

FY 2003 Housing Choice
Voucher (HCV) Family
Self-Sufficiency (FSS)
Program Coordinator
NOFA

Purpose of the HCV FSS Program

- Promote the development of local strategies to coordinate HCV rental subsidy, training and services.
- Help participating HCV program families to obtain employment that leads to economic independence and self-sufficiency.
- Build family assets through the FSS Escrow Account.

Purpose of this NOFA

- Provide the funds to PHAs to pay the salaries of HCV FSS program coordinators.
 - The FSS program coordinator assures that program participants are linked to the training and support services they need to achieve self-sufficiency.

Source of Funding

- Funding is HCV program administrative fee which is being made available solely for salary/fringe benefits of HCV FSS program coordinators.

Ineligible Uses of These Funds

- Funds cannot be used to pay for training and/or services for families.
- Cannot be used to pay the salary of an FSS program coordinator for a public housing FSS program.

Funding for FY 2003

- Total available: \$47,688,000
- Maximum salary award: \$62,500 per coordinator position funded.
- Application deadline: May 30, 2003

Changes from the FY 2002 FSS NOFA

- Renewal PHA category expanded to cover PHAs funded under Fiscal Years 1999, 2000, 2001 and 2002 FSS NOFAs.
- Renewal PHAs must have submitted FSS data to HUD using the HUD-50058 FSS/WtW voucher addendum

More Changes

- Renewal PHAs will be required to report and certify to HCV FSS program accomplishments of the last year.
- Report accomplishments in areas such as the number of families with positive escrow balances, successful FSS contract completions, and homeownership program participation.

More Changes

- Colonias Preference for “new” applicant PHAs that provide services and support to rural under-served communities in the Southwest Border regions of Arizona, California, New Mexico and Texas.

Colonias Preference

- Attachment C of NOFA lists PHAs in Colonias areas that are known to HUD
- PHAs not listed may request that the GMC confirm their eligibility for the preference.

More Changes

- The Attachment A and B letters contain all necessary certifications.
- No additional, separate attachments/certifications for Fair Housing, lobbying or homeownership program status are necessary to complete a PHA's application.

Eligible Applicants - Renewals

- PHAs funded the an FSS NOFA in FY 1999, 2000, 2001 or 2002 that:
 - Hired an FSS program coordinator with funding received.
 - Executed FSS contracts with families
 - Submitted FSS reports to HUD via the HUD-50058 FSS/WtW Voucher Addendum

Eligible Applicants - New

- PHAs that do not qualify as renewal PHAs that:
 - Have a HUD-approved FSS Action Plan authorizing a HCV FSS Program of at least 25 FSS slots.
 - PHAs that apply jointly to meet the 25 HUD-approved FSS slot threshold.

Eligible Applicants – MTW Demo Sites with FSS Programs

- PHA must administer an FSS program.
- MTW PHA's FSS program size – PHA may request use of FSS slots reflected in the PHA's MTW Agreement instead of the number in the PHA's FSS Action Plan.

Maximum Positions – Renewal PHAs

- All renewal FSS program coordinator positions, including FSS homeownership coordinator positions, that have been filled.
- One initial FSS homeownership coordinator for eligible PHAs that did not receive funding for an FSS homeownership coordinator under the FY 2002 HCV FSS NOFA.

Maximum Positions – New PHAs

- Up to one full time position.
- For joint applicants, this means up to one position per application, NOT one position for each PHA in the application.

Application Selection

- Not a competition

Selection Priorities

- If not enough \$ to fund all eligible applications:
 1. All eligible renewal positions
 2. New PHAs with Colonias Preference
 3. All other eligible new applicant PHAs
 4. Initial FSS homeownership position for eligible renewal PHAs

How to Apply

PHAs must:

- Read the FY 2003 FSS NOFA carefully. There is no application kit.
- Complete the appropriate certification from the FY 2003 FSS NOFA:
 - 1 -Attachment A for renewal PHAs.
 - 2 - Attachment B for new applicant PHAs.

How to Apply, cont.

- Submit an original and one copy of the application/certification to the GMC at the Arlington, VA address in the FSS NOFA.
- Use the HUD-2993, Acknowledgment of Application Receipt.

Renewal Application Package

- Attachment A Certification from the FY 2003 FSS NOFA:
 - All renewal PHA applicants must complete, sign and submit to the GMC by the application due date.

Completing the Attachment A Certification for Renewals

- Use Attachment A format from FY 2003 FSS NOFA, not one from a previous year.
- Provide ALL information requested in Attachment A.

Completing the Attachment A Certification for Renewals, cont.

- PHA Name: For joint applicants, name of all co-applicants and identify the lead co-applicant.
- PHA number: Two letter state code plus number. Supply PHA number for each PHA in a joint application.

Completing the Attachment A Certification for Renewals, cont.

- Program Status: 1(a) through 1(e).
- Questions intended to confirm eligibility of applicant as a renewal PHA.
- Check all that apply.

Completing the Attachment A Certification for Renewals, cont.

- Program Accomplishments: 2(a) through 2(g).
- Provide information on number of families enrolled and families with escrow balances as of 9/30/02.
- Other information, such as number of families successfully completing their FSS contracts, is to be reported for the period from 10/1/01 to 9/30/02.
- Use N/A if item does not apply. Do not leave blank.

Completing the Attachment A Certification for Renewals, cont.

- #(3) Renewal positions requested.
- Categorize information by:
 - FY position last funded,
 - number of positions and
 - salary level requested – including base salary and fringe benefits.

Completing the Attachment A Certification for Renewals, cont.

- #(3) continued:
- If multiple positions were funded in the same FY, be sure to break out each salary level separately.

Completing the Attachment A Certification for Renewals, cont.

- #(4) Request for an initial FSS Homeownership position.
- PHA must answer either Yes or No.

Completing the Attachment A Certification for Renewals, cont.

- #(4) continued:
- If answer is yes, PHA must provide all information requested in #4(a) through #4(d)
- and also state in 4(e) the amount of salary requested.
- Salary = Base salary plus fringe benefits.

Completing the Attachment A Certification for Renewals, cont.

- #(5) Total number of positions requested under this NOFA.
 - This is the total number of renewal positions requested in #3, plus, if applicable, an initial FSS homeownership program coordinator position requested in #4.

Completing the Attachment A Certification for Renewals, cont.

- #(6) Additional certifications.
- #6(a) and 6(b): PHA certifies to compliance with Fair Housing and Civil Rights requirements and requirements regarding lobbying
- These requirements are stated in the general section of the SuperNOFA.

Completing the Attachment A Certification for Renewals, cont.

- #(6) Additional certifications.
- #6(c) PHA must certify that evidence of salary comparability for positions requested is on file at the PHA.
- **DO NOT INCLUDE ACTUAL COMPARABLES IN THE APPLICATION PACKAGE!**

Completing the Attachment A Certification for Renewals, cont.

- And finally:
- Include PHA contact information as requested in the NOFA sample.
- Make sure the Certification is signed.

Application Requirements for “New” PHA Applicants

- Attachment B Certification from the FY 2003 FSS NOFA.
 - All “new” applicant PHAs must complete, sign and submit to the GMC by the application due date.

Completing the Attachment B Certification for New PHAs.

- Use the Attachment B format from the FY 2003 FSS NOFA.
- Provide all information requested.
- **DO NOT PROVIDE** information that is not requested such as the salary comparability documentation.

Completing Attachment B, New PHAs, cont.

- #1 – HUD-Approved FSS Program size.
- This is the number in the HUD-approved FSS Action Plan
- DO NOT CONFUSE WITH THE ACTUAL NUMBER OF FAMILIES ENROLLED IN FSS.
- For joint applicants, total number approved for all PHAs in the application.

Completing Attachment B, New PHAs, cont.

- Initial FSS Action Plan or amendment to change number of slots in previously approved plan must be submitted to and must be approved by the PHA's local HUD field office on or before the application deadline under this NOFA.

Amending the FSS Action Plan

- Not necessary to submit the entire FSS Action Plan to the HUD field office for approval.
- Can submit a single revised page, or
- Submit a one-page addendum that will be an attachment to the previously approved plan.

Completing Attachment B, New PHAs, cont.

- #2 – Salary requested.
- Total salary INCLUDING, base salary and, if applicable, amount of fringe benefits.

Completing Attachment B, New PHAs, cont.

- #3 – Additional certifications.
- #3(a) and #3(b) certify to compliance with Fair Housing and Civil Rights requirements and lobbying requirements.
- These requirements are stated in the General Section of the SuperNOFA.

Completing Attachment B, New PHAs, cont.

- #3(c) – certification that evidence of salary comparability is on file at the PHA.
- DO NOT INCLUDE ACTUAL COMPARABLES IN THE APPLICATION PACKAGE.

Completing Attachment B, New PHAs, cont.

- #4 – Statement regarding Colonias Preference.
- Does the PHA qualify for preference.
- Qualifying PHAs applying for the preference answer complete 4(a).

Completing Attachment B, New PHAs, cont.

- #4(b) – PHAs claiming eligibility for the Colonias preference that are not listed in Attachment C of the FSS NOFA must request in #4(b) that the GMC confirm their eligibility.

Unacceptable Applications

- See Section VII (B) of the FSS NOFA.
- PHA doesn't qualify as an eligible PHA
- PHA does not meet submission requirements (time/place).
- Deficiency not corrected within deficiency period. (See General Section of the SuperNOFA.)

Unacceptable Applications, cont.

- Application does not meet Fair Housing or Civil Rights requirements of the NOFA.
- Applicant that has been debarred or otherwise disqualified from providing assistance under the program.

Unacceptable Applications, cont.

- As of application due date, PHA has not made sufficient progress in resolving serious outstanding IG, HUD management review or IPA audit findings for the Housing Choice Voucher or Section 8 Moderate Rehabilitation programs or is SEMAP troubled.
- But there is an exception . . .

Unacceptable Applications, cont.

- Exception: PHAs that are SEMAP troubled or have unaddressed serious findings MAY APPLY if the PHA designates a contractor acceptable to HUD.

How Does HUD Make Funding Decisions?

- FSS is not a competition
- If not enough funding available, HUD will use the following priorities:

Funding Priorities

- 1 - Renewal PHAs for positions that have been filled.
- 2 - New PHAs with Colonias preference
- 3 - New PHAs without Colonias preference
- 4 - Initial FSS Homeownership Coordinator for eligible renewal PHAs.

Basic (but important) things to remember

- Use correct certifications from the FY 2003 FSS NOFA.
- Provide ALL information requested.
- Do not provide information that is not requested.
- Sign and date certification as required.
- Send to correct address and on time.

Contact Information

- Public and Indian Housing Information and Resource Center at 1-800-955-2232.
- Kathryn Greenspan, Program Office – (202) 708-0614, X4055
- Keia Neal, GMC – (202) 358-0221, X8312