

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

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

Housing Choice Voucher Family Self-Sufficiency Program Coordinators

Overview Information

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

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

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: The Federal Register number for this NOFA is FR-4950-N-17. The OMB approval number for this program is 2577-0178.

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

F. Dates: Application Deadline: The application submission date is May 20, 2005. Please see the General Section for application submission, delivery, and timely receipt requirements.

G. Optional, Additional Overview Content Information: The purpose of the Housing Choice Voucher FSS program is 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 and this FSS NOFA support the Department's strategic goals of increasing homeownership activities and helping HUD-assisted renters make progress toward self-sufficiency. The FSS program provides critical tools that can be used by communities to support welfare reform and help families develop new skills that will lead to economic self-sufficiency. As a result of their participation in the FSS program, many families have achieved stable, well-paid employment, 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.

Full Text of Announcement

I. Funding Opportunity Description

A. Authority and Program Description. The Consolidated Appropriations Act, 2005, allows funding for program coordinators under the Housing Choice Voucher FSS program. Through annual NOFAs, HUD has provided funding to public housing agencies (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 Fiscal Year (FY) 2005 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. Funding priority under this NOFA will be provided to applicants that demonstrate that their FSS families have made progress in moving to homeownership. HUD will accept applications from both new and renewal PHAs that have HUD approval to administer a Housing Choice Voucher FSS program. PHAs funded under the Housing Choice Voucher FSS NOFA in FY2004 are considered "renewal" PHAs in this NOFA. These renewal PHAs are invited to apply for funds to continue previously funded Housing Choice Voucher FSS program coordinator and FSS homeownership coordinator positions that they have filled. In addition, any renewal PHA that has demonstrated significant progress in expanding FSS homeownership opportunities may apply for an additional Housing Choice Voucher FSS homeownership coordinator to support Housing Choice Voucher FSS homeownership activities. For funding Category 1 of this NOFA only, eligible renewal PHA applicants include PHAs that received funding under the FY2003 FSS NOFA.

Because of the importance of the FSS program in helping families increase earned income and develop assets, HUD will also accept applications from "new" PHAs, PHAs that do not qualify as renewal PHAs under this FSS NOFA. The maximum number of positions that a new applicant PHA, including new PHA joint applicants, may receive is one full-time FSS program coordinator. Preference in funding these "new" applicant PHAs will be given to applicants with documented home purchases by Housing Choice Voucher program participants and graduates. A definition of the Housing Choice Voucher Home Purchase Percentage that will be used for this preference is found in I.C.10 of this FSS NOFA.

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

PHAs are encouraged to outreach to persons with disabilities who are

Housing Choice Voucher program participants and might be interested in participating in the FSS program and to include agencies on their FSS Program Coordinating Committee (PCC) that work with and provide services for families with disabilities.

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

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

1. Renewal PHAs. PHAs that qualify as eligible renewal PHAs under this NOFA, may apply for:

a. Continuation of each FSS coordinator position, including homeownership coordinator positions, awarded under the Housing Choice Voucher FSS NOFA in FY2004 that has been filled by the PHA, and, for funding Category 1 of this NOFA only, continuation of eligible positions funded under the FY2003 FSS NOFA.

b. New Position. Up to one additional full-time Housing Choice Voucher FSS homeownership program coordinator for renewal PHAs with qualifying homeownership programs.

2. New PHAs. A PHA that meets the requirements for a new PHA under this FSS NOFA, may apply for Housing Choice Voucher FSS program coordinator positions as follows: a) Up to one full-time Housing Choice Voucher FSS coordinator position for a PHA with HUD approval to administer a Housing Choice Voucher FSS program of 25 or more FSS slots. b) Up to one full-time Housing Choice Voucher FSS coordinator position per application for joint PHA applicants that together have HUD approval to administer a total of at least 25 Housing Choice Voucher FSS slots.

C. Definitions. The following definitions apply to the funding available under this NOFA.

1. Renewal PHA Applicant. A PHA or PHAs that received funding under the Housing Choice Voucher FSS NOFA in FY2004. For purposes of Category 1 applicants only, eligible renewal PHAs also include PHAs that received FSS funding in 2003.

2. New PHA Applicant. PHAs that did not receive funding under the Housing Choice Voucher FSS NOFA in FY2004 that have HUD approval to administer a Housing Choice Voucher FSS program

of at least 25 slots or that fulfill the 25 slot minimum by applying jointly with one or more other PHAs.

3. *FSS Program Size.* The total number of Housing Choice Voucher FSS program slots identified in the PHA's HUD-approved FSS Action Plan. The total may include both voluntary and mandatory Housing Choice Voucher FSS program slots.

4. *Qualifying FSS Homeownership Program.* Qualifying programs include the Housing Choice Voucher program homeownership option or other programs administered by the PHA or other entities that prepare Housing Choice Voucher program FSS participants for making the transition from renting to homeownership.

5. *FSS Homeownership Percentage.* A percentage that will be computed by HUD for the purpose of establishing the order of funding of eligible renewal applicants under this NOFA. It is the total number of an applicant's Housing Choice Voucher FSS homeownership families as a percentage of the PHA's Housing Choice Voucher FSS program participants.

6. *Total Number of FSS Homeownership Families.* The total number of Housing Choice Voucher FSS homeownership families enrolled in the applicant's Qualifying Homeownership Programs as of the application due date of this NOFA, plus the number of its Housing Choice Voucher FSS graduates that moved to homeownership between October 1, 2000, and the application due date of this NOFA. Homeownership participation of families is reported to HUD on the FSS program coordinator application and on the form HUD-50058. These numbers are subject to audit.

7. *The Number of Housing Choice Voucher FSS Program Participants.* The number that is used to calculate the FSS Homeownership Percentage of the applicant. It is the total number of families shown in HUD's PIC data system as enrolled in the applicant's Housing Choice Voucher FSS program on the application due date of this NOFA, plus the number of families that successfully completed their Housing Choice Voucher FSS contracts in the applicant's program between October 1, 2000, and the application due date of this NOFA.

8. *Percentage of Families with Positive FSS Escrow Balances.* A percentage that will be computed by HUD and used to determine funding order under this NOFA. It is the number of Housing Choice Voucher FSS families with positive escrow balances as a percentage of Housing Choice Voucher FSS families with FSS progress reports submitted to

HUD on the Form HUD-50058. The data source is HUD's PIC data system records of Form HUD-50058 Housing Choice Voucher FSS program progress reports that were effective between October 1, 2003, and the application due date of this NOFA.

9. *Housing Choice Voucher Program Size.* The number of Housing Choice Vouchers in a PHA's voucher program as determined by HUD using baseline data.

10. *Housing Choice Voucher Program Home Purchase Percentage.* A percentage calculated for new applicant PHAs that are eligible for funding under Category 3 of this FSS NOFA. It is the number of documented home purchases by Housing Choice Voucher program participants and graduates for the period from October 1, 2000 through the application due date of this NOFA as a percentage of the applicant's Housing Choice Voucher program size.

II. Award Information

A. Available Funds

This NOFA announces the availability of approximately \$45.6 million in FY2005 to employ FSS program and FSS homeownership coordinators for the Housing Choice Voucher FSS program. If additional funding becomes available during FY2005, HUD may increase the amount available for Housing Choice Voucher FSS Program coordinators and Housing Choice Voucher FSS homeownership coordinators under this NOFA. A maximum of \$63,000 is available for each full-time coordinator position funded. Salaries are to be based on local comparables. The funding will be provided as a one-year Housing Choice Voucher funding increment under the PHA's Annual Contributions Contract (ACC). HUD reserves the right to adjust funding for renewal positions in order to ensure a fair and reasonable distribution of funding.

III. Eligibility Information

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

1. *Renewal PHAs.* Those PHAs that received funding under the Housing Choice Voucher FSS NOFA in FY2004. To continue to qualify as renewal PHAs, the FY2005 application of joint applicants must include at least one PHA applicant that meets this standard. Joint applicants can change the lead PHA in their FY2005 application. A PHA that was originally funded as part of a joint application, that wishes to now apply separately would continue to be considered a renewal PHA applicant

for funding purposes, but must be able to meet the FSS minimum program size requirement of a HUD-approved Housing Choice Voucher FSS program of at least 25 slots that applies to new applicant PHAs. For purposes of Category 1 applicants only, eligible renewal PHAs also include PHAs that received FSS funding in 2003.

2. *New PHAs.* PHAs that were not funded under the Housing Choice Voucher FSS NOFA in FY2004. The new applicant PHA must be authorized through its HUD-approved FSS Action Plan to administer a Housing Choice Voucher FSS program of at least 25 slots, or be a PHA with HUD approval to administer Housing Choice Voucher FSS programs of fewer than 25 slots that applies jointly with one or more other PHAs so that together they have HUD approval to administer at least 25 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.* New and renewal 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 that has serious program management findings from Inspector General audits or serious outstanding HUD management review or Independent Public Accountant (IPA) audit findings for the PHA's Housing Choice Voucher or Moderate Rehabilitation programs that are resolved prior to 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. The requirements that apply to a PHA whose SEMAP troubled designation has not been removed by HUD or the major program management findings or other significant program compliance problems that have not been resolved by the due date are stated in Section III.C.3.e. of this NOFA.

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

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

2. Threshold Requirements. a. All Applicants.

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

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

(3) Civil Rights Thresholds, Non-discrimination, Affirmatively Furthering Fair Housing. All applicants must comply with these requirements. Please see Section III.C. of the General Section for details. Section 3 of the Housing and Urban Development Act of 1968 does not apply to this program.

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

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

b. Renewal Applicants. (1) Continued funding for existing coordinator positions. In addition to meeting the requirements of Section III.A. of this FSS NOFA, renewal PHA applicants must continue to operate 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 Housing Choice Voucher FSS program families and submitted reports on participant families to HUD via the form HUD-50058.

(2) *New position.* Renewal PHAs applying for an additional Housing

Choice Voucher FSS Homeownership Coordinator must meet all requirements in Section III.A. and III.C.2.a and b. above, and must administer or participate in a qualifying homeownership program that serves Housing Choice Voucher FSS program participants or graduates. Qualifying homeownership programs include the Housing Choice Voucher program homeownership option and other programs, which may be administered by the PHA or another entity, that prepare Housing Choice Voucher program FSS participants for making the transition from rental to homeownership.

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

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

b. FSS Action Plan. The requirements for the FSS Action Plan are stated in 24 CFR 984.201. For a new PHA applicant to qualify for funding under this NOFA, the PHA's initial FSS Action Plan or amendment to change the number of 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 of this FSS NOFA. An FSS Action Plan can be updated by means of a simple one-page addendum that reflects the total number of Housing Choice Voucher FSS slots (voluntary and /or mandatory slots) the PHA intends to fill. New PHA applicants with previously approved Housing Choice Voucher FSS Action Plans may wish to confirm the number of HUD-approved slots their local HUD field office has on record for the PHA. A MTW PHA may request that the number of FSS slots reflected in its MTW agreement be used instead of the number of slots in the PHA's FSS Action Plan.

c. Colonias Preference. New applicant PHAs claiming the Colonias preference must meet the requirements of Section III.A. and Section III.C.2.a and III.C.2.c. of this FSS NOFA and must operate in a Southwest border area that contains Colonia communities and administer programs that include outreach to members of those Colonia communities. Attachment A of this NOFA provides a listing of PHAs in Arizona, California, New Mexico, and Texas that HUD has identified as operating in areas containing Colonia communities. PHAs not listed in Attachment A that are claiming the Colonias preference will be

required to include in their application submission a written request that HUD determine their eligibility for the preference.

d. Homeownership Preferences. See priority funding categories in Section V.B.2. of this FSS NOFA.

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

(1) Includes an agreement by the other organization or entity to administer the FSS program on behalf of the PHA; and
(2) In the instance of a PHA with unresolved major program management findings, includes a statement that outlines the steps the PHA is taking to resolve the program findings.

Immediately after the publication of this NOFA, the Office of Public Housing in the local HUD field office will notify, in writing, those PHAs that have been designated by HUD as troubled under SEMAP, and those PHAs with unresolved major program management findings or other significant program compliance problems that are not eligible to apply without such an agreement. Concurrently, the local HUD field office will provide a copy of each such written notification to the Director of the Grants Management Center.

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

(1) Requires compliance with the conflict of interest requirements of the Housing Choice Voucher Program at 24 CFR 982.161; and

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

IV. Application and Submission Information

A. Addresses to Request Application Package

1. Web site. A copy of this funding announcement for the Housing Choice

Voucher FSS Program may be downloaded from the following web site: <http://www.grants.gov>.

2. *Application Kit.* 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.

3. *Further Information.* You may request general information, copies of the General Section and of a Program NOFA or NOFAs, from the NOFA Information Center (800-HUD-8929) or 800-HUD-2209 (TTY) between the hours of 10 a.m. and 6:30 p.m. (Eastern Time) Monday through Friday, except on federal holidays. When requesting information, please refer to the name of the program you are interested in. The NOFA Information Center opens for business simultaneously with the publication of the SuperNOFA. You can also obtain information on this NOFA and download application information for this NOFA through the web site, <http://www.grants.gov>.

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

B. Content and Form of Application Submission

1. *Content of Application.* Each new and renewal PHA must complete the form SF-424, the SF-LLL, if appropriate, and the Form HUD-52651, the new FSS application form. In addition, the application must include a completed Logic Model (from HUD 96010) showing proposed performance measures. See the General Section for information on, and a copy of, the Logic Model. A copy of the HUD-52651 follows immediately after Attachment A of this NOFA. In completing the SF-424, renewal PHAs should select the continuation box on question 8, type of application. Both new and renewal PHA applicants should enter the proposed Annual Contributions Contract (ACC) amendment effective and ending dates for the FSS coordinator funding in 13 of the SF-424. In section 15 of SF-424, estimated funding, complete only 15.a., which will be the amount requested from HUD in the FY2005 FSS application, and 15.g., Total.

2. *Forms, Certifications, and Assurances.* See section IV.B. of the General Section.

C. Submission Date and Time

Your completed application must be submitted and received by Grants.gov no later than 11:59:59 p.m. eastern time on the application submission date of May 20, 2005. Applicants should carefully read the section titled

“APPLICATION and SUBMISSION INFORMATION” in part IV. of the General Section regarding HUD’s procedures pertinent to the submission of your application as they have changed significantly this year.

D. Intergovernmental Review

Applicants submitting applications under this funding announcement are not subject to intergovernmental review; *i.e.*, Executive Order (EO) 12372, Intergovernmental Review of Federal Program.

E. Funding Restrictions

1. *Salary Cap.* Awards under this NOFA are subject to a cap of \$63,000 per year per full time coordinator position funded. Under this NOFA, if PHAs apply jointly, the \$63,000 maximum amount that may be requested per position applies to up to one full time coordinator position for the application as a whole, not to each PHA separately.

2. *Limitation on Renewal Funding Increases.* For renewal coordinator positions, PHAs will be limited to a one percent increase above the amount of the most recent award for the position unless a higher increase is approved by the local HUD field office after review of the PHA’s written justification and at least three comparables that must be submitted to the field office by the PHA at the time they submit their FY2005 Housing Choice Voucher FSS Program Coordinator application to HUD. Examples of acceptable reasons for increases above one percent would be need for a coordinator with higher level of skills or to increase the hours of a part time coordinator to full time. Total positions funded cannot exceed the maximum number of positions for which the PHA is eligible under this NOFA.

3. *Ineligible Activities.* a. Funds under this NOFA may not be used to pay the salary of an FSS coordinator for a public housing FSS program. A Housing Choice Voucher FSS program coordinator may only serve Housing Choice Voucher families while the public housing FSS program serves only public housing residents. In FY2005, funding for public housing FSS program coordinators is being made available through the Public Housing Resident Opportunities and Self-Sufficiency (ROSS) NOFA for Public Housing FSS Program Coordinators that is included in the FY2005 SuperNOFA.

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

F. Other Submission Requirements

1. Application Submission and Receipt Procedures. See IV.F of the General Section. Electronic application submission is mandatory unless an applicant requests, and is granted, a waiver to the requirement. Procedures for obtaining a waiver are contained in Section IV.F of the General Section.

V. Application Review Information

A. *Criteria.* The funds available under this NOFA are being awarded based on demonstrated performance. Applications are reviewed by the local HUD field office and 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 V.B.6. of this FSS NOFA.

B. *Reviews and Selection Process.* 1. *Technically Acceptable Applications.* All technically adequate applications will be funded to the extent funds are available.

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

Funding Category 1—Applications from eligible renewal PHAs with qualifying homeownership programs for continuation of previously funded eligible positions where the PHA has hired the funded FSS and homeownership coordinators and the PHA can demonstrate that a minimum of five (5) Housing Choice Voucher FSS program participants or graduates purchased homes between October 1, 2000 and the application due date of this FSS NOFA (that can be confirmed by homeownership information in the PIC data base from form HUD-50058) or as otherwise reported for Moving to Work (MTW) homeownership. For purposes of Category 1 applicants only, eligible renewal PHAs also include PHAs that received FSS funding in FY 2003.

Funding Category 2—Eligible renewal PHAs with qualifying homeownership programs for continuation of previously funded eligible positions where the PHA has hired funded coordinators and completed one of the following: (a) As of the application due date of this FSS

NOFA, has successfully enrolled a minimum of twenty-five (25) Housing Choice Voucher FSS families into homeownership preparation activities, including homeownership counseling; or (b) Between October 1, 2000 and the application due date of this FSS NOFA, a minimum of one (1) Housing Choice Voucher FSS family completed purchase of a home as reported in the PIC data base or as otherwise reported for MTW homeownership closings.

Funding Category 3—Applications from eligible new applicant PHAs that wish to initiate an FSS homeownership program that serves Housing Choice Voucher families. Those PHAs with documented home purchases by Housing Choice Voucher program participants and graduates and PHAs qualifying for the Colonias preference will receive preference.

Funding Category 4—Applications from eligible renewal PHAs with qualifying homeownership programs that request funding for an additional Housing Choice Voucher FSS homeownership position to expand their FSS homeownership programs provided the applicant can document that a minimum of ten (10) Housing Choice Voucher FSS participants or graduates completed purchases of homes between October 1, 2000 and the application due date of this FSS NOFA.

Funding Category 5—Applications from new applicant PHAs that have an existing Housing Choice Voucher FSS program and can demonstrate they have a minimum of ten (10) Housing Choice Voucher FSS families with existing positive escrow balances as of the application due date of the FSS NOFA or have had a minimum of 20 families that have graduated from the Housing Choice Voucher FSS program between October 1, 2000 and the application due date of this FSS NOFA.

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

(a) *Funding Category 1.* HUD will calculate for each eligible applicant, the PHA's FSS Homeownership Percentage and Positive Escrow Percentage and will use these percentages in making funding decisions. Definitions and a description of the calculation of the FSS Homeownership Percentage and the Positive Escrow Percentage are included in Section I.C. of this NOFA.

HUD will begin funding eligible Funding Category 1 applicants starting

with the PHAs with the highest FSS Homeownership Percentage first. If monies are not sufficient to fund all applicants with the same FSS Homeownership Percentage, HUD will fund eligible applicants in order starting with those that have the highest Positive Escrow Percentage first. If funding is not sufficient to fund all applicants with the same FSS Homeownership Percentage and/or Positive Escrow Percentage, HUD will select among eligible applicants by Housing Choice Voucher program size starting with eligible applicants with the smallest Housing Choice Voucher program size first.

(b) *Funding Category 2.* If funding remains after funding all Funding Category 1 applications, HUD will then process eligible Funding Category 2 applications. HUD will calculate the FSS Homeownership Percentage and Positive Escrow Percentage for Funding Category 2 applicants as it did for Funding Category 1 applicants. If there are not sufficient monies to fund all Funding Category 2 applications, HUD will begin funding Funding Category 2 applications starting with applicants with the highest FSS Homeownership Percentage first. If there is not enough funding for all applicants with the same FSS Homeownership Percentage, HUD will use Positive Escrow Percentage to determine selection order, starting with applicants with the highest Positive Escrow Percentage. If monies are not sufficient to fund all applicants with the same FSS Homeownership Percentage and Positive Escrow Percentage, HUD will select eligible applicants by Housing Choice Voucher program size starting with eligible applicants with the smallest Housing Choice Voucher program size first.

(c) *Funding Category 3.* If funding remains after funding all Funding Category 1 and 2 applications, HUD will then process requests of eligible Funding Category 3 applicant PHAs. HUD will first calculate the Housing Choice Voucher Program Home Purchase Percentage for all eligible Funding Category 3 applicants. This percentage is the number of documented home purchases by Housing Choice Voucher program participants and graduates for the period from October 1, 2000 through the application due date of this NOFA as a percentage of the applicant's Housing Voucher Program size. If there are not sufficient monies to fund all eligible positions requested, HUD will begin funding positions starting with PHAs eligible for the Colonias preference, starting with PHAs with the smallest Housing Choice Voucher program size first. If monies are still available, HUD

will begin funding Category 3 applications from PHAs with the highest Housing Choice Voucher Program Home Purchase Percentage first. If there are not sufficient monies to fund all applications with the same percentage of documented home purchases, HUD will select eligible applicants in order by Housing Choice Voucher program size starting with eligible applicants with the smallest Housing Choice Voucher program size first.

(d) *Funding Category 4.* If funds remain after funding all Category 1 through 3 applicants have been funded, HUD will then process applications from eligible renewal applicants that have requested funding for an additional FSS coordinator position to support Housing Choice Voucher FSS homeownership activities. If there are not sufficient monies to fund all eligible positions requested, HUD will use the FSS Homeownership Percentage and the Positive Escrow Percentage that has been calculated for these PHAs and will begin funding eligible applications starting with applicants with the highest FSS Homeownership Percentage first. If monies are not sufficient to fund all applicants with the same FSS Homeownership Percentage, HUD will use Positive Escrow Percentage to determine selection order, starting with applicants with the highest Positive Escrow Percentage. If monies are not sufficient to fund all applicants with the same FSS Homeownership Percentage and Positive Escrow Percentage, HUD will select eligible applicants by Housing Choice Voucher program size starting with eligible applicants with the smallest Housing Choice Voucher program size first.

(e) *Funding Category 5.* If funding remains after funding all Funding Category 1 through 4 applicants, HUD will then process applications from eligible Funding Category 5 applicants for an initial coordinator position. If there are not sufficient monies to fund all eligible Category 5 applicants, HUD will first fund applications from eligible Funding Category 5 applicants that qualify for the Colonias preference starting with the smallest Housing Choice Voucher programs first. If funding remains, HUD will calculate the Positive Escrow Percentage for all remaining Category 5 applications and will begin funding Category 5 applications starting with applicants with the highest Positive Escrow Percentage first. If monies are not sufficient to fund all applicants with the same Positive Escrow Percentage, HUD will select eligible applicants by Housing Choice Voucher program size

starting with eligible applicants with the smallest Housing Choice Voucher program size first.

(f) *Remaining Funds.* If any funding remains, HUD will calculate the FSS Homeownership Percentage and Positive Escrow Percentage for all remaining eligible applicants and will begin funding any remaining eligible applications starting with those with the highest FSS Homeownership Percentage first. If funding remains, HUD will then begin funding any remaining unfunded applications starting with those with the highest positive escrow percentage.

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

5. *Corrections to Deficient Applications.* a. The General Section of the NOFA provides the procedures for corrections to deficient applications. An example of a correctable technical deficiency includes, but is not limited to: submission of a Form SF-424 or FSS application Form HUD-52651 with missing information.

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

a. An application submitted by an entity that is not an eligible PHA as defined under Section III.A. and Section III.C. of this FSS NOFA or an application that does not comply with the requirements of Section IV.B. IV.C. and IV.F. of this FSS NOFA.

b. An application from a PHA that does not meet the fair housing and civil rights compliance requirements of the General Section of the NOFA.

c. An application from a PHA that does not comply with the prohibition against lobbying activities of this NOFA.

d. An application 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 IPA audit findings for the Housing Choice Voucher program and/or Moderate Rehabilitation program or a "troubled" rating under SEMAP, and has not designated another organization acceptable to HUD to administer the FSS program on behalf of the PHA as

required in Section III.C.3.e. of this FSS NOFA.

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

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

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

C. Anticipated Announcement and Award Dates. It is anticipated the announcement of Housing Choice Voucher FSS program coordinator awards will take place during either the months of July or August 2005.

VI. Award Administration Information

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

Unsuccessful applicants will receive a notification of rejection letter from that GMC that will state the basis for the decision. The applicant may request an applicant debriefing. Beginning not less than 30 days after the awards for assistance are publicly announced in the **Federal Register** and for at least 120 days after awards for assistance are announced publicly, HUD will, upon receiving a written request, provide a debriefing to the requesting applicant. (See Section VI.A. of the General Section for additional information regarding a debriefing.) Applicants requesting to be debriefed must send a written request to: Iredia Hutchinson, Director; Grants Management Center; U. S. Department of Housing and Urban Development, 501 School Street, SW., Suite 800; Washington, DC 20024.

B. Administrative and National Policy Requirements.

1. *Environmental Impact.* 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).

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

3. *HUD Policy Priorities.* This NOFA supports the HUD policy priority of providing increased homeownership opportunities to program participants. In this NOFA, funding priority is given to those PHA applicants that demonstrate that their FSS families have participated in homeownership programs. See Section V.B. of the General Section for a full discussion of HUD's policy priorities.

C. Reporting. Successful applicants must report activities of their FSS enrollment, progress and exit activities of their FSS program participants through required submissions of the Form HUD-50058. HUD's assessment of the accomplishments of the FSS programs of PHAs funded under this NOFA will be based primarily on Public Housing Information Center (PIC) system data obtained from the Form HUD-50058. MTW PHAs that do not report to HUD on the Form HUD-50058 will be asked to submit an annual report to HUD with the same information on FSS program activities that is provided to HUD by non-MTW PHAs via the Form HUD-50058. An applicant is also required to submit a completed Logic Model showing accomplishments against proposed outputs and outcomes as part of their annual reporting requirement to HUD. In addition, HUD requires that funded recipients collect racial and ethnic beneficiary data. It has adopted the Office of Management and Budget's Standards for the Collection of Racial and Ethnic Data. In view of these requirements, funded recipients should use Form HUD-27061, Racial and Ethnic Data Reporting Form (found on <http://www.HUDclips.org>), a comparable program form, or a comparable electronic data system for this purpose.

VII. Agency Contacts

A. For Technical Assistance. For answers to your questions, you may contact the Public and Indian Housing Resource Center at 800-955-2232.

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

B. *Satellite Broadcast.* HUD will hold an information broadcast via satellite for potential applicants to learn more about

the Housing Choice Voucher FSS 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 <http://www.hud.gov>.

VIII. Other Information

A. *Paperwork Reduction Act:* The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0178. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection

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

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

ATTACHMENT A
PHAs THAT OPERATE IN AREAS CONTAINING COLONIA COMMUNITIES:

ARIZONA PHAs:

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

CALIFORNIA PHAs:

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

NEW MEXICO PHAs:

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

TEXAS PHAs:

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

**Housing Choice Voucher
(HCV) Family Self-
Sufficiency (FSS)
Program Coordinator
Funding**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian
Housing

OMB Approval No. 2577-0178
Exp. (04/30/2007)

Public reporting burden for this collection of information is estimated to average 0.75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

PART I: General Information. (To be completed by all applicants.)

Applicant Category: <input type="checkbox"/> Renewal <input type="checkbox"/> New	DUNS Number of Applicant:	Funding Request for Fiscal Year:		
A. PHA Name, Mailing Address & PHA Number of applicant: (For joint PHA applicants, PHA Name, Mailing Address & PHA Number of lead PHA applicant): _____ _____ _____				
B. PHA Name & PHA Number for Each Joint Applicant (if Applicable). Note: Use Additional pages if necessary. _____ _____ _____				
C. Evidence demonstrating salary comparability to similar positions in the local jurisdiction for each position requested is on file at the PHA.		<input type="checkbox"/> Yes <input type="checkbox"/> No		
D. The applicant requests consideration for the following preference categories under this NOFA: Colonias: <input type="checkbox"/> Yes <input type="checkbox"/> No Other - Specify Category (If applicable under this NOFA): <input type="checkbox"/>				
E. Name and telephone number of person most familiar with application: Name _____ Telephone Number _____				
Signature Block	Title	Telephone #	Fax #	Date (dd/mm/yyyy)

PART II: Homeownership Information. (To be completed by all applicants.)

The PHA applicant currently administers or participates in a HCV Homeownership program or another homeownership program that serves HCV FSS families. Yes No

If yes, provide information requested in A – C below:

A. Name of qualifying homeownership program or programs:

B. The total number of HCV FSS families enrolled in homeownership preparation activities in the qualifying homeownership program/programs identified above as of the application due date of the current NOFA:

1.		HCV homeownership program
2.		Other qualifying homeownership programs

C. Number of HCV FSS program participants and graduates that purchased homes between October 1, 2000 and the application due date of the current NOFA:

1.		HCV homeownership program
2.		Other qualifying homeownership programs

PART III: PHA Applicant Program Status and Accomplishments. (Renewal PHAs Only)

A. Program Status:

1. The applicant qualifies as an eligible renewal PHA under the NOFA. Yes No
2. The PHA has filled each position for which it is seeking renewal funding. Yes No
3. The applicant has submitted reports on participating families to HUD via the form HUD-50058, Family Self-Sufficiency/Welfare-to-Work Voucher Addendum. Yes No

B. Program accomplishments as of the application due date of the current NOFA:

1.		Total HCV FSS families under FSS Contract.
2.		The number of HCV FSS program participants with an escrow account balance greater than zero.

C. Program accomplishments for the period from October 1, 2003 through the application due date of the current NOFA:

1.		The number of HCV families that successfully completed their FSS contracts.
2.		The number of those graduates that no longer needed rental subsidy.
3.		The average escrow account distribution paid to families.

D. Moving To Work (MTW) PHA? Yes No

If yes, should the number of FSS slots be based on the applicant's MTW Agreement? Yes No

PART IV: Funding/Positions Requested. (Renewal PHAs Applicants Only)

For both renewal of currently funded positions and requests for new positions, provide the Information below for each position requested. Use additional pages as needed.

- A. **Renewal Positions** - Funding requested to continue currently funded positions: (List FSS homeownership coordinators and regular FSS coordinators separately.)

FY Last Funded	Position Type 'H' or 'R' *	Salary Requested Per Position **	Number of Positions	Requesting an increase above percent allowed in the NOFA? 'Y' or 'N' ***

- B. **New Positions** - Funding requested by coordinator type and salary level (If applicable. Refer to most recent FSS NOFA for maximum new positions that can be funded in the current year.) If more than one position, list each separately.

Position Type 'H' or 'R' *	Salary Requested, including Fringe Benefits**

- C. **Total Requested**

1.		Total number of new and renewal positions requested in this application.
2.		Total \$ requested.

* Type: R= Regular, H=Homeownership

** Salary awards will not exceed the cap per position stated in the most recent NOFA.

*** For any renewal position, where the applicant is requesting a percentage increase above the amount provided for in the current NOFA, the applicant must comply with justification requirements in the current FSS NOFA.

PART V: Application Information. (New PHA Applicants Only.)

- A. **FSS Action Plan Information:**

	HCV FSS program size in the HUD-approved Action Plan. (For Joint applications, provide total approved slots for all participating PHAs.)
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- B. **Homeownership Information:**

	The number of Housing Choice Voucher program participants and graduates that purchased houses from October 1, 2000 through the application due date of this NOFA.
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- C. **Position/Salary Requested:**

Number of Positions	Salary Requested, including Fringe Benefits**

- D. **Total Requested.**

1.		Total number of positions requested.
2.		Total \$ requested.

** Salary awards will not exceed the cap per position stated in the most recent NOFA.