

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**TECHNOLOGY FOR INCREASED
RESIDENT SELF-SUFFICIENCY**

**PUBLIC AND INDIAN HOUSING FAMILY
SELF-SUFFICIENCY PROGRAM
COORDINATORS UNDER RESIDENT
OPPORTUNITIES & SELF SUFFICIENCY
(ROSS) PROGRAM**

Public and Indian Housing Family Self-Sufficiency Program Coordinators Under Resident Opportunities & Self-Sufficiency (ROSS) Program

Overview Information

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

B. Funding Opportunity Title: Public and Indian Housing Family Self-Sufficiency (PH FSS) Program Coordinators.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: The Federal Register number for this NOFA is FR-5030-N-25. The Office of Management and Budget (OMB) paperwork approval number for this program is 2577-0229.

E. Catalog of Federal Domestic Assistance (CFDA) Number: 14.877.

F. Application Deadline: The application deadline date is June 8, 2006. Please see the General Section for application submission, delivery, and timely receipt requirements.

G. Additional Overview Content Information:

1. Purpose of Program

The purpose of the Public Housing FSS (PH FSS) program is to promote the development of local strategies to coordinate the use of assistance under the Public Housing program with public and private resources to enable participating families to increase earned income, reduce or eliminate the need for welfare assistance and make progress toward achieving economic independence and housing self-sufficiency. The FSS program and this FSS NOFA support the Department's strategic goals of helping HUD-assisted renters make progress toward housing 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 or move to other non-assisted housing. An FSS program coordinator assures that program participants are linked to the supportive services they need to achieve self-sufficiency.

2. Funding Available

The Department expects to award a total of approximately \$10 million in FY2006.

3. Award Amounts

Awards will pay only for the annual salary and fringe benefits of PH FSS Coordinators. Award amounts will be based on locality pay rates for similar professions. Each renewal position amount will not exceed \$65,000.

4. Eligible Applicants

Eligible applicants are Public Housing Authorities (PHAs) and tribes/Tribally Designated Housing Entities (TDHEs) that administer PH FSS programs. All applicants must have an approved PH FSS Action Plan on file with their local HUD Field Office or Area ONAP prior to this NOFA's application deadline. Non-profit organizations and resident associations are not eligible to apply for funding under this program.

5. Cost Sharing/Match Requirement

There is no match requirement under this funding program.

6. Grant Term

The grant term is one year from the execution date of the grant agreement.

Full Text of Announcement

I. Funding Opportunity Description

A. Authority and Program Description

The Transportation, Treasury, Housing and Urban Development, the Judiciary, the District of Columbia, and Independent Agencies Appropriations Act, 2006 (Public Law 109-115), allows funding for program coordinators under the Resident Opportunity & Self-Sufficiency program. Through annual NOFAs, HUD has provided funding to public housing agencies (PHAs) that are operating PH FSS programs to enable those PHAs to employ program coordinators to support their PH FSS programs. In the Fiscal Year (FY) 2006 PH FSS Program Coordinator NOFA, HUD is again making funding available to PHAs/Tribes/TDHEs to employ PH FSS program coordinators for one year. HUD will accept applications from both new and renewal applicants that have HUD approval to administer a PH FSS program. PHAs funded under the ROSS PH FSS NOFA in FY2004 or 2005 are considered "renewal" PHAs in this NOFA. These renewal PHAs are invited to apply for funds to continue previously funded PH FSS program coordinator positions that they have filled or are in the process of being filled because of turnover. Funding priority will be given to renewals for PHAs that have achieved a "High Performer" status on their most recent PHAS review. Second priority will be given to standard performer renewal applicants. Third priority will be given to troubled

performer renewal applicants and Fourth priority will be given to new applicants. There will be no funding for expanding the number of coordinator positions in an existing program.

The maximum number of positions that a new applicant, including new joint applicants, may receive is one full-time FSS program coordinator.

Applicants must administer the FSS program in accordance with HUD regulations and requirements in 24 CFR Part 984 which govern the PH FSS program and must comply with the existing Public Housing program requirements, notices and guidebooks. This includes using a Program Coordinating Committee (PCC) to secure the necessary resources to implement the FSS Program. See 24 CFR 984.202 for more information.

B. Number of Positions for Which Eligible Applicants May Apply

Eligible applicants may apply for funding for PH 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 the continuation of each PH FSS coordinator position awarded under the ROSS PH FSS NOFA in FY2004 or 2005 that has been filled by the PHA or is in the process of being filled because of turnover.

2. New Applicants

An applicant that meets the requirements for a new applicant under this FSS NOFA may apply for PH FSS program coordinator positions as follows:

- a. Up to one full-time PH FSS coordinator position for an applicant with HUD approval to administer a PH FSS program of 25 or more FSS slots; or
- b. Up to one full-time PH FSS coordinator position per application for joint PHA applicants that together have HUD approval to administer a total of at least 25 PH 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 ROSS PH FSS NOFA in FY2004 or 2005.

2. New Applicant

Applicants that did not receive funding under the ROSS PH FSS NOFA in FY2005 that have HUD approval to administer a PH FSS program of at least 25 slots or that fulfill the 25 slot

minimum by applying jointly with one or more other applicants who together have approval to administer at least 25 PH FSS slots.

3. Indian Tribe ("tribe")/TDHE means any tribe, band, nation or other organized group or a community of Indians, including any Alaska native village, regional, or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, and that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians pursuant to the Indian Self Determination and Education Act of 1975, or any state-recognized tribe eligible for assistance under section 4 (12)(C) of NAHASDA. Tribally Designated Housing Entity (TDHE) means a tribally designated housing entity as defined by Section 4(21) of NAHASDA.

4. MTW PHAs

New and renewal PHAs that are under MTW agreements with HUD may qualify for funding under this NOFA if the PHA administers an FSS program. When determining the size of a new applicant, MTW PHA's HUD approved FSS program, the PHA may request 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.

5. FSS Program Size

The total number of PH FSS program slots identified in the applicant's HUD-approved PH FSS Action Plan, or, if requested by MTW PHA applicants, the number of slots in the applicant's MTW agreement. The total may include both voluntary and mandatory PH FSS program slots.

6. Action Plan

Describes the policies and procedures of the PHA or tribe/TDHE for operation of a local FSS program. For a full description of the minimum amount of information the Action Plan must contain, please see 24 CFR 984.201.

7. Positive Graduation Percentage

A percentage that will be computed by HUD and used to determine funding order under this NOFA. It is the percent of public housing FSS families that have successfully graduated from the program as shown in FSS exit reports submitted to HUD on the Form HUD-50058 or as otherwise reported to HUD by MTW PHAs. The data source is Form HUD-52767 as well as HUD's PIC data system records of Form HUD-50058 PH FSS program exit reports that were

effective between October 1, 2000, and the publication date of this NOFA.

8. The Number of PH FSS Program Participants

The total number of families shown in HUD's PIC data system as enrolled in the applicant's PH FSS program on the publication date of this NOFA, plus the number of families that successfully completed their PH FSS contracts in the applicant's program between October 1, 2000, and the publication date of this NOFA.

9. 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 PH FSS families with positive escrow balances as a percentage of PH FSS families with FSS progress reports submitted to HUD on the Form HUD-50058 or as otherwise reported to HUD by MTW PHAs. The data source is Form HUD-52767 as well as HUD's PIC data system records of Form HUD-50058 PH FSS program progress reports that were effective between October 1, 2000, and the publication date of this NOFA or as otherwise reported to HUD by MTW PHAs.

10. PH FSS Program Coordinator

A person responsible for linking FSS program participants to supportive services. Program Coordinators will work with the Program Coordinating Committee and local service providers to ensure that the necessary services and linkages to community resources are being made; ensuring that the services included in participants' contracts of participation are provided on a regular, ongoing and satisfactory basis; making sure that participants are fulfilling their responsibilities under the contracts and that FSS escrow accounts are established and properly maintained for eligible families. FSS Coordinators may also perform job development functions for the FSS program.

II. Award Information

A. Available Funds

This NOFA announces the availability of approximately \$10 million in FY2006 to employ FSS program coordinators for the PH FSS program. If additional funding becomes available during FY2006, HUD may increase the amount available for PH FSS Program coordinators under this NOFA. A maximum of \$65,000 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 grant. Funding

amounts for individual grantees will be contingent upon HUD field office approval.

B. Grant Term

The grant term is one year from the execution date of the grant agreement.

C. Grant Extensions

Requests to extend the grant term beyond the originally established grant term must be submitted in writing to the local HUD field office or area Office of Native American Programs (ONAP) at least 90 days prior to the expiration of the grant term. Requests must explain why the extension is necessary, what work remains to be completed, and what work and progress has been accomplished to date. Extensions may be granted only once by the field office or Area ONAP for a period not to exceed six months and may be granted for a further six months by the Program Office.

III. Eligibility Information

A. Eligible Applicants

Eligible applicants are PHAs and tribes/TDHEs which administer low rent public housing programs. New and renewal applicants must have an approved PH FSS Action Plan on file with their local HUD field office or Area ONAP prior to this NOFA's application deadline. PHAs eligible to apply for funding under this NOFA are:

1. Renewal PHAs

Those PHAs that received funding under the PH FSS NOFA in FY2004 or 2005. To continue to qualify as renewal PHAs, the FY2006 application of joint applicants must include at least one PHA applicant that meets this standard. Joint applicants can change the lead PHA in their FY2006 application. A PHA that was originally funded as part of a joint application, that wishes to now apply separately will 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 PH FSS program of at least 25 slots that applies to new applicant PHAs.

2. New Applicants

Applicants that were not funded under the PH FSS NOFA in FY2005. The new applicant PHA must be authorized through its HUD-approved FSS Action Plan to administer a PH FSS program of at least 25 slots, or be an applicant with HUD approval to administer PH FSS programs of fewer than 25 slots that applies jointly with one or more other applicants so that together they have HUD approval to

administer at least 25 PH 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 a PHFSS program. When determining the size of a MTW PHA's HUD-approved PH FSS program, the PHA may request that the number of PH FSS slots reflected in the PHA's MTW agreement be used instead of the number in the PHA's PH FSS Action Plan.

4. Troubled PHAs

a. A PHA that has been designated by HUD as a troubled PHA under the Public Housing Assessment System (PHAS), 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 Low Rent Public Housing program that are resolved prior to the 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 PH FSS program in accordance with applicable HUD regulatory and statutory requirements.

b. The requirements that apply to a PHA whose PHAS troubled designation has not been removed by HUD or whose major program management findings or other significant program compliance problems that have not been resolved by the due date are stated in the Program Requirements section of this NOFA.

B. Cost Sharing or Matching

None required.

C. Other

1. Eligible Activities

Funds awarded to applicants under this FSS NOFA may only be used to pay salaries and fringe benefits of PH FSS program staff. Funding may be used to employ or otherwise retain for one year the services of PH FSS program coordinators. PH 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. Please note that even with a part-time program coordinator, the 25 slot minimum must be retained.

2. Threshold Requirements

a. All Applicants. (1) Each applicant must qualify as an eligible applicant under this NOFA and must have submitted an FSS application in the format required by this NOFA that was received and validated by Grants.gov by the application deadline date.

(2) All applications must include a Dun and Bradstreet Universal Numbering System (DUNS) number. (See 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 the General Section for details.

(4) The applicant must have a financial management system that meets federal standards. See 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. *Continued funding for existing coordinator positions.* In addition to meeting the other requirements of this FSS NOFA, renewal PHA applicants must continue to operate a PH FSS program, have filled (or be in the process of filling because of turnover) eligible FSS program coordinator positions for which they are seeking renewal funding, executed FSS contracts of participation with PH FSS program families and submitted reports on participant families to HUD via the form HUD-50058 or reported as agreed for MTW PHAs.

c. New Applicants. New applicants must meet the all requirements of this FSS NOFA including those in Section III.A above regarding eligibility.

d. Troubled PHAs—Contract Administrator Partnership Agreement. PHAs that are troubled at the time of application are required to submit a signed Contract Administrator Partnership Agreement. The agreement must be for the entire grant term. The grant award shall be contingent upon having a signed Partnership Agreement included in the application. The Contract Administrator must ensure that the financial management system and procurement procedures that will be in place during the grant term will fully comply with 24 CFR Part 85. Troubled PHAs are not eligible to be contract administrators. Grant writers who assist

applicants to prepare their FSS applications are ineligible to be Contract Administrators.

3. Program Requirements

a. Hiring a PH FSS Program Coordinator. Funds awarded to PHAs under this NOFA may only be used to employ or retain the services of a PH FSS Program Coordinator for the one-year grant term. A PH FSS Program Coordinator must:

(1) Work with the Program Coordinating Committee and with local service providers to ensure that PH FSS program participants are linked to the supportive services they need to achieve self-sufficiency.

(2) Ensure that the services included in participants' contracts of participation are provided on a regular, ongoing and satisfactory basis, that participants are fulfilling their responsibilities under the contracts and that FSS escrow accounts are established and properly maintained for eligible families. All of these tasks should be accomplished through case management. FSS coordinators may also perform job development functions for the FSS program.

(3) Monitor the progress of program participants and evaluate the overall success of the program.

b. 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/Tribe/TDHE office.

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

d. Eligible families. Current residents of public/Indian housing are eligible.

Eligible families who are currently enrolled or participating in local public/Indian housing self-sufficiency programs are also eligible.

e. Contract of participation. Each family that is selected to participate in an FSS program must enter into a contract of participation with the PHA or tribe/TDHE that operates the FSS program. The contract shall be signed by the head of the FSS family.

f. Contract term. The contract with participating families shall be for five years. During this time each family will be required to fulfill its contractual obligations. PHAs or tribes/TDHEs may extend contracts for no more than two years for any family that requests an extension of its contract provided the PHA or tribe/TDHE finds that good cause exists to provide an extension. This extension request must be in writing. See 24 CFR 984.303 for more information on contracts of participation.

g. Escrow accounts for very low or low income participating families. Such accounts shall be computed using the guidelines set forth in 24 CFR 984.305. **Note:** FSS families who are not low-income are not entitled to an escrow/credit.

IV. Application and Submission Information

A. Addresses To Request Application Package

Applications are available from www.Grants.gov/Apply. The Download Instructions and the Application Download provide the information and forms that you need to apply for funding under this NOFA. If you have difficulty accessing the information you may receive customer support from Grants.gov by calling their Support Desk at (800) 518-GRANTS, or sending an e-mail to support@grants.gov. You may request general information, 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 from HUD's Web site at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

B. Content and Format of Application Submission

1. Content of Application

In addition to any information required in the General Section, each new and renewal applicant must complete the forms on the list below. Copies of the forms may be downloaded with the application package and instructions from www.Grants.gov/Apply or from the following Web site: <http://www.hud.gov/offices/adm/grants/nofa06/snofaforms.cfm>.

a. SF-424 Application for Federal Assistance—In completing the SF-424, renewal PHAs should select the continuation box on question 2, type of application. In section 18 of the SF-424, estimated funding, complete only 18.a., which will be the amount requested from HUD in the FY2006 FSS application, and 18.g., Total.

b. SF-424 Supplement, Survey on Ensuring Equal Opportunity for Applicants.

c. HUD-27300 Questionnaire for HUD's Initiative on Removal of Regulatory Barriers.

d. SF-LLL Disclosure of Lobbying Activities (if applicable).

e. HUD-2880—Applicant Disclosure/Update Report.

f. HUD-2990—Certification of Consistency with RC/EZ/EC-II Strategic Plan (if applicable).

g. HUD-2991—Certification of Consistency with the Consolidated Plan (if applicable).

h. Tribes/TDHE's must submit a HUD-52752—Certification of Consistency with Indian Housing Plan.

i. Contract Administrator Partnership Agreement, if required (see HUD-52755).

j. HUD-96011 Facsimile Transmittal, even if not transmitting any faxes.

k. HUD-52767 Family Self-Sufficiency Funding Request Form.

l. The HUD-2994-A—"You Are Our Client Applicant Survey" is optional.

m. In addition, the application must include a completed Logic Model (from HUD 96010) showing proposed performance measures. See the General Section for information on the Logic Model.

2. Budget Forms

There are no budget forms required for this application.

C. Submission Date and Time

Your completed application must be received and validated by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date. Applicants should carefully read the section titled "APPLICATION and

SUBMISSION INFORMATION" in the General Section regarding HUD's procedures pertinent to the submission of your application.

D. Intergovernmental Review

Intergovernmental Review is not applicable to this program.

E. Funding Restrictions

1. Salary Cap

Awards under this NOFA are subject to a cap of \$65,000 per year per full time coordinator position funded. Under this NOFA, if applicants apply jointly, the \$65,000 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 three 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 FY2006 PH FSS Program Coordinator application to HUD. Examples of acceptable reasons for increases above three percent would be needed 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 Housing Choice Voucher (HCV) FSS program. A PH FSS program coordinator may only serve Low Rent Public Housing families while the HCV FSS program serves only HCV families. The funding for HCV FSS program coordinators is being made available through a separate NOFA included in the FY2006 Super NOFA.

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

c. Funds under this FSS NOFA may not be used to pay for administrative activities.

F. Other Submission Requirements

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 the General

Section. If HUD grants a waiver, the applicant will be notified of the application submission requirements for paper copy applications. Paper copy applications must be received by the appropriate HUD office no later than the application deadline date to meet the deadline submission requirements.

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 the Grants Management Center 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 PH FSS program size of new applicants and information on the administrative capabilities of PHAs.

B. Reviews and Selection Process

1. 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:

a. Funding Category 1—Applications from eligible renewal applicants designated “high performer” in their most recent PHAS review will be funded for continuation of previously funded eligible positions where the positions are currently filled or are in the process of being filled because of turnover.

b. Funding Category 2—Eligible renewal applicants designated standard performers on the most recent PHAS review will be funded for continuation of previously funded eligible positions where the positions are currently filled or are in the process of being filled because of turnover.

c. Funding Category 3—Eligible renewal applicants designated troubled performers on the most recent PHAS review will be funded for continuation of previously funded eligible positions where the positions are currently filled or are in the process of being filled because of turnover.

d. Funding Category 4—Applications from eligible new applicants agreeing to implement an FSS program of at least 25 slots.

2. Order of Funding

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

HUD will begin funding eligible Funding Category 1 applicants starting with the PHAs with the highest Positive Escrow Percentage first. If monies are not sufficient to fund all applicants with the same Positive Escrow Percentage, HUD will fund eligible applicants in order starting with those that have the highest Graduation Percentage first. If funding is not sufficient to fund all applicants with the same FSS Positive Escrow Percentage and/or Graduation Percentage, HUD will select among eligible applicants by PH FSS program size (number of approved slots) starting with eligible applicants with the largest PH FSS 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. If there are not enough funds to fund all of Funding Category 2, HUD will use same criteria as above for Funding Category 1.

c. Funding Category 3. If funding remains after funding all Funding Category 2 applications, HUD will then process eligible Funding Category 3 applications. If there are not enough funds to fund all of Funding Category 2, HUD will use the same criteria as above for Funding Category 1.

d. Funding Category 4. If funding remains after funding all Funding Category 1, 2, and 3 applications, HUD will then process requests of eligible Funding Category 4 applicants. If there are not sufficient monies to fund all eligible positions requested, HUD will begin funding positions starting with applicants with the largest PH FSS program size (number of approved slots) first.

3. 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.

4. Corrections to Deficient Applications

The General Section of the SuperNOFA provides the procedures for corrections to deficient applications.

5. Unacceptable Applications

After the technical deficiency correction period (as provided in the General Section), the GMC will disapprove applications that it determines are not acceptable for processing. Applications from applicants 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 applicant as defined under this PH FSS NOFA or an application that does not comply with the requirements of Sections IV.B., IV.C. and IV.F. of this NOFA.

b. An application from an applicant that does not meet the fair housing and civil rights compliance requirements of the General Section of the SuperNOFA.

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

d. An application from an applicant that has been debarred or otherwise disqualified from providing assistance under the program.

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

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

VI. Award Administration Information

A. Award Notices

Successful applicants will receive an award letter from HUD. Successful applicants will be notified by letter and will receive instructions for the steps they must take to access funding and begin implementing grant activities. Applicants who are not funded will also receive letters via U.S. postal mail.

B. Administrative and National Policy Requirements

1. Environmental Impact

This NOFA is 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. Applicable Requirements

Grantees are subject to regulations and other requirements found in:

a. OMB Circular A-87 "Cost principles for State, Local, and Indian Tribal Governments";

b. OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations";

c. HUD Regulations 24 CFR Part 984 "Section 8 and Public Housing Family Self-Sufficiency Program"; and

d. HUD Regulations 24 CFR Part 85 "Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments".

3. Economic Opportunities for Low- and Very Low-Income Persons (Section 3)

Section 3 requirements do not apply to this program.

4. Fair Housing and Civil Rights Laws

Please see the General Section for more information.

5. Provision of Services to Individuals With Limited English Proficiency (LEP)

Successful applicants and grantees must seek to provide access to program benefits and information to LEP individuals through translation and interpretive services in accordance with HUD's LEP Recipient Guidance 68 FR 70968.

6. Communications

Successful applicants should ensure that notices of and communications during all training sessions and meetings shall be provided in a manner that is effective for persons with hearing, visual and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973. See 24 CFR Section 8.6.

7. 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 helping HUD-assisted renters make progress toward self-sufficiency by giving funding preference to PHAs whose FSS programs show success in moving families to economic self-sufficiency. You can find out about HUD's Strategic Framework and Annual Performance Plan at <http://www.hud.gov/offices/cfo/reports/cforept.cfm3>.

8. HUD Policy Priorities

This NOFA supports the HUD policy priority of helping HUD-assisted renters made progress toward self-sufficiency. In this NOFA, funding priority is given to those PHA applicants that

demonstrate that their FSS families have increased their earned income since enrolling in FSS. 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 or as otherwise agreed for MTW PHAs. HUD's assessment of the accomplishments of the FSS programs of grantees funded under this NOFA will be based in part 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. Grantees shall use quantifiable data to measure performance against goals and objectives outlined in their Logic Model. Semi-annual Performance Reports consisting of the updated Logic Model are due to the field office on July 30 and January 31 of each year. For FY2006, HUD is considering a new concept for the Logic Model. The new concept is a Return on Investment statement. HUD will be publishing a separate notice on the ROI concept. 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. The HUD-50058 used in concurrence with the PIC Data system is a comparable form. Applicants that receive awards from HUD should be prepared to report on additional measures that HUD may designate at time of award.

D. Debriefings

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 that announcement, 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.

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. 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. Persons with hearing or speech impairments may use the Grants.gov helpdesk e-mail.

B. Satellite Broadcast

HUD will hold an information broadcast via satellite for potential applicants to learn more about the PH 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 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 2577-0229. 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 forty hours per respondent for the application. This includes the time for collecting, reviewing, and reporting the data for the application. 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.

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