, the use of emergency, transitional, or permanent housing, and when appropriate, the outplacement to more self-sufficient independent housing.

- Supportive Service Activities.** You must describe how you will address the supportive service needs of eligible persons with HOPWA assistance (subject to applicable limitations) and the use of any additional leveraged resources by describing the type of supportive services that will be offered directly by the program and/or how agreements and project plans will assure that services will be accessed and coordinated from other mainstream health and human welfare sources. Applicants should identify the range of non-medical services available, and gaps in coverage, and discuss how access to services that improve health and life quality for persons living with HIV/AIDS will be improved and coordinated. Applicants should, to the greatest extent possible, coordinate essential services through local service providers delivering existing services. HUD is encouraging the use of supportive service funds for the employment of service coordinators. Service coordinators will be responsible for coordinating supportive services for clients via partnerships with local service providers. Additionally, the service coordinator will be required to collect and track information pertaining to clients' individualized service plans, while maintaining a coordinated approach to the delivery of supportive services. Awarded grantees must obtain client consent documentation that identifies specific permissions for release of client information to designated agencies and providers. This will allow service coordinators to participate in the level of information sharing with medical case managers needed to track and analyze client progress in individualized service plans. However, grantees must follow confidentiality requirements and must not provide client HIV status or related information with providers without written consent or with providers who do not need to know. Examples of service providers that have no need to know a client's HIV status are local and faith-based organizations that provide: education; skill training; transportation; child care; and so forth.

Selected grantees should not utilize HOPWA funds to provide services already available through other local resources. Some examples of such essential services could include but are not limited to: medical case management; transportation; education; job training; child care; life skills training; mediation and legal services; drug abuse counseling; behavioral counseling; mental health counseling; nutritional support; payee services; anger management; domestic violence prevention; and benefits counseling. Additionally, applicants should obtain other private and public resources to provide essential services not available through local service providers. The Department is looking to fund projects that combine multiple funding streams to coordinate and deliver supportive services. Applicants with programs involving a combination of braided funding and referral systems in delivering services will receive an automatic 2 points under this rating criterion. Applicants must provide a complete description of how services will be coordinated under the Coordination section of Rating Factor 3.

Applicants must also describe the ways in which these services will help eligible persons obtain and/or maintain stable housing. Supportive service costs may represent no more than \$250,000 of your proposed budget for program activities. In describing your supportive services delivery plan, explain your comprehensive plan for delivering supportive services, showing how agreements provide that eligible persons receive adequate access to medical care and other mainstream supportive services to address their needs.

- Resource Identification Activities.** You must describe the plan for your partnership and participation with local community planning bodies for the coordination and integration of

your activities into local planning efforts (Public Housing Authority plans, Ryan White planning, CDC HIV Prevention planning, HUD's Consolidated Planning, 10 year and five year homeless planning bodies, local HIV/AIDS Housing plans and other local relevant planning processes). You must submit signed agreements or memoranda of understanding with your state or local planning council(s) regarding mutual intentions to coordinate and integrate these awarded resources into local planning efforts. Your plan should show that you are aware of your local planning bodies and their processes for participating in your community's local planning efforts. It should also include concurrence on the part of the local planning bodies to the proposed activities and demonstrate their commitment to being part of the planning and implementation process in developing an IHHP for your community. As a reminder, evaluation and reporting activities are defined as administrative costs and must be drawn down against the administration line item. The actual writing and publication of the IHHP is an administrative action.

- **Other Approvable Activities.** As authorized by statute, HUD may approve other activities that are in addition to the activities at 24 CFR 574.300(b). You may propose other activities in your application, which can be undertaken only if approved by HUD due to their relevance in addressing the housing needs of eligible persons. You must describe the reason for the need to request authorization for "other activities" and the benefits likely to occur if the activities are authorized. Also, address how the project would operate, or not, if such request were not approved.

(2) Public Policy Priorities (5 points). Applications for HOPWA funding will receive rating point(s) for each applicable Department policy priority initiatives addressed (Job Creation or Housing as a Platform for Improving Other Outcomes) through the proposed program activities and performance goals and objectives. Applicants must make a specific statement on their commitment to address either or both of the priorities to receive points.

(a) Job Creation. In accordance with the **General Section**, for two rating points under Job Creation:

- Improving access to job opportunities through information sharing, coordination with federal, state, and local entities, and other means (sub-goal 3C);
- Increasing access to job training, career services, and work supports through coordination with federal state, and local entities (Sub-goal 3C); and
- Expanding economic and job creation opportunities for low-income residents and creating better transportation access to those jobs and other economic opportunities by partnering with federal and nonprofit agencies, private industry, and planning and economic development organizations and by leveraging federal and private resources (Sub-goal 4A).

In order to receive 1 point for this policy priority applicant(s) must commit to one of the following, and for two points applicants must commit to both of the following as activities in their planning efforts under Resource ID:

- Creating partnerships with Workforce Investment Boards (WIBs) to establish apprenticeship programs and/or job opportunities and/or
- Creating partnerships with local unions to establish apprenticeship programs and/ or job opportunities.

The corresponding outcomes must be at least one of the following:

- Establishing a goal for the number of job placements as a result of partnerships with the WIBs;
- Establishing a goal for the number of job placements as a result of partnerships with local unions;
- Establishing a goal for the number of new apprenticeship programs established as a result of partnerships with the WIBs; and/or
- Establishing a goal for the number of new apprenticeship programs established as a result of partnerships with local unions. As part of your community planning efforts, discuss your partnerships with federal and nonprofit agencies, private industry, and local planning and economic development organizations in developing employment programs.

You should identify any linkages with local WIBs; one-stop career centers; business associations; community-based organizations, including faith-based organizations; labor unions; private developers; philanthropic organizations; and/or nonprofit intermediaries. You must report on the number of partnerships and employment programs developed that result in workforce positions obtained by your HOPWA beneficiaries through coordination with federal, state, and local entities.

Due to the side effects of HIV medications and the general symptoms of the disease, HUD recognizes that a portion of HOPWA clients will not be able to maintain a full time equivalent employment position based upon a 40 hour work week. Applicants should take this into account when establishing realistic goals for employment and job placement. Additionally, given the significance of health benefits for HOPWA clients, applicants must ensure HOPWA clients do not lose health benefits when placed into a full-time or part-time working position. Any job placement must be accomplished without putting a client's continued participation in health care at risk. For more information on this policy priority please reference the General Section to this NOFA.

(b) Housing as a Platform for Improving Other Outcomes: Integration of Housing and Health Outcomes. The National HIV/AIDS Strategy (NHAS) directs new efforts to improve access to care for persons living with HIV through the impact of collaborations across federal and community programs. One measure of the impact will be to demonstrate stable housing results for beneficiaries of federal HIV/AIDS programs. As one of nine strategic targets to be achieved by 2015, the NHAS includes a direct measure for the successful integration of care and housing interventions that will “increase the number of Ryan White clients with permanent

housing from 82 % to 86 %.” HOPWA applicants are asked to describe how their plans to coordinate HOPWA and Care activities will be demonstrated in cross-program data collection and evaluation. These plans should show the use of a client level information system and related baseline data and annual collection efforts that are undertaken consistent with the NHAS goal for increasing the number of stably housed beneficiaries.

For three rating points under the housing as a platform for improving other outcomes element, you must provide project plans that evidence a commitment to:

- Creating partnerships with Ryan White projects in addressing the needs of unstably housed households who are eligible for HOPWA assistance (e.g. in memoranda of agreement and process plans); and
- Coordinating data collection and evaluation of health outcomes for HOPWA beneficiaries through standards and elements used by Ryan White CARE projects and the related medical case management data reporting system.

The corresponding outcome information must be reported annually to measure the impact of this integrated approach to using HOPWA and Ryan White resources for:

- The increased number of Ryan White beneficiaries who have stable housing arrangements;
- The number of HOPWA beneficiaries who are assessed for improved health outcomes under Ryan White program standards (e.g. with plans specifying relevant data elements and use of data consistent with confidentiality requirements applying to personalized information).

Grantees will also be asked to provide comments on any barriers identified in undertaking this collaboration along with practical adaptations and/or any recommendations for improving the collaborative use of the related HIV programs.

b. Coordination and Model Qualities, and Economic Opportunities for Low and Very Low-Income Persons (Section 3 of the Housing and Urban Development Act of 1968) (29 points).

(1) Coordination and Model Qualities. HUD will award up to **27 points** based on your service delivery plan and your strategy for comprehensive planning and coordination of local resources as well as how well your project will serve as a model housing, services, and planning project.

HUD expects the proposed project to show exemplary and/or innovative qualities that address the comprehensive integration of ongoing housing needs of eligible persons into local planning efforts and resources. Applicants should clearly demonstrate how they will serve as national place-based models for coordination and for the integration of HIV housing perspectives in community planning efforts. Applicants should also undertake project activities within a replicable operational framework. To receive the maximum points, your application must describe the following:

- **Community Partners.** You should demonstrate the extent to which your comprehensive planning team will strategize with local planning bodies (including planning under the Ryan

White CARE Act, CDC HIV prevention planning, HUD's planning processes, such as the jurisdiction's Consolidated Planning process and the community's Continuum of Care Homeless Assistance planning process, Public Housing Authority planning, mental health and substance abuse plans, and other local and federal planning) to integrate the delivery of your housing and services and your planning resources into your communities planning efforts. The highest rated applications will demonstrate your commitment to participate in existing and where appropriate establish new planning activities, such as committees, workgroups, public meetings, forums, and so forth. If you are located in a jurisdiction that received funding from CDC through their Enhanced Comprehensive HIV Prevention Plan (ECHPP) grant, demonstrate that you will consult or coordinate with this planning effort.

- **Housing and Service delivery.** You will also be evaluated on how well you have developed your project's housing and services delivery through consultation with other local service providers in your area.
- **Project Management and Oversight.** Describe your method for managing and overseeing activities, including those of your organization, your project sponsor, and any other organization. Identify staff members who are responsible for management and oversight of the project and activity implementation and sustainability plans.

Demonstrate how project plans ensure that eligible persons will participate in decision-making in the project operations and management. You will receive higher points if eligible persons are part of the organization's board, participate in organizational quarterly or annual meetings, or participate in evaluation efforts as a member of a team. Inclusion of eligible persons can also be demonstrated through participatory surveys and needs assessments, online or public forums targeted towards eligible persons.

- **Evaluation Plan.** In addition to required HOPWA outputs and outcomes, your plan for evaluating the delivery of housing and services should identify what you are going to measure, how you are going to measure it, the steps you have in place to make adjustments to your work plan if performance targets are not met within established timeframes, and how you plan to evaluate and disseminate data on the successes and lessons learned in delivering your housing service needs.
- **Comprehensive Coordination and Integration Implementation Strategy.** Applicants must commit to the development and submission of a coordination and integration implementation strategy by the end of the first post-award year. This implementation strategy will document efforts in coordinating with your local community planning bodies and outline an implementation structure for the remaining two years of the grant. This implementation strategy will detail the coordination team's plan for integrating different areas of service to provide stable housing outcomes for the low income HIV positive individuals and families in your community and articulate the plan for the remaining two years of the grant. This plan should include opportunities in linking to mainstream HUD programs, medical care, employment programs, and other non-medical supportive services. The coordination strategy will be made available to the public.

- **Integrated HIV/AIDS Housing Plan (IHHP).** The IHHP will promote awarded projects as SPNS models developed over three years. As an administrative action selected projects must commit to and will be expected to share, by the end of the third post-award year, an IHHP that will be disseminated to all HOPWA grantees and other stakeholders and posted on the HUD website for use as an operating tool/product for similar communities throughout the U.S. For the content requirements of the IHHP please reference the IHHP definition in the definition section and the eligible activities under Administrative Costs of this NOFA. The IHHP should convey key elements of lessons learned and challenges encountered during their integrative planning efforts. It should discuss key stakeholders, partners, community-based organizations, local planning groups and funding sources that were consulted during the planning process; local and federal data sources utilized in planning; methods and recommendations for engaging collaborators in addressing their community's HIV housing and supportive service needs; methods for identifying the most feasible and effective HIV housing interventions and strategies; and notable challenges encountered during their planning efforts. The IHHP should provide clear lessons learned and best practices from which HOPWA grantees across the country might learn, fulfilling the SPNS objective of serving as a replicable national model. You must comment on the system changes that have occurred because of the coordination and address plans for further system changes in funding and services available to persons living with HIV/AIDS, such as the Affordable Care Act, State Medicaid expansion or cuts, or AIDS Drug Assistance Program shortfalls.
- **Model Features.** Describe how the planned efforts for the type of proposed SPNS project will represent model or exemplary qualities in service delivery, management, and comprehensive integration in community planning efforts, or other features in connection with other HOPWA-funded projects in your community including any local assessment of these features. A SPNS project must involve a plan and commitments to establish or maintain ongoing stable housing arrangements by showing exemplary and/or innovative planning qualities. You must describe how the innovative qualities of your activities will result in knowledge gained or lessons learned for achieving greater housing opportunities and supportive services for persons living with HIV/AIDS. HUD will rate your application higher if you provide strong evidence that your methods will yield qualities that will benefit or expand knowledge in serving eligible persons and HOPWA projects.
- **Model Descriptive Budget.** HUD will review your budget under the HOPWA budget form (HUD40110B) in describing:

 - How each amount of requested funding for you and your project sponsors will be used and the related use of leveraged resources;
 - How each line item will relate to your description of planned eligible HOPWA activities; and
 - The clarity and completeness of your summary statement of the planned activities for your project by budget line item and the use of any leveraged funds or other resources by the grantee and sponsor(s).

You must complete the HOPWA Project Budget Form as described above.

(2) Economic Opportunities for Low and Very Low-Income Persons (Section 3 of the Housing and Urban Development Act of 1968) (up to 2 points). As noted in Section III.C.2.1., applicants must comply with section 3 of the Housing and Urban Development Act of 1968 (12, U.S.C. 1701u) and implementing regulations at 24 C.F.R. part 135. Specifically, applicants are required to ensure, to the greatest extent feasible, that training, employment, contracting and other economic opportunities will be directed to the low-and very-low income persons, particularly those who are recipients of government assistance for housing, and to business concerns that provide economic opportunities to low-and very-low income persons in the area in which the project is based. Additional information on these requirements can be found at <http://www.hud.gov/section3>. Applicants will be rated on the extent to which they demonstrate they will train and employ Section 3 residents and contract with Section 3 business concerns.

4. Rating Factor 4: Leverage (5 points) (Minimum for Funding Eligibility-1 point).

This factor addresses your ability to secure community resources that can be combined with HUD's funds to achieve program purposes and to ensure sustainability of the housing efforts. Such commitments may involve provision of funding or services by other agencies, or in-kind donation of dedicated personnel to lead or plan collaborative activities. HUD will award up to **5 points** based on the extent to which resources from other state, local, federal, or private resources are listed with the required elements to demonstrate that these funds are committed at the time of application to support and sustain your project. To receive the highest leveraging points based on the amount of commitments, you must provide information on the commitment of other resources that at least equal the amount of the HOPWA request for program activities (not including administrative costs) as part of your plan to operate this project over the next 3 year period. Applications must receive a minimum of 1 point in this Rating Factor to demonstrate the commitment of other resources to be eligible for funding under this NOFA. Applicants will be awarded points based on the percentage of commitment dedicated to the project, (1% to 12.49% for 1 point; 12.5% to 24.9% for 2 points; 25% to 37.4% for 3 points; and 37.5% to 49.9% for 4 points; and 50% or greater for 5 points).

The leveraging information must be presented on a list or chart with the following information: the name and address of the organization(s) providing the commitment(s) (note if the organization will serve as a project sponsor); the type of commitment (applicant or third party cash resources, non-cash resources, volunteer time, contribution of a building, contribution of lease hold interest); the dollar value of the commitment; the date of the commitment letter or other document; the source of the funding, such as federal, state, local, private or in-kind contributions; and the organization's authorized representative's name, title, and contact information who has made this commitment.

5. Factor 5: Achieving Results and Program Evaluation (Maximum up to 13 points).

Address this factor in your Achieving Results and Program Evaluation narrative on not more than three double-spaced typed pages or in a similar chart or table. Under this factor, HUD will award 13 points based on how well your application demonstrates a commitment to ensuring that the goals that you set forth and your performance will be assessed in a clear and effective manner. HUD will analyze how well you have planned the implementation of your housing and services in meeting the required HOPWA program output and outcome goals and identified other stated benefits or outcomes of your program including your activities, benchmarks, and interim

activities or performance indicators with timelines. HUD will award the highest points to applications that demonstrate:

- A clear plan to address the HOPWA client outcome goals, to increase the amount of housing assistance provided to eligible persons, to establish or maintain housing stability, to reduce the risks of homelessness for eligible persons, and to improve access to health care and other support.
- A plan to use the HOPWA assistance with housing output measures: the projected number of households to be assisted in HOPWA-supported housing units and services by type of eligible activity identified in the application to be provided to eligible households through your project during each project-operating year.
- A plan for evaluating the delivery of housing and services that will objectively measure actual achievements against anticipated achievements and the adjustment to program management resulting from program delivery evaluation efforts.

B. Reviews and Selection Process.

1. HOPWA Project Applications.

a. Threshold Reviews. HUD will review your HOPWA application to ensure that it meets the threshold requirements found in the **General Section** and Section III.C of this NOFA pertaining to a request for a SPNS project.

b. HUD Reviews. HUD staff will conduct this review, including HUD staff from the Office of Community Planning and Development (CPD) at Headquarters and HUD's state and area field offices.

c. Procedures for the Rating and Selection of Applications.

(1) HUD will rate all HOPWA applications based on the factors listed above. The points awarded for the factors total 100. In addition, HUD will award four extra bonus points: two points for certification of proposed activities in the application that further supports the strategic plan for an empowerment zone that was designated by HUD or the U.S. Department of Agriculture (USDA) in RD/EZ/EC-II; and an additional two points for an applicant committing to work with the Preferred Sustainability Status recipients of the HUD FY2010 Sustainable Communities Regional Planning Grant Program and the FY2010 HUD funded Challenge Grant Program grantees referred to as the Preferred Sustainability Status Communities. For more information on the RC/EZ/EC-II and Preferred Sustainability Status Community requirements please review Section V. A. 1. of the General Section. Whether your HOPWA application is conditionally selected will depend on your overall ranking compared to other applications and the amount of funds that are available to be awarded by this competition.

(2) Funds made available from FY2011 must first be used to fund the priority selection of expiring permanent supportive housing projects. The awarding of renewal applications is not part of this NOFA process and will be conducted by HUD through a separate action. After

renewal actions are funded remaining funds will be used under this NOFA competition in combination with recaptured funds made available from related grant management actions.

(3) HUD will select applications in rank order to the extent that funds are available. In allocating amounts to the categories of assistance, HUD reserves the right to ensure that sufficient funds are available for the selection of at least one application with the highest ranking under each category of assistance. HUD will not select an application that is rated below 75 points, nor will an application be funded if it receives a Rating Factor 1 – Capacity score lower than 14 points or Rating Factor 4 – Leveraging score lower than 1 point.

(4) In the event of a tie between applications in a category of assistance, HUD reserves the right to break the tie by selecting the proposal that was scored higher on a rating criterion in the following order: Rating Factor 3; Rating Factor 1; Rating Factor 2; Rating Factor 5; and Rating Factor 4.

(5) If an applicant turns down an award, an award is not made, or if there are sufficient award adjustments to make additional awards feasible, HUD reserves the right to: (a) offer an award to the next highest rated application(s) in this competition in their ranked order; (b) add remaining or recaptured amounts to the funds that become available for a future competition; or (c) restore amounts to a funding request that had been reduced in this competition.

C. Anticipated Announcement and Award Dates.

The anticipated announcement of the projects selected under this notice is no later than September 20, 2011.

VI. Award Administration Information

A. Award Notices.

1. Applicant Notification. HUD will notify the eligible applicants of their conditional selection or rejection for awards by email or by a letter to be mailed to the applicant's authorized official at the address or email address provided in your application. If selected for an award the CPD Division of HUD's local area field office will provide a second letter with a copy of a proposed grant agreement along with instructions on any adjustments to the grant amount requested and other conditions identified during the review.

2. Failure to Meet Conditions or Failure to Provide a Timely Response. In the event that a conditionally selected applicant is unable to meet any conditions for funding within the specified time, HUD reserves the right not to make an award to that applicant.

3. Execution of Grant Agreement and Obligation of Awards. HOPWA grants are obligated upon execution of the grant agreement by both parties (i.e., the recipient and HUD). Applicants selected to receive FY2011 funding must execute grant agreements no later than 30 days after the notice of selection.

4. Applicant Debriefing. Applicants requesting to be debriefed must send a written request to: Department of Housing and Urban Development; Attention: Office of HIV/AIDS Housing; 451 Seventh Street, SW, Room 7212; Washington, DC 20410-7000. The telephone number is (202)

708-1934 (this is not a toll-free number). Persons with hearing or speech challenges may access the above number via TTY (text telephone) by calling the Federal Information Relay Service at 800-877-8339 (this is a toll-free number). Additional information regarding debriefing can be found in the **General Section**.

B. Administrative and National Policy Requirements

1. Executive Order 13202, Preservation of Open Competition and Government Neutrality Toward Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects. See the **General Section** for the information on how to meet this requirement.

2. Davis-Bacon wage rates. The Davis-Bacon wage rates are not applicable to the HOPWA program. However, if the applicant uses grant funds in conjunction with other federal programs, the Davis-Bacon requirements will apply to the extent required under the other federal programs.

3. Procurement of Recovered Materials. See the **General Section** for the information on how to meet this requirement.

C. Reporting.

1. HMIS or other client level information system. Applicants must commit to undertaking efforts that help achieve: HUD's Strategic Plan Goal 2, meeting the needs for quality affordable rental homes; and Goal 3, utilizing housing as a platform for improving quality of life. Prospective new applicants must report results on assisting vulnerable populations with risks of homelessness and/or families who are homeless through Tenant-Based Rental Assistance (TBRA) payments to eligible households and use of permanent housing facilities that increase access to affordable rental housing. Selected grantees must coordinate with their local Continuum of Care (CoC) or participating body to use the local Homeless Management Information System (HMIS) or related client level information systems. Through the use of HMIS, selected grantees will assist HUD in understanding the subpopulations of at-risk and homeless persons and families (i.e., chronically homeless individuals/families, homeless veterans and their families, and homeless families with children). For comprehensive information on the HMIS, please refer to <http://www.hmis.info/>

2. Measuring Performance. You must report after each year of operation on the annual accomplishments of your project under the HOPWA Annual Progress Report (form HUD-40110-C), comparing your results to proposed plans, including reporting on the required HOPWA Performance Goals on annual housing outputs and client outcomes in achieving housing stability, reduced risks of homelessness, and improved access to health care and other needed support. Additionally, grant recipients are expected to annually report against the commitments toward policy priority initiatives in the narrative portion of their Annual Progress Report. HUD will use these reports and information obtained from HUD financial systems, along with any remote or on-site monitoring, to measure your progress and achievements in evaluating your performance on your HOPWA grant.

3. Beneficiary Information. HUD requires that funded recipients collect racial and ethnic beneficiary data. It has adopted the Office of Management and Budget's (OMB) Standards for the Collection of Racial and Ethnic Data. In view of these requirements, you should use one of the following:

- HUD-27061, Racial and Ethnic Data Reporting Form (instructions for its use) found on www.HUDclips.org;
- A comparable program form (HOPWA_Annual_Progress_Report (APR) form HUD-40110C). Note reporting requirements remain current while HUD seeks public comment on proposed revisions to existing paperwork collection requirements. Please reference the Federal Register Notice (FR-5377-N-06) published on Tuesday, January 4, 2011; or
- A comparable electronic data system for this purpose

4. Evaluation of the Model. As part of your one-time only demonstration funds, grant applicants will be required to produce an evaluation of their model that will be disseminated nationally to assist other localities. For example these evaluations should cover best practices, lessons learned, challenges identified and overcome, and future plans for continued coordination.

5. Transparency Act Reporting.

a. Recipient Reporting to Meet the Requirements the Federal Financial Assistance Accountability and Transparency Act of 2006 as amended.

(1) Prime Awardee Reporting. Prime recipients of HUD financial assistance are required to report sub-awards made either as pass-through awards, sub-recipient awards, or vendor awards in the federal government wide website www.frs.gov or its successor system.

Starting with awards made October 1, 2010, prime financial assistance awardees receiving funds directly from HUD are required to report sub-awards and executive compensation information both for the prime award and sub-awards, including awards made as pass-through awards or awards to vendors, where both the initial award is \$25,000 or greater or the cumulative award will be \$25,000 or greater if funding incrementally as directed by HUD in accordance with OMB guidance. The reporting of award and sub-award information is in accordance with the requirements of Federal Financial Assistance Accountability and Transparency Act of 2006, as amended by section 6202 of Public Law 110-252, hereafter referred to as the "Transparency Act" and OMB Guidance issued to the Federal agencies on September 14, 2010 (75 FR 55669) and in OMB Policy guidance. The prime awardee will have until the end of the month plus one additional month after a sub-award or pass-through award is obligated to fulfill the reporting requirement. The Transparency Act requires the creation of a public government wide website in which the following sub-award data will be displayed:

- Name of entity receiving award;
- Amount of award;

- Funding agency;
- North American Industry Classification System (NAICS) code for contracts/CFDA program for financial assistance awards;
- Program source;
- Award title descriptive of the purpose of the funding action;
- Location of the entity (including Congressional district);
- Place of Performance (including Congressional district);
- Unique identifier of the entity and its parent; and
- Total compensation and names of top five executives.

For the purposes of reporting into the FFATA Subaward Reporting System (FSRS) reporting site, the unique identifier is the DUN and Bradstreet Universal Numbering System (DUNS) number the entity has obtained from Dun and Bradstreet, and for Prime awardees the DUNS number registered in the Central Contractor Registration as required by HUD regulation 24 CFR 5.1004.

(2) Prime Awardee Executive Compensation Reporting. Prime awardees must also report in the government wide website the total compensation and names of the top five executives in the prime awardee organization if:

(a) More than 80 % of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and

(b) Compensation information is not readily available through reporting to the Securities Exchange Commission (SEC.)

(3) Sub-award Executive Compensation Reporting. Prime awardees must also report in the government wide website the total compensation and names of the top five executives in the sub-awardees, pass-through or vendor organization if:

(a) More than 80 % of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and

(b) Compensation information is not readily available through reporting to the Securities Exchange Commission (SEC.)

(4) Transparency Act Reporting Exemptions. The Transparency Act exempts any sub-awards less than \$25,000 made to individuals and any sub-awards less than \$25,000 made to an entity whose annual expenditures are less than \$300,000. Sub-awards with a cumulative total of \$25,000 or greater are subject to sub-award reporting beginning the date the sub-award total

award amount reaches \$25,000. Any other exemptions to the requirements must be approved by the Office of Management and Budget.

(5). Compliance with Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417), hereafter referred to as “Section 872.” Section 872 requires the establishment of a governmentwide data system to contain information related to the integrity and performance of entities awarded federal financial assistance and making use of the information by federal officials in making awards. It is anticipated that the federal data system will be known as the Federal Awardee Performance and Integrity Information System (FAPIIS). Only federal officials and the entity will be able to view the information in the FAPIIS system.

Further, each recipient of federal funds with a cumulative value greater than \$10 million and their direct (i.e., first-tier) sub-recipients would be required to report to the FAPIIS system. The data collection requirements include information about certain civil judgments, criminal convictions, and outcomes of administrative proceedings that reached final disposition within the most recent 5-year period and were connected with the award or performance of a federal or state award. Recipients and first-tier sub-recipients must report information at least semi annually to maintain the currency of the information. Section 872 also requires that an entity be allowed to submit comments to the data system about any information that system contains about the entity. Use of the FAPIIS system requires a DUNS number and current valid registration in the CCR for HUD awardees and first-tier sub-recipients.

Prior to making a funding decision, the federal official authorized to make the award is required to determine whether the entity is qualified to receive an award, taking into consideration any information about the entity that is in the data system. OMB is in the process of issuing regulations regarding federal agency implementation of Section 872 requirements. A proposed rule was published in the Federal Register on February 18, 2010, by OMB seeking public comments no later than April 19, 2010.

HUD’s terms and conditions to its FY2011 awards will contain requirements related to meeting Section FFATA and Section 872 requirements.

VII. Agency Contacts

A. For Further Information. For technical assistance in downloading an application package from Grants.gov/Apply, contact the Grant.gov help desk at 800-518-GRANTS or send an email to support@grants.gov. For programmatic information, you may contact the HUD field office serving your area. You can find the telephone number for the State or area Office of Community Planning and Development on HUD’s website at: www.hud.gov and click on the link for State info. HUD staff can assist with program questions, but may not assist in preparing your application. Persons with hearing or speech impairments may access the above number via TTY (text telephone) by calling the toll-free Federal Information Relay Service at 800-877-8339.

B. Seeking Technical Assistance (TA) in Developing a HOPWA Application. HOPWA TA providers may not provide technical assistance in the drafting of responses to HUD’s NOFA due to the unfair advantage such assistance gives to one organization over another. If HUD

determines that HOPWA technical assistance has been used to draft a HOPWA application, HUD reserves that right to reject the application for funding. If, after your application has been selected for an award, HUD determines that HOPWA technical assistance was used to draft your application, the award will be withdrawn and you may be liable to return to HUD any funds already spent.

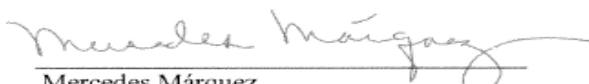
C. Satellite Broadcast. HUD will hold information broadcasts via satellite for potential applicants to learn more about the program and preparation of the application. For more information about the date and time of the broadcast, you should consult the HUD website at www.hud.gov/grants.

VIII. Other Information

A. Paperwork Reduction Act. The information collection requirements contained in this document have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2506-0133, (expiration date of 8/31/2011). 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 413 hours per annum per respondent for the application and grant administration. This includes the time collecting, reviewing, and reporting the data for the application, semi-annual reports, and final report. 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. Environmental. This NOFA provides funding under the HOPWA program and implementing regulations at 24 CFR 574, and does not alter the environmental requirements of, 24 CFR Part 574. Accordingly, under 24 CFR 50.19(c)(5), this NOFA is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321). Activities under this NOFA are subject to the environmental review provisions set out at 24 CFR 574.510.

Date: MAY 18 2011


Mercedes Márquez
Assistant Secretary for
Community Planning and Development