

HCV FSS Program Coordinator NOFA

For Fiscal Year 2005

Purpose of the FSS Program

- Promote local strategies to coordinate rental subsidy, training and services
- Enable participants to obtain employment that leads to economic independence
- Build family assets through the FSS escrow account and homeownership.

Purpose of the HCV FSS NOFA

Provide funds to pay the salaries of HCV FSS program coordinators and FSS homeownership coordinators.

Role of the FSS Program Coordinator

Assure that HCV FSS program participants are linked to training and services needed to achieve self-sufficiency

Role of the FSS Homeownership Coordinator

**Support homeownership
activities of families in the HCV
FSS program.**

Funding for FY'05

- **Total available: approximately \$45.6 million**
- **Maximum salary: \$63,000 per full-time coordinator position**

Application Submission Date:

Friday, May 20, 2005

**Applications must be received by
Grants.gov no later than 11:59:59
pm Eastern time of that date.**

FY'05 Changes: Application Submission

Electronic submission required
unless a waiver is granted by HUD.

- Read General and Program sections of SuperNOFA for details.
- Contact Grants.gov Support Desk at (800-518-GRANTS) or e-mail (support@grants.gov)
- View archived 3/30/05 webcast on electronic application submission on HUD website.

FY'05 Changes: Application Submission

Applicants should submit their applications while the Grants.gov support desk is open for business (7:00am – 9:00pm, Monday to Friday, except Federal holidays.)

At completion of the transmission, Grants.gov will provide a successfully received or an error message. Print and save this receipt.

FY'05 Changes: Registration with Grants.gov

**Applicants must be registered at
Grants.gov to have an
authenticated electronic signature.**

Do this immediately!

FY'05 Chanages: Logic Model

This year the required application submissions of PHAs will include the Logic Model.

See archived April 13 Logic Model training Webcast on HUD website.

FY'05 Changes: Renewal Applicants

Renewal Applicants: Defined as PHAs funded in FY'04 with one exception:

For priority 1 applicants ONLY, eligible renewal applicants will include PHAs funded in FY'03 that meet priority 1 requirements under this NOFA.

Changes in FY 05: Funding Priority 1 Requirement

Funding Priority 1 Requirement: PIC data for renewal applicants must confirm that a minimum of 5 HCV/FSS participants or graduates purchased homes between 10/1/00 and 5/20/05.

FY'05 Changes: FSS Homeownership Coordinators

- **Eligible renewal PHAs that were funded in FY'04 may apply for an additional FSS homeownership coordinator even if the PHA was awarded funding for a homeownership coordinator under a previous FSS NOFA.**

FY'05 Changes: Homeownership Percentages

**In FY'05, two different
homeownership percentages will be
calculated by HUD:**

- FSS HOMEOWNERSHIP % -for
eligible renewal applicants.**
- HCV PROGRAM HOME PURCHASE %
- for new applicant PHAs.**

FY'05 Changes: HCV Program Home Purchase Percent.

This new % counts home purchases of ALL HCV program participants and graduates from 10/1/00 through 5/20/05. (Not limited to FSS home purchases.)

Used to rank new applicants in Funding Category 3 of this HCV/FSS NOFA.

Eligible Applicants - RENEWAL PHAs

PHAs funded under the FY'04 HCV FSS NOFA and for funding priority 1 only, PHAs funded in FY'03 that are eligible for that priority.

Eligible Applicants - RENEWAL PHAs

All renewal PHAs must have:

- Hired a coordinator with funding.
- Executed FSS contracts with families.
- Submitted FSS reports by completing section 17 of the HUD-50058.

RENEWAL Joint Applicant PHAs

Renewal PHAs originally funded as joint applicants may apply separately or with different PHAs and retain their renewal applicant status.

Must meet 25 HUD-approved FSS HCV FSS slot requirement. (In FSS Action Plan.)

Eligible Applicants - NEW

- PHAs not qualifying as renewal PHA applicants under this NOFA.
- Must have HUD approval to administer a HCV FSS program of at least 25 slots. (FSS Action Plan.)
- Can apply jointly to meet the 25 slot minimum.

Eligible Applicants – MTW Demo Sites with FSS Programs

- PHA must administer an FSS program.
- 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.

Troubled PHAs:

A PHA that is SEMAP troubled or has serious program management review, IG or IPA audit findings for its HCV or Mod Rehab program.

Troubled PHAs, continued:

If still troubled at application due date, can apply only if the PHA submits an application that designates another organization or entity acceptable to HUD to administer the FSS program.

Maximum Positions – Renewal FY'04 PHAs

- The number of coordinator positions funded in FY'04, including FSS homeownership coordinators, that have been filled.
- Up to one additional FSS homeownership coordinator for eligible PHAs with qualifying homeownership programs.

Maximum Positions FY'03 renewals Category 1 exception

- The number of coordinator positions funded in FY'03, including FSS homeownership coordinators, that have been filled.

Maximum Positions – New PHAs

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

Limitation on Renewal Award \$ Increases

- Renewals limited to 1% increase over most recent award for the position unless a request for a higher increase is submitted to and approved by the applicant's field office.

Limitation on Renewal Funding Increases

- **Submit increase request to field office Hub when application submitted.**
 - **Written justification plus at least 3 comparables.**
 - **Examples of acceptable reasons: Need higher skill level, increase in hours from P/T to F/T**

Ineligible Uses of Funds

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

Priorities: Emphasis on program accomplishments

- Moving families to homeownership
- Enrolling families in homeownership programs, including homeownership counseling.

Priorities: Colonias

Colonias preference for new applicant PHAs that outreach to Colonia communities in their jurisdictions. (Texas, New Mexico, Arizona and California)

PHAs on Attachment A listing or subject to HUD determination.

Selection of Applications for Funding

If HUD receives applications for funding greater than the amount made available under the FY'05 HCV/FSS NOFA, HUD will divide eligible applications into priority categories as follows:

Funding Priority Category 1

Eligible renewal PHAs with qualifying FSS homeownership programs with a minimum of 5 HCV FSS participants or graduates that purchased homes between October 1, 2000 and May 20, 2005.

(Data Source: PIC/HUD-50058 or MTW report.)

Funding Priority Category 2

Eligible renewal PHAs (funded in FY'04) with qualifying FSS homeownership programs that have:

Funding Priority

Category 2 - continued

- Enrolled a minimum of 25 HCV FSS families in homeownership preparation activities, including homeownership counseling as of May 20, 2005.
- (Data Source: PART II of the HUD-52651 and 17i of the HUD-50058 or MTW report.)

Funding Priority Category 2 - Continued

OR HAVE:

- A minimum of one HCV FSS family that completed purchase of a home between Oct. 1, 2000 and May 20, 2005.

(Data source: PIC data from HUD-50058, 17m.(2) and/or section 15 or appropriate MTW data.)

Funding Priority Category 3

- **New applicant PHAs wishing to initiate FSS homeownership programs that serve HCV families.**
- **Preference to Colonias PHAs and to PHAs with documented home purchases by HCV families based on HCV Home Purchase Percentage.**

Funding Priority Category 3, continued

- Applicants meeting the requirements for this funding category should check "Other" in Part I, D. of the HUD-52651, and specify "funding category 3."

Funding Priority Category 4

- Eligible renewal PHAs with qualifying homeownership programs - an additional position to expand the PHA's FSS homeownership program.
- Applicant with PIC data documenting home purchases for minimum of 10 HCV FSS participants or graduates between Oct. 1, 2000 and May 20, 2005.

Funding Priority Category 5

New PHAs with existing FSS programs that have no reportable homeownership activities. PIC data must document a minimum of 10 HCV FSS families with positive escrow balances as of the application due date OR that a minimum of 20 families that graduated from their HCV FSS program between Oct. 1, 2000 and May 20, 2005.

Order of Funding

Funding Category 1:

- Will begin funding PHAs with highest FSS homeownership percentage first.
- Positive escrow balance % used to break ties.
- Further tie breaker - HCV program size. Fund smallest HCV programs first.

Order of Funding

FUNDING CATEGORY 2:

- Will begin funding applicants with highest FSS homeownership % first.
- Positive escrow balance % used to break ties.
- Further tie breaker. HCV program size. Smallest HCV programs funded first.

Order of Funding

FUNDING CATEGORY 3:

- First fund applicants with Colonias preference, smallest HCV programs first.
- Will then begin funding applicants with highest HCV Program Home Purchase %.
- HCV program size will be tie breaker. Smallest HCV programs first.

Order of Funding

FUNDING CATEGORY 4:

- Will begin funding additional FSS homeownership positions requested by qualifying renewal applicants from FY'04 starting with the highest FSS homeownership % first.
- Positive escrow % and HCV program size used to break ties.

Order of Funding

FUNDING CATEGORY 5:

- New PHA applicants qualifying for Colonias preference funded first.
- Will then begin funding applicants with the highest positive escrow %
- HCV program size used to break ties.

Order of Funding

Remaining Funding:

HUD will calculate the FSS

**Homeownership Percentage and
Positive Escrow Percentage.**

- **Will then begin funding applicants with the highest FSS homeownership percentage first.**
- **Then go to highest positive escrow percent.**

**Definitions that HUD
will use in ranking
applications**

Qualifying FSS Homeownership Program

Qualifying programs include the HCV program homeownership option and other programs that prepare HCV FSS program participants for making the transition from renting to homeownership. (HUD Data source: PIC and PART II OF HUD-52651)

Total FSS Homeownership Participants:

Current FSS participants enrolled in a qualifying FSS homeownership program as of the application due date, plus FSS graduates that moved to homeownership between October 1, 2000 and May 20, 2005. (Data source: PIC and PART II of the HUD-52651. Reported number is subject to post audit.)

Total Number of HCV FSS Program Participants:

The total of the PHA's HCV FSS program participants as of May 20, 2005, plus the number of HCV FSS families that completed their FSS contracts between October 1, 2000 and May 20, 2005. (Data source: PIC)

HCV Program Size

The number of HCVs in a PHA's voucher program as determined by HUD using Voucher Management System (VMS) data.

Number used to compute the HCV Program Home Purchase Percentage.

FSS Homeownership Percentage

The total number of an applicant's HCV FSS homeownership families as a percentage of HCV FSS program participants.

HCV Program Home Purchase Percentage:

Number of HCV program participants/graduates that purchased homes between October 1, 2000 and May 20, 2005, as a percentage of applicants HCV program size. This counts ALL HCV homeownership families, not just HCV/FSS families.

HCV Program Home Purchase Percentage, continued:

Number of HCV families that purchased homes is reported in HUD-52651, PART V,B. and may be checked against PIC data in section 15 of the 50058 and reported FSS homeownership families in section 17.

Percentage of Families with Positive Escrow Balances:

Number of HCV FSS families with positive escrow balances as a percentage of HCV FSS families with FSS progress reports in PIC (Based on PIC data effective from 10/1/03 through 5/20/05.)

Content of Application:

- SF-424
- SF-LLL (if appropriate)
- HUD-52651 (HCV FSS application)
- Logic Model
- Affirmatively Furthering Fair Housing Statement

Completing the SF-424:

- **Renewal PHAs: Select “continuation” for #8.**
- **New & Renewal PHAs:**
- **Enter proposed ACC effective and ending dates in #13.**
- **#15, Estimated Funding –Enter the amount requested in the FY'05 FSS application in 15.a. and 15.g.**

Submitting the HUD-52651:

- Will have to scan and send as attachment or,
- Use instructions for faxing of required documents submit using HUD-96011, Fax transmittal.
- See General Section, SuperNOFA.

Completing the HUD- 52651:

- **Renewal PHAs: Complete Parts I through IV.**
- **New Applicant PHAs: Complete Parts I, II and V.**

Completing the HUD- 52651:

Homeownership information reported in Part II, is FSS homeownership only.

Completing the HUD-52651:

Homeownership information reported in Part V.B. is total HCV families that purchased homes, not just FSS families. Counts includes FSS families and non-FSS HCV families that moved to homeownership through the HCV homeownership voucher option. (HUD will confirm using PIC data.)

REMEMBER!

PHA applicants need to make sure that relevant FSS and HCV homeownership activities have been entered in PIC.

Contact PIC coach in HUD field office about entering historical data in PIC, or contact me and I will forward information.

REMEMBER!

PHA applicants need to make sure that relevant homeownership activities have been reported on their FSS application, the HUD-52651.

REMEMBER!

- **Read the FY'05 HCV FSS NOFA carefully.**
- **Base application on the current NOFA requirements, not on a previous application in your files.**
- **Follow SuperNOFA instructions for electronic submission of application.**

Contact Information:

- **Public and Indian Housing Information and Resource Center at 1-800-955-2232**
- **Kathryn Greenspan, Program Office – (202) 708-0614, X4055**
- **Pamela Allen, GMC – (202) 358-0312, X7650**