PIH FSS NOFA

For Fiscal Year 2006

CFDA # 14.877

REQUEST

- **PLEASE READ THE ENTIRE NOFA SEVERAL TIMES AND READ THE GENERAL SECTION.**

- **WATCH THE LOGIC MODEL AND GRANTS.GOV WEBCASTS**
  - **http://www.hud.gov/offices/adm/grants/nofa06/broadcasts.pdf**

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

- **$10 million**

APPLICATION DEADLINE

June 8, 2006

11:11:59pm Eastern

No exceptions

Received *AND validated* (which may take 24-48 hours)

Application Deadline

- **If there is something wrong with your application, you will get an email telling you that validation failed.**

- **Extra days were built into the deadline for this process**

- **PLEASE start your submission at least 3 days before the deadline.**

- **Make sure that someone will be available for that time to cure the deficiencies!**

Application Deadline Date/Waivers

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 for HUD to receive the application.

- See the General Section of the SuperNOFA.

ELIGIBLE APPLICANTS

- **PHAs and Tribes/TDHEs only.**
- **Applicants must administer a low-rent public housing program**
- **Applicants must have an approved PH FSS Action Plan on file with their local HUD Field Office/Area ONAP office prior to this NOFA application deadline.**
- **Must have at least 25 slots**

ELIGIBLE APPLICANTS

- **Only one application per PHA/Tribe/TDHE**

- **Joint applications are eligible with a joint minimum of 25 slots.**

- **You may not submit both a sole and joint application**

MAXIMUM FUNDING AMOUNTS

- **<u>New</u> Applicants: $65,000 max for ONE full-time position, (TOTAL salary AND fringe benefits)**

- **<u>Renewal</u> PHAs: $65,000 max per <u>each</u> full-time program coordinator position awarded under the FY2004 or FY2005 ROSS PH FSS NOFAs that has been filled or is in the process of being filled because of turnover.**

MAXIMUM FUNDING AMOUNTS

- **Salaries must be comparable to rates paid similar professions in local area.**

- **Even with a part-time program coordinator, the 25 slot minimum must be maintained**

Funding Priority

- 1st – renewals for applicants that have achieved High Performer status on most recent PHAS review
- 2nd – standard performer renewals
- 3rd – Troubled performer renewals
- 4th – New applicants
- There will be no "expansion" funding this year

Regulations and Requirements

- **FSS programs must be administered in accordance with HUD regs in**

24 CFR Part 984.

- **This includes using a Program Coordinating Committee**

MTW PHAs

- **MTW PHAs 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.**

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 and one further extension of not more than 6 months may be granted by HQ**

MATCH

- **NO match required**

CHANGE FROM LAST YEAR

- **Application forms are different – especially HUD-52767**

- **No budget required**

- **No Rating Factor narratives required**

Eligible Activity

- **Pay salaries and fringe benefits to PH FSS coordinator for one year.**

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**

Program Coordinator

– **Work with Program Coordinating Committee and local service providers**

– **Case management**

– **Job development**

– **Outreach to residents with disabilities**

– **Monitor the progress and evaluate overall success**

Program Coordinator

– **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, but must still have at least 25 slots.**

Salary Comparables

- **Evidence of salary comparability to similar positions in the local jurisdiction must be kept on file in the local office.**

- **There is a box to check on HUD-52767 to attest to this. (7f for renewals and 10b for new)**

THRESHOLD REQUIREMENTS

- **Must be an eligible applicant which means operating low-rent public housing (HCV-only is not eligible) AND have an approved PIH FSS Action Plan**

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 or amended 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

- **For Troubled PHAs, Contract Administrator Partnership Agreement**
- **All General Section requirements**
- **Code of Conduct**

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.**

Program Requirement

- **Escrow Accounts**
  - **Shall be computed using the guidelines set forth in 24 CFR 984.305.**

ELIGIBLE PARTICIPANTS

- **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 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**

Funding Restrictions

- **Renewal coordinator positions are limited to a 3% increase above the amount of the most recent award for the position unless a higher increase is approved by the local HUD Field Office.**
  - **Written justification and at least 3 salary comparables must be submitted to the Field Office by the PHA at the time they submit their PH FSS Program Coordinator application to HUD.**

INELIGIBLE ACTIVITIES

- **Salary for an FSS Coordinator for the HCV FSS program**

- *Services* **for program participants**

- **Administrative Activities**

Order of Funding

- 1. Renewal high performers
- 2. Renewal standard performers
- 3. Renewal troubled performers
- 4. New

Order of Funding

- **First all eligible applicants in Category 1, then, Category 2, etc.**

- **If not enough funds for all of a category, highest Positive Escrow Percentage first**

- **If a tie, highest Graduation Percentage**

- **Then, largest program size**

Order of Funding

- **Positive Escrow Percentage**
  - **Number of PH FSS families with positive escrow balances as a percentage of total PH FSS enrolled families between October 1, 2000 and publication date of NOFA (March 8, 2006)**
  - **See question 9d on HUD-52767**

Order of Funding

- **Graduation Percentage**
  - **Percent of PH FSS families that have successfully graduated from the program between Oct 1, 2000 and publication date of NOFA (March 8, 2006)**
  - **See question 9g**

APPLICATION FORMAT

- **All applications must be submitted electronically unless a waiver has been obtained.**

- **It is very unlikely that waivers will be given. See the General Section for request procedures and justifications**

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 other FSS application forms ARE ALSO REQUIRED of all applicants. These forms are included in the "optional documents" section or in the Instructions Download.**

Application Submission

- **Please see p.11958 for a list of required application content for PH FSS**

Application Submission

- **Application forms in the Instruction Download should be saved to your hard drive, completed and then attached to your electronic application package for submission to Grants.gov.**

Application Requirements - Forms

- **SF-424 – DO THIS FIRST – it will fill in sections of other forms automatically**
  - **Found in mandatory forms**
  - **Renewal applicants select "continuation" on question 2, "type of application"**
  - **In Section 18, "estimated funding" complete only 18a, the amount of federal funding requested, and 18g, the Total**

Application Requirements - Forms

- **SF-424 Supplement, Survey on Ensuring Equal Opportunity for Applicants**
  - Found in "optional documents" called "Faith-Based EEO Survey"

Application Requirements - Forms

- **HUD-27300 Questionnaire of HUD's initiative on Removal of Regulatory Barriers**
  - **Found in "optional documents" called "HUD Community Initiative Form"**

Application Requirements - Forms

- **SF-LLL – Disclosure of Lobbying Activities (if applicable)**
  - **Found in "Optional Documents" called "Disclosure of Lobbying Activities"**

Application Requirements - Forms

- **HUD-2880 – Applicant Disclosure/Update Report**
  - **Found in "Optional Documents" called "HUD Applicant-Recipient Disclosure Report"**

Application Requirements - Forms

- **HUD-2990 – Certification of Consistency with RC/EZ/EC-II Strategic Plan (if applicable)**
  - **No extra points for this certification this year**
  - **Found in Instruction Download zip file called "HUD-2990"**

Application Requirements - Forms

- **HUD-2991 – Certification of Consistency with Consolidated Plan (if applicable)**
  - **Found in Instructions Download called "HUD-2991"**

Application Requirements - Forms

- **HUD-52752 – Certification of Consistency with Indian Housing Plan**
  - **Required for Tribes/TDHEs**
  - **Found in Instructions Download called "HUD-52752"**

Application Requirements

- **Contract Administrator Partnership Agreement (if applicable)**
  - All Troubled applicants must submit this
  - Found in Instructions Download called "HUD-52755 Administrator Partnership Agreement"

Application Requirements – HUD-52767

- **HUD-52767 Family Self-Sufficiency Funding Request Form**
  - Found in Instruction Downloads called "52767 PH Funding Request"
  - This is the important one – it's the bulk of your application

HUD-52767 notes

- Question 6 – Funding Category for this Application – choose 1,2,3, or 4 based on list on p.11959 which is the same as the funding priority

- Question 7d – please list the salary/fringe of EACH position for which you are requesting funding. The total goes in 7e

Application Requirements - Forms

- **HUD-96011 Facsimile Transmittal**
  - **Required of all applicants even if not transmitting any faxes**
  - **Found in Mandatory Documents called "HUD Facsimile Transmittal"**

Side note on Faxes

– **Use HUD-96011 as the cover sheet if you submit any fax attachments or they will NOT be read.**

– **Entire applications submitted by fax will NOT be accepted**

– **Use a separate cover sheet for each document and fax separately**

Application Requirements - Forms

- **HUD-2994-A "You are Our Client Applicant Survey" (optional)**
  - **Found in Instruction Download called "HUD-2994"**
  - **This is where you tell us about your application experience. PLEASE take the time to fill this out and include comments.**

Application Requirements - Forms

- **NO budget forms required for PH FSS this year.**

- **A budget form is in the "optional documents" section – please ignore.**

Application Requirements – Logic Model

- **Logic Model – HUD 96010**
  - **Found in Instructions Download**
  - **Excel File**
  - **Please watch the archived webcast from March 16, 2006 on the Logic Model**

Application Requirements – Logic Model

- Drop down menus
- Short, intermediate and long term on separate sheets

Application Requirements – Logic Model

- **HUD's Strategic Goals (column 1 left side) can be found on p3394 of the General Section**
  - **Logic Model instructions use "1,2,3" while General Section uses "A,B,C."HUD is doing a technical correction to follow the General Section a, b,c .**
- **HUD's Policy Priorities (column 1 right side) can be found on p.3394-3395 of the General Section**
  - **Logic Model instructions use "1,2,3" while General Section uses "A,B,C." either one is fine.**
- *PLEASE do not just pick all of them*

Application Requirements - Attachments

- **Please label your attachments clearly – Word and Excel will let you put spaces in the names of documents – please name it EXACTLY what it is and who you are if you can.**

- **Please use the Logic model Naming conventions in the Logic Model instructions in the form**

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
  - Lots of tips (see esp. p3393)
  - E.g. MEC error is not a grants.gov error… it's something wrong with your system

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 Registration Process

1. Obtain Data Universal Number System (DUNS) Number.

2. Register with the Central Contractor Registration (CCR)

3. Register with the Credential Provider

4. Authorized Organization Representative (AOR) must register with Grants.gov

5. E-Business Point of Contact authorizes the AOR to submit grant application.

Renewal/Update Registration Process for CCR POCs

- You must renew your CCR Registration annually

- At www.ccr.gov click on Update or Renew Registrations Using TPIN

- Enter your DUNS Number and TPIN and click submit

- If there are any changes, make the changes and click submit.

- If you don't know the TPIN, you can ask for the TPIN number. It will be emailed to CCR POC

Registration Process

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

Incomplete registration was the most common error 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 AND Instructions packages from Grants.gov and save to your hard drive.

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.

Electronic Application Submission

- **SAVE every email correspondence, email validation, the log number/call number every time you call the help desk, etc. These may become crucial if there is a problem.**

- **SAVE all fax transmission sheets that your fax machine produces.**

Electronic Application Help

- **Help with Grants.gov process, please call 1-800-518-GRANTS or send an email to support@grants.gov**
- **Please do not call the Program office with Grants.gov questions**

Application Info

- **When you download the application (or at another time) register to be notified of changes. Read these notices carefully when they happen – they may or may not require a new download of the application or instructions.**

Application Info

- **Check the Federal Register for any Technical Corrections**

- **If you have signed up for the Grants.gov notification service you will receive an email when a Technical Correction is issued.**

Application Info

- **Check http://www.hud.gov/offices/adm/grants/fundsavail.cfm for updates, FAQs, Tips, Guidance, etc.**
  - **This is the "Funds Available" page**
    - **HUD.gov – Grants – Funds Available – then go to your program page**

APPLICABLE REGULATIONS

- **24 CFR part 984**

REQUEST

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