

# PROGRAM PURPOSE

Funding for PHAs to hire a program coordinator to link participating families to the supportive services they need to achieve self-sufficiency.

# FUNDS AVAILABLE

- \$22.95 million

# ELIGIBLE APPLICANTS

- **PHAs and Tribes/TDHEs only.**
- Applicants must have an approved FSS Action Plan on file with their local HUD Field Office/Area ONAP office prior to this NOFA's application deadline.

# ELIGIBLE APPLICANTS

- Only one application per PHA/Tribe/TDHE
- Joint applications are eligible. Only the lead applicant is subject to Threshold requirements other than Section III.C. of the General Section
- You may not submit both a sole and joint application

# MAXIMUM FUNDING AMOUNTS

- New Applicants: \$65,000 max for ONE position, (TOTAL salary AND fringe benefits)
- Renewal PHAs: \$65,000 max per each program coordinator position filled in either of the past 2 years funded by the Operating Fund or the 2004 FSS NOFA
  - Funding of more than one renewal positions is contingent upon HUD Field Office approval
- Expansion PHAs: \$65,000 max for renewal position and \$65,000 for ONE expansion position
  - Must demonstrate the need for additional staff

# **MAXIMUM FUNDING AMOUNTS**

Priority will be given to renewing existing staff positions for renewal applicants and to applicants wishing to establish New programs

# MATCH

- NO match required

# GRANT TERM

- All grants are for ONE year from the date of Grant Agreement
- ONE extension of no more than 6 months may be granted by the Field Office with at least 60 days notice



# **APPLICATION DEADLINE**

**June 20, 2005**

# CHANGE FROM LAST YEAR

- Maximum salary and benefits is \$65,000, up from \$63,000 last year
- Inclusion of Ineligible Activities is no longer a Threshold. This year, 2 points will be deducted for each ineligible activity proposed.

# THRESHOLD REQUIREMENTS

- FSS Action Plan
  - PHAs must have an approved FSS Action Plan (specific for PUBLIC AND INDIAN HOUSING... HCV FSS Action Plans will need to be amended)
    - If this is a new Plan, it will need to be submitted to the Field Office with enough time for review and approval before the deadline for this NOFA
  - FSS Action plans must comply with 24 CFR 984.201

# THRESHOLD REQUIREMENTS

- Past Performance
  - Rated by Field Offices
- Contract Administrator Partnership Agreement
  - For Troubled PHAs
- Minimum score of 75 points
- Dun & Bradstreet (DUNS) number
- Section III.C of the General Section

# ELIGIBLE ACTIVITIES

## Program Coordinator

- Responsible for:
  - Linking FSS program participants to supportive services
  - Ensuring services included in participants' contracts of participation are being provided
  - Ensuring participants are fulfilling their responsibilities
  - Ensuring escrow accounts are established and properly maintained
- Work with Program Coordinating Committee and local service providers
- Case management
- Outreach to residents with disabilities

# ELIGIBLE ACTIVITIES

## Program Coordinator

- Monitor the progress and evaluate overall success
  - Under normal circumstances, a full-time FSS coordinator should be able to serve approximately 50 FSS program participants.
  - A full-time position should manage at least 25 slots
  - A part-time position is eligible

# PROGRAM REQUIREMENT

- PHA must use a Program Coordinating Committee to secure the necessary resources to implement the FSS program.
  - See 24 CFR 984.202 for more information

# PROGRAM REQUIREMENT

- Participating families must enter into a contract of participation. The contracts shall be for FIVE years.
  - THEREFORE, even though the grant term for this grant is ONE year, the PHA must be able to sustain its FSS program for FIVE years.



# ELIGIBLE PARTICIPANTS

- Current residents of public/Indian housing or residents of other housing assisted with funding made available under the 2005 Appropriations Act are eligible.
- Eligible families who are currently enrolled or participating in local public/Indian housing self-sufficiency programs are eligible

# FUNDING RESTRICTIONS

- Salaries only; up to \$65,000 for salary and fringe benefits
  - Must have documentation on file that the salary is comparable to similar professions in local area
- May not pay a contract administrator
- May not be used for administrative costs

# IMPORTANT NOTE

- On form HUD 52767 (p.14107-14108)
  - references under 9. to '03 (2003) should instead reference '04 (2004)
  - References under 5.d and 10.a. to "\$63,000" should be "\$65,000"
- ***Applicants who need to request \$65,000 should indicate \$63,000 (the maximum the electronic system will accept) in the electronic form and be sure to note clearly throughout the application that the request is actually for \$65,000***

# INELIGIBLE ACTIVITIES

- Salary for an FSS Coordinator for the HCV FSS program
- *Services* for program participants
- Elderly/Disabled Services Coordinator
- Lease/Purchase/Rental of land or vehicle
- Wages/salaries/stipends for participants in programs
- New construction, Rehab or physical improvements
- Food/Entertainment costs
- Cost of application preparation
- Contract administrator salaries/fees
- Costs that exceed limits for Program Coordinator

**MINUS TWO POINTS FOR EACH INELIGIBLE  
ACTIVITY PROPOSED**

# **RATING FACTOR 1:**

## **Capacity of the Applicant and Relevant Organizational Staff**

- Proposed Program Staffing
  - Staff experience
    - Recent, relevant and successful
  - Staff capacity
- Past Performance of Applicant/Contract Administrator
  - Achieved results?
  - Past annual performance results of renewals
  - Timely expenditure of funds
- Program Administration & Fiscal Management

# **RATING FACTOR 2: NEED**

- Socioeconomic Profile
- Number of People to be Served

# **RATING FACTOR 3: SOUNDNESS OF APPROACH**

- Quality of Proposal
  - Scope of Services
    - Link with other ROSS programs?
    - Involve community partners
    - Link to Comprehensive Services
  - Feasibility and Demonstrable Benefits
    - Timeliness
    - Description of problem and solution – link to RF2
  - Salary Appropriateness
  - 2 points deducted for each ineligible activity

# **RATING FACTOR 3: SOUNDNESS OF APPROACH**

- Addressing HUD's policy priorities:
  - Improving the Quality of Life in Our Nation's Communities Providing
  - Providing Equal Access to Grassroots Faith-Based and other Community Based Organizations
  - Removal of Regulatory Barriers



# **RATING FACTOR 4: ACHIEVING RESULTS AND PROGRAM EVALUATION**

Must use Narrative AND Logic Model  
(HUD-96010)

- Interim Benchmarks
  - Outputs
  - Outcomes
  - Performance Indicators
- The application provides a list of sample performance measures to help with this Rating Factor.

# BONUS POINTS

- 2 possible bonus points for having RC/EZ/EC-II designation by USDA
  - List available on HUD's Web site
  - Complete certification in the SuperNOFA if you qualify

# APPLICATION FORMAT

- Narrative of 35 pages max
- Double spaced, Times New Roman
- All applications must be submitted electronically unless a waiver has been obtained.

# APPLICABLE REGULATIONS

- 24 CFR part 984