

HCV FSS Program Coordinator NOFA

For Fiscal Year 2006

Eligible Applicants:

Only public housing agencies (PHAs) may apply.

Purpose of the FSS Program

- Promote local strategies to coordinate rental subsidy, training and services to enable participants to obtain employment that leads to economic independence.
- Eliminate the need for cash welfare assistance.
- Build family assets through the FSS escrow account.

Purpose of the HCV FSS NOFA

PROVIDE FUNDS TO PAY FOR:

- **RENEWAL APPLICANTS:** Salaries of ongoing HCV FSS program coordinator and FSS homeownership coordinator positions.
- **NEW APPLICANTS:** The salary of one HCV/FSS program coordinator per application.

Role of the HCV/FSS Program Coordinator

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

Role of the HCV/FSS Homeownership Coordinator

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

Funding for FY'06

- **Total available: approximately \$47 million**
- **Maximum salary: \$65,000 per full-time coordinator position**

Application Deadline Date:

Electronic application must be received and validated by Grants.gov by 11:59:59pm on the due date, May 16, 2006

Must apply electronically through Grants.gov or obtain waiver prior to due date.

Application Deadline Date:

Unlikely that any waivers will be granted authorizing submission of paper applications.

Application Deadline Date:

**However, if such a waiver is
obtained:**

- **The application must reach HUD by the deadline date.**
- **There will be no 15-day grace period.**
- **See the General Section of the SuperNOFA.**

Electronic Registration and Application

For information on registration and application processes see:

- **12/9/05 Federal Register Notice on early registration**
- **1/20/06 Federal Register SuperNOFA General Section**

Electronic Registration and Application

Additional information sources:

- **Registration checklist and other information at www.grants.gov/GetStarted**
- **View archived 3/14/2006 webcast on electronic registration and application submission on HUD website.**

Central Contract Registration Process

Registration and submission are separate processes.

- Five step registration process for first time registration takes approximately 10 days.**
- Update/renewal required for applicants that successfully registered last year.**

Central Contract Registration Update

Applicants that successfully registered last year are required to update/renew their Central Contract Registration (CCR) this year.

This will be an annual requirement.

First Time Central Contract Registration Process

- 1. Obtain Data Universal Number System (DUNS) Number.**
- 2. Register with the Central Contractor Registration (CCR)**
- 3. Register with the Credential Provider**

First Time Central Contract Registration Process

- 4. Authorized Organization Representative (AOR) must register with Grants.gov**
- 5. E-Business Point of Contact authorizes the AOR to submit grant application.**

Central Contract Registration Process

**If you aren't already registered,
BEGIN YOUR REGISTRATION
PROCESS IMMEDIATELY!**

**Incomplete registration was the most
common error under the FY'05
HCV/FSS NOFA and resulted in
applicants not receiving funding.**

Application Submission

Instructions on how to submit an electronic application to HUD on the web site www.grants.gov/Apply.

A full set of instructions on how to complete a grant application is at:
www.grant.gov/CompleteApplication

Application Submission

Download application package from Grants.gov and save to your hard drive.

Download the application package only once.

Package will have a unique ID #.

Application Submission

In the Grants.gov application package only the "PureEdge" forms, such as the SF-424, are identified as mandatory documents.

HOWEVER, the Logic Model and FSS application forms ARE ALSO REQUIRED of all applicants. These forms are included in the instructions download section.

Application Submission

- Complete the SF-424 first.
- The Logic Model and FSS application form, HUD-52651 (12/2005), should be saved to your hard drive, completed and then attached to your electronic application package for submission to Grants.gov.

Application Submission

- **Code of Conduct.** Should be in your Administrative Plan.
- **Check the website at <http://www.hud.gov/offices/adm/grants/codeofconduct/ccconduct.cfm>.**
- **If your PHA's name is not listed, attach a copy of your agency's Code of Conduct to your application or fax a copy using the fax cover sheet from your application package.**

Electronic Application Submission

- **Upon successful submission, applicants will receive an e-mail notification confirming receipt and indicating that the application is being validated.**
- **The validation process will be completed in approximately 24 to 48 hours.**

Electronic Application Submission

- **If the application does not pass the validation check, it will be rejected and the applicant notified of the reason for the rejected application.**
- **DO NOT ASSUME that the application has been successfully submitted until you receive the validation notice.**

Electronic Application Submission

If a rejection notice is received, you must correct the error and resubmit.

Changes in FY'06 HCV/FSS NOFA

Less emphasis on homeownership accomplishments in funding applications.

HUD will not use homeownership percentages to rank applicants.

No new funding for additional FSS homeownership coordinators

Changes

Most renewal applications will qualify for funding based on their accomplishments in moving families to work and for FSS graduations in the last year.

Changes

Percentage of families with positive escrow balances – the calculation has been changed to include families that successfully completed their FSS contracts between December 31, 2004 and December 31, 2005.

Changes

A new percentage, HCV FSS PROGRAM SIZE INCREASE, will be calculated and used to rank renewal applications in priority categories 1 and 3:

Changes

A template with drop down lists is provided for completing the HCV/FSS Program Logic Model that is a required part of the application.

Logic Model reporting requirements are now specified in the NOFA.

Changes

Logic Model:

- **Now includes management questions that will be part of the reporting requirement.**
- **Return on investment statement/calculation – new concept. A separate notice will be published by HUD.**

Changes

The program NOFA includes language requiring that the applicant's most recent "plan" for Affirmatively Furthering Fair Housing for the HCV program be on file in the applicant's local HUD field office no later than the due date of the application.

Changes

Affirmatively Furthering Fair Housing Policy, continued:

- Requirement applies only to the applicant's written policy for the HCV program.
- Last year, the NOFA required that this policy be submitted as part of the application package.
- Confirm with your HUD field office since they will report compliance to the GMC.

Eligible Applicants - RENEWAL PHAs

**Limited to applicants funded
under the FY'05 HCV FSS
NOFA.**

Eligible Applicants - RENEWAL PHAs

All renewal PHAs must have:

- Hired a coordinator for the position to be renewed.**
- 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.

However, they must meet the 25 HUD-approved FSS HCV FSS slot requirement. (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 PHAs

- **The number of FSS program coordinator and FSS homeownership coordinator positions funded in FY'05 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

- Applicant's request for increase above 1% must be submitted to field office prior to application due date.
 - 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.**
- **Cannot be used for non FSS HCV families.**

Selection of Applications for Funding

If HUD receives applications for funding greater than the amount made available under the FY'06 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 10 HCV FSS participants or graduates that purchased homes between October 1, 2000 and the NOFA publication date of March 8, 2006, AND an increase of at least ten (10) percent in the number of HCV FSS program participants between calendars 2004 and 2005

Funding Priority Category 1

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

Funding Priority Category 2

Eligible renewal PHAs with programs that have families with positive escrow balances and/or families that successfully completed their FSS contracts between December 31, 2004 and December 31, 2005.

Funding Priority Category 2 - Continued

**Data source: PIC data from
HUD-50058**

Funding Priority Category 3

Eligible renewal PHA applicants with qualifying homeownership programs and an increase in the number of HCV FSS program participants of at least ten (10) percent from calendar year 2004 to calendar year 2005.

(Data source: HUD-50058 or MTW report)

Funding Priority Category 4

- **New PHA applicants with HUD approval to implement an FSS program of at least 25 slots.**
- **Preference to Colonias PHAs.**

Funding Priority Category 4

Colonias preference applies to:

- PHAs in Texas, New Mexico, Arizona and California that outreach to Colonia communities in their jurisdiction.**
- PHAs on Attachment A listing or subject to HUD determination.**

Order of Funding

Funding Category 1:

- Preference to qualifying PHAs with highest program percentage increase.
- HCV program size used as tie breaker – smallest HCV programs first.

Order of Funding

FUNDING CATEGORY 2:

- Applicants with highest positive escrow balance % first
- HCV program size as tie breaker. Smallest HCV programs funded first.

Order of Funding

FUNDING CATEGORY 3:

- **First fund qualifying applicants with the highest HCV/FSS participant percentage increase.**
- **HCV program size will be tie breaker. Smallest HCV programs first.**

Order of Funding

FUNDING CATEGORY 4:

- Eligible new applicant Colonia PHAs first.
- Then HCV program size, starting with the smallest HCV programs first.

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

Qualifying FSS Homeownership Program

Qualifying homeownership programs include the HCV program homeownership option as well as any other programs that prepare HCV FSS program participants for making the transition from renting to homeownership.

Number of HCV FSS Program Participants:

The total of the PHA's HCV FSS program participants enrolled in FSS as of December 31, 2005, plus the number of families that completed their FSS contracts between January 1, 2005 and December 31, 2005. (Data source: PIC)

HCV Program Size

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

Number used as tie breaker in funding applications

HCV Program Size Increase Percentage

A percentage calculated for renewal PHA applicants that have a higher number of HCV FSS participants in Calendar year 2005 than in calendar year 2004.

Used as ranking preference for priority 1 and 3 applicants.

Percentage of Families with Positive Escrow Balances:

Number of HCV FSS families with positive escrow balances plus FSS program graduates as a percentage of HCV FSS families with FSS progress reports in PIC (Based on PIC data effective from 12/31/04 through 12/31/05.) Used to rank Priority 2 applicants.

Content of Application:

- SF-424
- Facsimile Transmittal (HUD-96011)
- Lobbying Disclosure, SF-LLL (if appropriate)
- HUD-52651 (HCV FSS application)
- HUD-96010 Logic Model HCV/FSS

Completing the SF-424:

- **Renewal PHAs: Select “continuation” for #2, type of application.**
- **New & Renewal PHAs:**
- **Enter proposed ACC effective and ending dates in #17.**
- **#18, Estimated Funding –Enter the amount requested in the FY’06 FSS application in 18.a. and 18.g.**

Submitting the HUD-52651:

- **Correct version is dated 12/2005.**
- **Save MS-Word version, complete and attach completed form to your electronic application package.**
- **FOR THOSE WITHOUT MS-WORD, ONLY: complete PDF version and fax using the fax cover page, HUD-96011, from your downloaded electronic application package.**
- **See SuperNOFA General Section.**

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 just for HCV FSS family.

- A qualifying homeownership program may be one administered by your own PHA.

Logic Model

A logic model must be completed and submitted by all applicants.

See archived 3/16/2006 Logic Model training webcast on HUD's website

Logic Model

Use HUD template with drop down lists that is included in the electronic application instruction download for the HCV/FSS NOFA on the Grants.gov website.

Attach completed file to your electronic application package.

Logic Model

- Choices are presented under two broad categories 1) Activities and Outputs and 2) Outcomes and Indicators.
- In each category, all choices are listed alphabetically.

Logic Model

Select the items from the drop down lists that reflect the activities and outcomes you plan to undertake and achieve in the 1-year reporting period of the funding you are requesting under this NOFA.

Logic Model

If your PHA was awarded funding for a HCV/FSS Homeownership coordinator position under a previous NOFA be sure that the goals and objectives in your Logic Model reflect homeownership activities with HCV/FSS families.

Reporting – Logic Model

An annual Performance Report consisting of the updated Logic Model will be submitted to the Public Housing Director in your local HUD field office no later than 30 days after the ending date of the one-year funding increment awarded under this NOFA.

Reporting – Logic Model

Will include a return on investment calculation.

As mentioned earlier, a separate notice will be published by HUD shortly.

Reporting – HUD-50058

Applicants need to make sure that relevant FSS and homeownership activities have been entered in HUD's PIC data system.

- FSS activities are reported in section 17 of the HUD-50058**
- Voucher Homeownership activities are reported in section 15 of the HUD-50058**

Reporting – HUD-50058

- Accurate reporting of FSS data in HUD's PIC data system is essential for this application.
- This data will also be used for HUD and Congressional evaluations of the FSS program's effectiveness.
- PIC data effectiveness measures will be used to determine future funding levels for the FSS program.

Reporting – HUD-50058

Contact the PIC coach in your HUD field office if you need help with HUD-50058 FSS reporting, or contact me and I will forward information to the appropriate staff.

REMEMBER!

- **Read the FY'06 HCV FSS NOFA and General Section carefully.**
- **Base application on the current NOFA requirements, not on a previous application in your files.**
- **Follow SuperNOFA instructions for registration and 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**