

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**HOUSING CHOICE VOUCHER
FAMILY SELF-SUFFICIENCY (FSS)
PROGRAM COORDINATORS**

Billing Code 4210-32-C

Funding Availability for Housing Choice Voucher Family Self-Sufficiency (FSS) Program Coordinators

Program Overview

Purpose of the Program. The Housing Choice Voucher Family Self-Sufficiency (FSS) program (referred to in previous NOFAs as the Section 8 FSS program and as the Rental Certificate/Housing Choice Voucher FSS program) is intended to promote the development of local strategies to coordinate the use of assistance under the Housing Choice Voucher program with public and private resources to enable participating families to achieve economic independence and self-sufficiency. The FSS program provides critical tools that can be used by communities to support welfare reform and help families develop new skills that will lead to economic self-sufficiency. As a result of their participation in the FSS program, many families have achieved stable, well-paid employment, which has made it possible for them to become homeowners.

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

Available Funds. This NOFA announces the availability of up to \$47,688,000 in Fiscal Year (FY) 2003 to employ program coordinators for the Housing Choice Voucher FSS program. If additional funding becomes available during FY 2003, HUD may increase the amount available for Housing Choice Voucher FSS Program coordinators under this NOFA. Awards under this NOFA are subject to a cap of \$62,500 per year per full time coordinator position funded. Under this NOFA, if PHAs apply jointly, the \$62,500 maximum amount that may be requested per position applies to up to one full-time coordinator position for the application as a whole, not to each PHA separately. Evidence of salary comparability to similar positions in the local jurisdiction for each position must be kept on file in the PHA office.

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

- (1) PHAs that received funding for one or more FSS program coordinators under an FSS NOFA in FY 1999, FY 2000, FY 2001 or FY 2002, and
- (2) PHAs that were not funded under an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002 that—

(a) Have HUD approval to administer a Housing Choice Voucher FSS program of at least 25 slots, or

(b) Are PHAs with HUD approval to administer Housing Choice Voucher FSS programs of fewer than 25 slots,

applying jointly with one or more other PHAs so that together they have HUD approval to administer at least 25 Housing Choice Voucher FSS slots. (See Section III. A. of this NOFA for further information about the PHA's HUD-approved FSS program size.)

Application Deadline. May 30, 2003.

Match. None

Additional Information

If you are interested in applying for Housing Choice Voucher FSS Program Coordinator funding under this NOFA, please review carefully the General Section of this SuperNOFA and the following additional information.

I. Application Due Date, Application Kits, and Technical Assistance

Application Due Date. Your completed application (an original and one copy) is due on or before May 30, 2003.

Address for Submitting Applications. Submit your original application and one copy with an Acknowledgment of Application Receipt, Form HUD-2993, to: Grants Management Center; Mail Stop: Housing Choice Voucher Family Self-Sufficiency Program Coordinator Funding; 2001 Jefferson Davis Hwy, Suite 703; Arlington, VA 22202.

Application Submission Procedures. See "ADDRESSES AND APPLICATION SUBMISSION PROCEDURES" in the General Section of the SuperNOFA regarding HUD's mailing, delivery and receipt procedures pertinent to submission of your application.

For Application Kits. There is no application kit for this NOFA. This announcement contains all the information necessary for the submission of your application for Housing Choice Voucher FSS program coordinator funding.

For Further Information and Technical Assistance. For answers to your questions, you may contact the Public and Indian Housing Resource Center at 1-800-955-2232. Persons with hearing or speech impairments may access this number via TTY (text telephone) by calling the Federal Information Relay Service at 1-800-877-8339. (These are toll-free numbers). Information can be accessed via the Internet at <http://www.hud.gov/grants>.

Prior to the application deadline, staff at the numbers given above will be available to provide general guidance, but not guidance in actually preparing the application. Following selection, but prior to award, HUD staff will be available to assist in clarifying or confirming information that is a prerequisite to the offer of an award by HUD.

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

II. Amount Allocated

For FY 2003, up to \$47,688,000 is available under Title II, Department of Housing and Urban Development, Certificate Fund in the Consolidated Appropriations Resolution, 2003, (Pub. L. 108-7, approved February 20, 2003). If additional funds become available in FY 2003, HUD may fund additional applications submitted in response to the NOFA.

III. Program Description; Eligible Applicants; Number of Positions for Which Eligible Applicants May Apply; Eligible Activities, Ineligible Activities

(A) *Program Description.* A PHA administering the FSS program uses a program coordinating committee (PCC) to assist the PHA to secure resources and implement the FSS program. A PCC is made up of representatives of businesses, local government, job training and employment agencies, local welfare agencies, educational institutions, childcare providers, and nonprofit service providers, including faith-based and other community organizations. A Housing Choice Voucher FSS program coordinator works with the PCC and with local service providers to assure that Housing Choice Voucher FSS program participants are linked to the supportive services they need to achieve self-sufficiency. The FSS program coordinator ensures through case management that the services included in participants' contracts of participation are provided on a regular, ongoing and satisfactory basis, that participants are fulfilling their responsibilities under the contracts and that FSS escrow accounts are established and properly maintained for eligible families. FSS coordinators may also perform job development functions for the FSS program.

PHAs are encouraged to outreach to disabled Housing Choice Voucher program participants who might be interested in participating in the FSS program and to include agencies on their FSS PCC that work with and provide services for disabled families.

Under normal circumstances, a full-time FSS program coordinator should be able to serve approximately 50 FSS program participants, depending on the

coordinator's case management functions.

Through annual NOFAs, HUD has provided funding to PHAs that are operating Housing Choice Voucher FSS programs to enable those PHAs to employ program coordinators to support their Housing Choice Voucher FSS programs.

In the FY 2003 Housing Choice Voucher FSS Program Coordinator NOFA, HUD is again making funding available to PHAs to employ FSS program coordinators and FSS homeownership program coordinators for one year.

PHAs funded under an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002 are considered "renewal" PHAs in this NOFA. These renewal PHAs are invited to apply for funds to continue previously funded FSS program coordinator positions. In addition, any renewal PHA that did not receive funding for a Housing Choice Voucher FSS homeownership coordinator under the FY 2002 FSS NOFA is invited to apply for funding for a coordinator position to support FSS homeownership activities.

Because of the importance of the FSS program in helping families increase earned income and develop assets, HUD will also accept applications from "new" PHAs that were not funded under an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002.

To support the Department's initiatives on Colonias, a selection preference is included in this NOFA for "new" applicant PHAs that provide services and support to rural underserved communities in the Southwest Border regions of Arizona, California, New Mexico and Texas. See Section IV.A.(3)(c) of this NOFA for requirements that must be met to qualify for the Colonias preference.

In this NOFA, the FSS program size is the total number of Housing Choice Voucher FSS program slots identified in the PHA's HUD-approved FSS Action Plan. To ensure that the application is accurate, prior to submitting an application, new PHAs may wish to confirm the number of HUD-approved slots their local HUD field office has on record for the PHA. An FSS Action Plan can be updated by means of a simple one-page addendum that reflects the total number of FSS slots (voluntary and/or mandatory slots) the PHA intends to serve. This addendum must be approved by the PHA's local HUD field office.

For a new PHA applicant to qualify for funding under this NOFA, the PHA's initial FSS Action Plan or amendment to change the number of Housing Choice

Voucher FSS slots in the PHA's previously HUD-approved FSS Action Plan must be submitted to and approved by the PHA's local HUD field office prior to the application due date under this NOFA.

(B) *Eligible Applicants.* PHAs eligible to apply for funding under this NOFA are:

(1) *Renewal PHAs.* Those PHAs that received funding under an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002.

(2) *New PHAs.* PHAs that were not funded under an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002 that:

(a) Are authorized through their HUD-approved FSS Action Plan to administer a Housing Choice Voucher FSS program of at least 25 slots; or

(b) Are PHAs with HUD approval to administer Housing Choice Voucher FSS programs of fewer than 25 slots that apply jointly with one or more other PHAs so that together they have HUD approval to administer at least 25 Housing Choice Voucher FSS slots. Joint applicants must specify a lead co-applicant that will receive and administer the FSS program coordinator funding.

(3) *Moving to Work (MTW) PHAs.* PHAs that are under the MTW demonstration may qualify for funding under this NOFA if the PHA administers an FSS program. When determining the size of a MTW PHA's HUD-approved FSS program, the PHA may request that the number of FSS slots reflected in the PHA's MTW agreement be used instead of the number in the PHA's FSS Action Plan.

(4) *Troubled PHAs.* (a) A PHA that has been designated by HUD as a troubled PHA under the Section 8 Management Assessment Program (SEMAP), or has major program management findings from Inspector General audits or serious outstanding HUD management review or IPA audit findings for the PHA's Housing Choice Voucher or Moderate Rehabilitation programs that are resolved prior to the application due date is eligible to apply under this NOFA. Serious program management findings are those that would cast doubt on the capacity of the PHA to administer its Housing Choice Voucher FSS program in accordance with applicable HUD regulatory and statutory requirements.

(b) A PHA whose SEMAP troubled designation has not been removed by HUD or the findings resolved by the due date, may apply if the PHA submits an application that designates another contractor that is acceptable to HUD that:

(i) Includes an agreement by the other contractor to administer the FSS program on behalf of the PHA; and

(ii) In the instance of a PHA with unresolved major program management findings, includes a statement that outlines the steps the PHA is taking to resolve the program findings.

(C) *Number of Positions for which Eligible PHAs may apply:* Eligible PHAs may apply for funding for Housing Choice Voucher FSS coordinator positions under this NOFA as follows:

(1) *Renewal PHAs.* PHAs that received funding under an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002 that qualify as eligible PHAs under the definition of eligible applicants in Section III.B. of this NOFA, may apply for:

(a) Renewal of each FSS coordinator position, including homeownership coordinator positions, most recently funded under an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002 that has been filled by the PHA.

(b) Up to one initial full-time FSS homeownership program coordinator for renewal PHAs with qualifying homeownership programs that did not receive funding for a homeownership coordinator under the FY 2002 FSS NOFA.

(2) *New PHAs:* A PHA that did not receive funding under an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002 may apply for funding for Housing Choice Voucher FSS program coordinator positions as follows:

(a) Up to one full-time FSS coordinator position for a PHA with HUD approval to administer an FSS program of 25 or more FSS slots.

(b) Up to one full-time position per application for joint PHA applicants that have HUD approval to administer a total of at least 25 Housing Choice Voucher FSS slots between or among them.

(D) *Eligible Activities.* Funds awarded to PHAs under this NOFA may only be used to employ or otherwise retain the services of Housing Choice Voucher FSS program coordinators and FSS homeownership coordinators for one year. A part-time program coordinator may be retained where appropriate.

(E) *Ineligible Activities.* (1) Funds under this NOFA may not be used to pay the salary of an FSS coordinator for a public housing FSS program. Operating subsidy can be used to fund a public housing FSS program coordinator's salary.

(2) Funds under this NOFA may not be used to pay for services for FSS program participants.

IV. Program Requirements

In addition to the applicable statutory, regulatory, threshold and public policy requirements listed in Section V. of the General Section of the SuperNOFA, each applicant must meet and comply with the following threshold statutory and other program requirements.

(A) *Threshold Requirements.* (1) Each applicant must qualify as an eligible PHA under Section III.B of this NOFA and must have submitted their FSS application by the application due date and in the format required in Section VI. of this NOFA.

(2) *Renewal Applicants.* (a) In addition to the requirements in Section IV.(A)(1) above, renewal PHA applicants must continue to operate a Housing Choice Voucher FSS program, have filled eligible FSS program coordinator positions for which they are seeking renewal funding, executed FSS contracts of participation with FSS program participants and submitted reports on participating families to HUD via the HUD-50058 FSS/WtW Voucher Addendum.

(b) Renewal PHAs applying for an initial Housing Choice Voucher FSS Homeownership Coordinator must meet all requirements of Sections IV.(A)(1) and (A)(2)(a) above. In addition, the PHA must not have received funding for an FSS homeownership coordinator under the FY 2002 Housing Choice Voucher FSS Program Coordinator NOFA and must administer or participate in a homeownership program that serves FSS program participants or graduates. Qualifying homeownership programs include the Housing Choice Voucher program homeownership option and other programs that prepare voucher program FSS participants for making the transition from rental to homeownership.

(3) *New Applicants.* (a) Must be authorized through their HUD-approved FSS Housing Choice Voucher Action Plan to administer an FSS program or at least 25 slots; or

(b) Are PHAs with HUD approval to administer Housing Choice Voucher FSS programs of fewer than 25 slots that apply jointly with one or more other PHAs so that together they have HUD approval to administer at least 25 Housing Choice Voucher FSS slots.

(c) New Applicant PHAs claiming the Colonias preference must meet the requirements of Section IV.(A)(1) and Section IV.(A)(3)(a) or (b) and operate in a Southwest border area that contains Colonias communities and administer programs that include outreach to

members of those Colonias communities.

Note: A listing of those PHAs in Arizona, California, New Mexico and Texas that HUD has identified as operating in areas containing Colonias is included in this NOFA as Attachment C. PHAs not listed in Attachment C will be required to request that the Grants Management Center determine their eligibility for the preference.

V. Application Selection Process

(A) *Threshold Compliance.* Only applications that meet all of the applicable threshold requirements of Section IV. of this NOFA will be eligible for further processing.

(B) *Panels.* To review applications, HUD may establish panels that may include persons not currently employed by HUD.

(C) *Order of Funding.* The funds available under this NOFA are not being awarded on a competitive basis. Applications will be reviewed by the Grants Management Center (GMC) to determine whether or not they are technically adequate based on the NOFA requirements. Field offices will provide to the GMC in a timely manner, as requested, information needed by the GMC to make its determination, such as the HUD-approved Housing Choice Voucher FSS program size of new PHA applicants and information on the administrative capabilities of PHAs. Categories of applications that will not be funded are stated in Section VII.(B) of this FSS NOFA.

All technically adequate applications will be funded to the extent funds are available. If HUD receives applications for funding greater than the amount made available under this NOFA, HUD will fund eligible applicants as follows:

Priority 1—Applications from eligible renewal PHAs for continuation of eligible positions where the PHA has hired a coordinator.

Priority 2—Eligible new applicant PHAs that qualify for the Colonias preference.

Priority 3—Applications from eligible new PHAs that do not qualify for the Colonias preference.

Priority 4—Applications from eligible renewal PHAs for an initial coordinator position to support FSS homeownership activities.

HUD will first process and fund all eligible Priority 1 applications to continue funding for Housing Choice Voucher FSS program coordinators and FSS homeownership coordinators. If the amount available is not sufficient to fund all eligible Priority 1 applications up to the maximum amount permitted in this NOFA, HUD will determine if all applications can be funded if salary

increases for Priority 1 are limited to no more than one percent of the salary from the most recent award to the PHA for the position to be renewed. If monies are still not sufficient to fund all eligible positions, HUD will begin by funding eligible applications at the reduced salary level, by Housing Choice Voucher program size, from smallest to largest, starting with the smallest Housing Choice Voucher programs first. Housing Choice Voucher program size will be determined by HUD using baseline data developed by the Department.

If funding remains after funding all Priority 1 applications, HUD will then process and provide funding to eligible Priority 2 applicants for up to one Housing Choice Voucher FSS program coordinator position per eligible new PHA that qualifies for the Colonias preference under this NOFA. If there are not sufficient monies to fund an FSS program coordinator for each eligible Priority 2 PHA, HUD will begin funding up to one full-time coordinator for each eligible Priority 2 applicant by Housing Choice Voucher program size, from smallest to largest, starting with the smallest Housing Choice Voucher programs first. As with Priority 1, Housing Choice Voucher program size will be determined by HUD using baseline data developed by the Department.

If funding remains after funding all Priority 1 and 2 applications, HUD will then process and provide funding to eligible Priority 3 applicants for up to one FSS program coordinator per PHA, or in the case of joint applications, up to one coordinator per application. If there are not sufficient monies to fund an FSS program coordinator for each eligible Priority 3 PHA, HUD will begin funding up to one full-time FSS program coordinator for each eligible Priority 3 applicant by Housing Choice Voucher program size, from smallest to largest, starting with the smallest first. If there are not sufficient monies to fund all applications from Priority 3 PHAs with the same Housing Choice Voucher program size, funding will be provided based on the size of the PHA's Housing Choice Voucher FSS program, reflected in the PHA's HUD-approved Housing Choice Voucher FSS Action Plan, starting with the largest approved Housing Choice Voucher FSS program first.

If funding remains after funding all Priority 1, 2 and 3 applications, HUD will then process and provide funding to eligible Priority 4 applicants for up to one initial Housing Choice Voucher FSS homeownership coordinator to support the homeownership activities of Housing Choice Voucher FSS program

participants. If there are not sufficient monies to fund an initial FSS homeownership coordinator for each eligible Priority 4 PHA, HUD will begin funding up to one full-time homeownership coordinator for each eligible Priority 4 PHA, starting with PHAs with the highest percentage of FSS families currently ready for homeownership, including the number of families (FSS participants and graduates) currently participating in a homeownership program. The percentage will be computed using the Housing Choice Voucher FSS program size in the PHA's HUD-approved FSS Action Plan and the total number of families certified as being ready for homeownership and the number of FSS participants and graduates currently participating in a homeownership program or programs that are stated in the Attachment A certification letter of the PHA.

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

VI. Application Submission Requirements

(A) *Renewal PHAs.* Each PHA that received funding for an FSS program coordinator or coordinators under an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002 that wishes to receive funding under this NOFA must complete a certification in the format shown as "Attachment A" of this NOFA, and must include all information required in "Attachment A." The completed Attachment A certification constitutes the entire PHA application for funding for renewal PHAs under this FSS NOFA.

(B) *"New" PHAs.* PHAs that did not receive funding under an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002 must complete a certification in the format shown as "Attachment B" of this FSS NOFA and must include all

information required in Attachment B. The completed Attachment B certification constitutes the entire PHA application for funding under this section.

(C) *Applicant Debriefing.* See Section XI. (A)(4) of the General Section of the SuperNOFA.

VII. Corrections to Deficient Applications

(A) *Acceptable Applications.* The General Section of the SuperNOFA provides the procedures for corrections to deficient applications. Examples of correctable technical deficiencies include, but are not limited to, submission of an attachment A or B with missing information or one that lacks an original signature by an authorized official.

(B) *Unacceptable Applications.* (1) After the technical deficiency correction period (as provided in the General Section), the GMC will disapprove PHA applications that it determines are not acceptable for processing.

(2) Applications from PHAs that fall into any of the following categories are ineligible for funding under this NOFA and will not be processed:

(a) An application from a PHA that is not an eligible PHA under Section III.B. of this NOFA or an application that does not comply with the requirements of Section VI. of this NOFA.

(b) An application from a PHA that does not meet the fair housing and civil rights compliance requirements of Section V.(B)(2) of the General Section of the SuperNOFA.

(c) An application from a PHA that does not comply with the prohibition against lobbying activities of Section V.(N) of this SuperNOFA.

(d) An application that fails to comply with the requirements of Section III.(B)(4) of this FSS NOFA from a PHA that as of the application due date has not made progress satisfactory to HUD in resolving serious outstanding Inspector General audit findings, or serious outstanding HUD management review or independent public

accountant (IPA) audit findings for one or more of the following programs: Housing Choice Voucher or Moderate Rehabilitation and has not designated another contractor acceptable to HUD to administer the FSS program on behalf of the PHA.

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

(f) An applicant that as of the application due date has a "troubled" rating under SEMAP and has not designated another contractor acceptable to HUD to administer the FSS program on behalf of the PHA.

(g) An application that was not received by the due date specified in Section I. of this FSS NOFA.

VIII. Environmental Requirements

No environmental review is required in connection with the award of assistance under this NOFA, because the NOFA only provides funds for employing a coordinator that provides public and supportive services, which are categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to compliance actions for related environmental authorities under 24 CFR 50.19(b)(4) and (12).

IX. Authority

The Consolidated Appropriations Resolution, 2003 (Pub.L. 108-7, approved February 20, 2003) allows funding for program coordinators under the Housing Choice Voucher FSS program. As a result, the Department determined to make a sufficient amount available under this NOFA, under Part 984, in accordance with 24 CFR 984.302(b), to enable PHAs to employ Housing Choice Voucher FSS program coordinators for one year at a reasonable cost as determined by the PHA and HUD, based on salaries for similar positions in the locality.

BILLING CODE 4210-32-P

ATTACHMENT A

**REQUIRED CERTIFICATION FORMAT FOR FY 2003 HOUSING CHOICE
VOUCHER FSS PROGRAM COORDINATOR FUNDING FOR PHAs THAT
RECEIVED FUNDING UNDER AN FSS NOFA IN FY 1999, FY 2000, FY 2001, or
FY 2002**

Mr. Michael E. Diggs, Director
Grants Management Center
Housing Choice Voucher FSS Program Coordinator Funding
2001 Jefferson Davis Highway, Suite 703
Arlington, VA 22202

Dear Mr. Diggs:

In connection with the FY 2003 NOFA for Housing Choice Voucher (HCV) FSS program coordinators, I hereby certify for the _____ (*enter PHA name and PHA number. For joint applications, please indicate the names and PHA numbers of all co-applicants and identify the lead PHA that received and administered funds received under an FY 1999, FY 2000, FY 2001, or FY 2002 FSS NOFA*) that:

(1) Program status: (*Check all statements In 1(a) through 1 (e) below that apply to this application.*)

____ (a) The PHA received funding under the an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002.

____ (b) The PHA continues to operate a HCV FSS program.

____ (c) The PHA filled one or more coordinator positions funded under an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002.

____ (d) The PHA has executed FSS contracts of participation with HCV FSS program participants.

____ (e) The PHA has submitted reports on participating families to HUD via the HUD 50058 Family Self-Sufficiency/Welfare-to-Work Voucher Addendum.

(2) Program Accomplishments: (*Provide information for items 2 (a) through 2(g). Enter N/A for any item that does not apply to your program.*)

(a) The number of families enrolled in the PHA's HCV FSS program as of 9/30/02:

_____.

- (b) The number of HCV FSS program participants with an FSS escrow account balance greater than zero on 9/30/02: ____.
- (c) The number of HCV families that successfully completed their FSS contracts between 10/1/01 and 9/30/02: ____.
- (d) The number of those FSS graduates that no longer needed rental subsidy: ____.
- (e) The number of those graduates that were participants in the HCV homeownership program: ____.
- (f) The number of those graduates that moved to homeownership through other homeownership programs: ____.
- (g) The average escrow account distribution paid to families that graduated between 10/1/01 and 9/30/02: ____.
- (3) Renewal positions requested: (For renewal positions requested indicate the FY of the NOFA under which the position was last funded, the number of positions and salary level requested. The salary requested should include the amount of fringe benefits, if applicable. Salaries must be comparable to salaries for similar positions in the local jurisdiction and must not exceed the cap of \$62,500 per position.)

<u>FY last funded</u>	<u># of positions</u>	<u>Salary requested</u>
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- (4) Request for an initial FSS homeownership position: The PHA is applying for an initial FSS program coordinator to support FSS homeownership activities: Yes ___ No ____.
- (PHAs responding yes, must provide information requested in 4(a) through 4(d) below.)*
- (a) The PHA did not receive funding for an FSS homeownership coordinator under the FY 2002 NOFA. Yes ____ No ____
- (b) The PHA administers or participates in a homeownership program or programs that give a selection preference for or limit eligibility for the homeownership program to FSS program participants or graduates or a homeownership program

that can demonstrate that it serves FSS program participants or graduates: Yes

___ No ___ *(If yes, identify program or programs here.)*

(c) The PHA currently has ___ *(Enter number)* FSS families participating in or ready to participate in the homeownership program or programs identified above.

(d) The Housing Choice Voucher program size in the PHA's HUD-approved FSS action plan is _____ FSS slots.

(e) Total salary requested for the FSS homeownership coordinator position, including, if applicable, base salary plus fringe benefits: ___ *(Salary must be comparable to salaries for similar positions in the local jurisdiction and must not exceed the cap of \$62,500.)*

(5) Total number of positions requested under this NOFA: _____ *(Enter the total number of Housing Choice Voucher program coordinator positions requested under the FY 2003 Housing Choice Voucher FSS NOFA. Total should include all renewal positions requested in item 3 and 4 above.)*

(6) Additional Certifications: *(Check each item in (6) (a) through 6(c) that applies.)*

___ (a) The PHA is in compliance with the Fair Housing and Civil Rights requirements stated in section V.(B) of the FY 2003 SuperNOFA.

___ (b) The PHA is in compliance with requirements regarding lobbying stated in section V.(N) of the FY 2003 SuperNOFA.

___ (c) Evidence demonstrating salary comparability to similar positions in the local jurisdiction for each of the above positions is on file at the PHA.

If there are any questions, please contact _____ at _____

Sincerely,

Executive Director

ATTACHMENT B**Required Format for Certification from PHAs that Did Not Receive Rental Certificate/Housing Choice Voucher FSS Program Coordinator Funding under an FSS NOFA in FY 1999, FY 2000, FY 2001, or FY 2002**

Mr. Michael E. Diggs, Director
Grants Management Center
Housing Choice Voucher FSS Program Coordinator Funding
2001 Jefferson Davis Highway, Suite 703
Arlington, VA 22202

Dear Mr. Diggs:

In connection with the FY 2003 NOFA for FSS program coordinators, this is a request for funds to pay the salary of a Housing Choice Voucher FSS program coordinator for one year. I hereby certify for the _____ (*Enter PHA name and PHA number. For joint applications, indicate the names and PHA numbers of all co-applicants and identify the lead PHA that will receive and administer the funding requested under this NOFA.*) that:

1. Our HUD-Approved FSS Program Size is: _____. (*Enter the total number of HUD-approved voluntary and mandatory Housing Choice Voucher FSS program slots identified in the PHAs HUD-Approved FSS Action Plan OR when PHAs are applying jointly, the combined total of Rental Certificate/Housing Choice Voucher FSS program slots in the HUD-approved Action plans of the PHAs.*)

2. Salary Requested: Total Housing Choice Voucher FSS Program Coordinator salary, INCLUDING, if applicable, amount for fringe benefits: _____.

3. Additional certifications: (*Check each item in 3(a) through 3(c) that applies.*)

____(a) The PHA is in compliance with the Fair Housing and Civil Rights requirements stated in section V.(B) of the FY 2003 SuperNOFA.

____(b) The PHA is in compliance with requirements regarding lobbying stated in section V(N) of the FY 2003 SuperNOFA.

____(c) Evidence demonstrating salary comparability to similar position in the local jurisdiction is on file in the PHA office.

4. Statement regarding Colonias Preference: The applicant PHA operates in a Southwest Border region area that contains one or more Colonias community: Yes____ No _____. (*If yes, a PHA applying for the Colonias preference must also complete 4(a) below.*)

(a) The PHA operates programs that include outreach to members of the Colonias communities. Yes ____ No ____

(b) Request that GMC confirm eligibility for Colonias preference. (Must be included only by PHAs not listed in Attachment C of the FY 2003 FSS NOFA.)

If there are any questions, please contact _____ at _____.

Sincerely,

Executive Director

ATTACHMENT C**PHAs THAT OPERATE IN AREAS CONTAINING COLONIAS COMMUNITIES:****ARIZONA PHAs:**

City of Douglas Housing Authority

City of Nogales Housing Authority

City of Yuma Housing Authority

Yuma County Housing Authority

Cochise County Housing Authority

Pinal County Housing Authority

City of Eloy Housing Authority

Section 8 Housing for Graham County, Arizona Department of Housing

CALIFORNIA PHAs:

Imperial Valley Housing Authority

City of Calexico Housing Authority

Housing Authority of the County of Riverside

NEW MEXICO PHAs:

City of Las Cruces/Dona Ana County Housing Authority

Sunland Park Housing Authority

Lordsburg Housing Authority

Silver City Housing Authority – Region V

City of Truth or Consequences Housing Authority

Housing Authority of the Village of Santa Clara

City of Alamogordo Housing Authority

Town of Baynard Housing Authority

Otero County – Region VI

Eddy County – Region VI

City of Socorro Housing Authority

TEXAS PHAs:

Brownsville Housing Authority

Cameron County Housing Authority

Los Fresnos Housing Authority

Port Isabel Housing Authority

San Benito Housing Authority

Harlingen Housing Authority

Willacy County Housing Authority

Mercedes Housing Authority

Weslaco Housing Authority

Dona Housing Authority

Elsa Housing Authority

Ed Couch Housing Authority

Alamo Housing Authority

San Juan Housing Authority

Pharr Housing Authority

Edinburg Housing Authority

Hidalgo County Housing Authority

McAllen Housing Authority

Mission Housing Authority

La Joya Housing Authority

Starr County Housing Authority

Zapata County Housing Authority

Laredo Housing Authority

Eagle Pass Housing Authority

Carrizo Springs Housing Authority

Uvalde Housing Authority

Del Rio Housing Authority

Bracketville Housing Authority

Asherton Housing Authority