

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
[Docket No. FR-5600-N-31]

**Notice of Funding Availability (NOFA) for HUD's Fiscal Year 2012
Public & Indian Housing Family Self-Sufficiency Program (under Resident
Opportunity & Self-Sufficiency (ROSS))**

AGENCY: Office of the Assistant Secretary for Public and Indian Housing, HUD.

ACTION: Notice of Funding Availability for HUD's Fiscal Year (FY) FY2012 Public Housing Family Self-Sufficiency (PH FSS) Program.

SUMMARY: This Notice makes available \$15 million in FY2012 funding for the Public Housing Family Self-Sufficiency (PH FSS) Program. This Notice is comprised of the Notice of HUD's FY2012 Notice of Funding Availability (NOFA), Policy Requirements and General Section (**General Section**) to HUD's FY2012 NOFAs for Discretionary Programs, posted on www.Grants.gov on September 19, 2011, and this program section to the NOFA.

The purpose of the 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 and financial literacy, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency.

PHAs or tribes/TDHEs that administer PH FSS programs enter into five-year contracts with new families on an ongoing basis, but HUD funding for coordinator salaries is awarded on an annual basis. To ensure continuity of services to those families currently enrolled in PH FSS, the Department will first fund PHA or tribe/TDHE applicants that are currently administering PH FSS programs that meet performance standards/thresholds that are established in this NOFA. If funding remains, the Department will fund additional applicants that wish to establish new PH FSS programs. Priority will be given to both existing and new programs that adopt HUD policy priorities (see **General Section**). Those priorities are intended to enhance education, training and job opportunities available to PH FSS program participants.

NOTE: For FY 2012, this NOFA has been modified to be similar to the Housing Choice Voucher FSS NOFA. Please see Section G below, "Additional Overview Content Information" under "Overview Information" for a summary list of changes.

The Family Self-Sufficiency Program is authorized by Section 23 of the United States Housing Act of 1937. In addition to the statute, the FY12 **General Section** and any subsequent technical corrections or supplementary information, establish threshold and other critical application submission requirements that affect this NOFA. Additional threshold and other evaluation criteria are also established by this NOFA. Therefore, applicants for assistance under this NOFA are directed to review both the 2012 **General Section** and this NOFA prior to submitting an application.

DATES: The application deadline date for PH FSS applications is 11:59:59 p.m. eastern time on **May 30, 2012**. Applications submitted through <http://www.grants.gov> must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date.

Applications submitted to Grants.gov go through a validation process before they are accepted by the Grants.gov system. Please allow time for this process to ensure that you meet the timely receipt requirements. See Section IV of the **General Section** regarding application submission procedures and timely receipt requirements. (NOTE: The validation system does not check to see that all attachments required by the NOFA are in the submission, or that the applicant has submitted all the required elements of the application. This is discussed further in the **General Section**.)

FOR FURTHER INFORMATION CONTACT: For answers to your questions, you may contact the Public and Indian Housing Resource Center at 800-955-2232. Questions regarding specific program requirements for PH FSS should be directed to Dina Lehmann-Kim at Dina.Lehmann-Kim@hud.gov or 202-402-2430. Prior to the application deadline, staff will be available to provide general guidance, but not guidance with actually preparing the application.

Questions regarding the 2012 **General Section** should be directed to the Grants Management and Oversight Office at 202-708-0667 (this is not a toll-free number). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Information Relay Service at 800-877-8339.

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 & Indian Housing Family Self-Sufficiency (PH FSS) Program Coordinators.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: FR-5500-N-500-N-31, For PH FSS, the OMB Approval Number is 2577-0229.

E. Catalog of Federal Domestic Assistance (CFDA) Number(s): 14.877, Public & Indian Housing Family Self-Sufficiency.

F. Dates: The application deadline date is 11:59:59 p.m. eastern time on **May 30, 2012** for the PH FSS program. Applications must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date.

Please carefully read the Notice of HUD's Fiscal Year (FY) 2012 Notice of Funding Availability (NOFA) Policy Requirements and **General Section** to HUD's FY2012 NOFAs for Discretionary Programs, posted on Grants.gov on September 19, 2011. Applicants should be aware that following receipt of their applications to Grants.gov, applications go through a

validation process in which the application is either accepted or rejected. Please allow time for this process to ensure that you meet the timely receipt requirements. (NOTE: The validation system does not check to see that all attachments required by the NOFA are in the submission, or that the applicant has submitted all the required elements of the application. This is discussed further in the **General Section**.)

G. Additional Overview Content Information:

1. Substantive Changes from the FY 2011 NOFA.

For FY 2012, the PH FSS NOFA is being modified to be similar to the HCV FSS program NOFA. Please read this NOFA carefully; however, major changes include:

a. New Form for PH FSS: Applicants to the PH FSS program under this FY2012 NOFA are now required to use HUD form 52651 (the HCV FSS form) instead of HUD form 52767 (the ROSS PH FSS Form). *The HUD-52767 will no longer be accepted.* Failure to submit the HUD-52651 will be considered a curable deficiency. For more information about the procedure for correcting a technical deficiency, please refer to the FY2012 **General Section**, Section V.B.2. “Corrections to Deficient Applications.” The **General Section** stipulates that corrections must be received by HUD within 14 calendar days of the date of the HUD email notification of a deficiency. The FY2012 **General Section** may be obtained here:

<http://portal.hud.gov/hudportal/documents/huddoc?id=2012gensecNOFA.pdf>.

b. Formula Funding. The number of program slots-to-coordinator ratio for *additional coordinators* has been changed. For the first full-time coordinator, the ratio continues to be the same: a PHA/Tribe/TDHE must have a HUD-approved FSS Action Plan for at least 25 slots. For each *additional* coordinator, a PHA/Tribe/TDHE must serve an *additional* 50 families (i.e. 75 total slots for two coordinators). In previous years, each additional coordinator had to serve an additional 25 families. Renewal applicants that currently have more than one coordinator with a ratio of 25 slots for each additional coordinator will have one year to serve the additional 50 participants per coordinator. (See Section III B.3 “Funding for Additional Positions for Existing PH FSS Programs (Resulting in Category 4)” (p.12) for more details).

c. Part-time positions: PHAs or tribes/TDHEs will now be eligible for a part-time coordinator if they cannot fulfill the minimum 25-slot requirement for a full-time coordinator. A part-time coordinator must serve between 15-24 families, and will receive a part-time salary. A PHA wishing to convert from a full-time to a part-time coordinator must revise its FSS Action Plan and receive HUD approval prior to the application deadline. The salary of a part-time coordinator cannot exceed 50% of the salary of a full-time coordinator (i.e. \$34,500). See Section II.B (p.10) and III B.1.b (p.11) for more details.

d. New Metrics: For FY 2012, HUD will be using FSS program reports as a performance metric, as well as number of families receiving the Earned Income Disregard. (See Section I.C.14. “Percentage of Families with Increased Earned Income” (p.9), for more details.)

e. Number of program participants. In previous years, if the number of PH FSS program participants recorded on Form HUD-52767 did not match the number of PH FSS program participants recorded in PIC, the number recorded on the HUD-52767 took precedence. This is

no longer the case. HUD will post the number of program participants based on PIC data for each PHA or tribe/TDHE on the web prior to the application deadline. If a PHA or tribe/TDHE disagrees with the number of program recipients listed on the web, the applicant must submit documentation with the application correcting the number. (See Section I.C.12 “Number of PH FSS Program Participants”, pp.8-9) for more details.)

f. Previously Funded Programs. Recipients of PH FSS funds from the FY2009, FY2010, and FY2011 NOFAs will be considered renewal applicants. Rating of past performance for these applicants will be based on the criteria described under Section III.D.2.b.2. (a) “Performance and Capacity Requirements” p. 15-16). Rating of past performance for applicants who established *new* programs with FY2010 or FY2011 funding will be based on the criteria established in Section III.D.2.b.2.(b) (p.16)

g. New Applicants. If you are currently administering a PH FSS program, and did not receive funding through the FY2009, FY2010, and FY2011 NOFAs, or you have not previously administered a PH FSS program, you will be considered a “new applicant.” Please see Section III.D.2.b.2.(b) “Performance and Capacity Requirements” (p.16) for information about how past performance will be evaluated.

2. Purpose of the Program. The purpose of the 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 and financial literacy, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency.

The Department will measure the success of local FSS programs not only by the number of families who achieve self-sufficiency, but also by the number of FSS families who, as a result of participation in the program, have family members who obtain their first job, or who obtain higher paying jobs; no longer need benefits received under one or more welfare program; obtain a high school diploma or higher education degree; or accomplish similar goals that will assist the family in obtaining economic independence.

The FSS program and this PH FSS NOFA support the Department’s strategic goal of utilizing housing as a platform for improving quality of life by helping HUD-assisted renters increase economic security and self-sufficiency. The FSS program provides critical tools that can be used by communities to help families develop new skills that will lead to economic self-sufficiency. As a result of 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. In addition to working directly with families, an FSS Program Coordinator is responsible for building partnerships with employers and service providers in the community to help participants obtain jobs and services. FSS Program Coordinators must ensure that the services included in contracts of participation of program participants 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.

3. Funding Available. For PH FSS, HUD expects to award a total of approximately \$15 million in FY2012 funding plus any available FY2011 PH FSS/ROSS funds.

4. Award Amounts. Awards will pay only for the annual salary and fringe benefits of PH FSS Program Coordinators. Awards will be based on locality pay rates for similar professions. Each new or on-going position award will not exceed \$69,000 per position, or \$34,500 for a part-time coordinator. There will be no salary increases for positions funded under the FY2011 PH FSS NOFA.

5. Eligible Applicants. Eligible applicants are Public Housing Authorities (PHAs), including Moving to Work (MTW) PHAs, and tribes/Tribally Designated Housing Entities (TDHEs) that currently administer PH FSS programs or have HUD field office/area ONAP approval of their FSS Action Plan authorizing them to implement a PH FSS program. *All applicants must have an approved PH FSS Action Plan on file with their local HUD field office or Area Office of Native American Programs (ONAP) prior to this NOFA's application deadline.* Indian Housing Plans do not suffice as a replacement for an FSS Action Plan.

Non-profit organizations and resident associations are *not eligible* to apply for funding under this NOFA.

6. Grant Term. The grant term is one year from the date that HUD signs the grant agreement. However, extensions/modifications will be made to account for the overlap in funding due to the HUD NOFA cycle. Renewal applicants can generally expect that the funding pursuant to this FY12 NOFA will fund coordinator(s) for the twelve months following the final expenditure of FY10 or FY11 funding (see chart below):

Source of FSS Funds	Award Period
FY10 NOFA, Awards made in June 2011	<u>Renewal Grantees:</u> Spring 2011-Spring 2012 <u>New Grantees:</u> June 2011-June 2012
FY11 NOFA, Awards made in September 2011	<u>Renewal Grantees:</u> Spring 2012-Spring 2013 <u>New Grantees:</u> September 2011-September 2012
FY12 NOFA	<u>Renewal Grantees:</u> Spring 2013-Spring 2014 <u>New Grantees:</u> Award month 2012-Award month 2013

7. Coordination Between Programs with Services or Service Coordination. Any jurisdiction that receives multiple sources of grant funding (from the programs listed below) to

serve the same population or geographic area should coordinate among those programs, where appropriate, so as to leverage shared resources, avoid duplication of services, and improve access and service delivery to participating families: ROSS Service Coordinators (ROSS-SC), Public Housing Family Self-Sufficiency, Housing Choice Voucher Family Self-Sufficiency, HOPE VI Revitalization, Choice Neighborhoods, Elderly/Disabled Service Coordinators, HUD-VASH, Family Unification Vouchers, Multi-Family Service Coordinators, Continuum of Care programs and/or other special use housing assistance with services or service coordination. One example of sharing is PHAs that administer both Public Housing and HCV FSS and/or ROSS-SC programs may use a single Program Coordinating Committee. Coordination between programs should be conducted by and between program coordinators or other program management staff.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

A. Authority and Program Description. Funding for this program is authorized by the Housing and Urban Development Appropriations Act, 2012, Public Law 112-55, 125 Stat. 552, Approved: Nov. 18, 2011.

On an annual basis, HUD has provided funding to PHAs or tribes/TDHEs that are operating PH FSS programs to enable those entities to employ program coordinators to support their PH FSS programs. In this Fiscal Year (FY) 2012 PH FSS Program Coordinator NOFA, HUD is again making funding available to PHAs and tribes/THDEs to employ PH FSS program coordinators for one year. HUD will accept applications from PHAs or tribes/TDHEs that are currently administering a PH FSS program under a HUD-approved Action Plan. HUD will also accept applications from PHAs/tribes/TDHEs that are not currently administering a PH FSS program. PHAs/tribes/TDHEs in this category must have a HUD-approved PH FSS Action Plan that authorizes them to implement a PH FSS program either on a part-time basis (15-24 slots) or a full-time basis (25 or more slots).

NOTE: Funding priority for PH FSS applicants will be provided to applicants currently administering a PH FSS program that can demonstrate with Public Information Center (PIC) data program accomplishments such as increased earned income of program participants, families successfully completing their FSS contracts, and to PHAs/tribes/TDHEs with program outcomes that support two of the following three HUD policy priorities: 1. Job creation/employment; 4. Capacity building and knowledge sharing; or 5. Using housing as a platform for improving quality of life. (See also Section III.D.2.b.2. "Performance and Capacity Requirements" (pp.15-16) for information about how past performance will be evaluated.)

B. Order of Funding: HUD will first fund renewal positions of applicants that were funded under the FY 2009, FY2010, or FY2011 PH FSS NOFAs that meet the performance requirements of Section III.B.1. "PHAs or Tribes/TDHEs currently administering PH FSS programs" (p. 11) and the Selection Process in Sections V.B 1 to 3 (pp. 30-31) of this NOFA.

If funding remains, HUD will then fund applicants that currently administer PH FSS programs that were *not* funded under the FY2009, FY2010, or FY2011 PH FSS NOFAs that

meet the performance requirements of III.B.1.a. “PHAs or Tribes/TDHEs currently administering PH FSS programs” (p.11) and the Selection Process in Sections V.B.1 to 3 (pp. 30-31).

Eligible PHAs/tribes/TDHEs that do not yet operate a program, but have HUD approval to implement a PH FSS program and meet the requirements of Section III.B.2. “PHAs or Tribes/TDHEs That Do Not Currently Administer PH FSS Programs But Have a HUD-approved FSS Action Plan (Resulting in Funding Category 3)” (p.12). of this NOFA, will be funded in accordance with the Selection Process in Sections V.B. 1 to 3 (pp. 30-31).

If funding remains, PHAs that currently operate a HUD-approved FSS program may apply for an additional coordinator(s) provided their program meets the requirements of Section III.B.3. of this NOFA “Funding for Additional Positions for Existing PH FSS Programs (Resulting in Funding Category 4)” (p.12). Please also see Sections V.B 1-3 (pp. 30-31).

NOTE: The maximum number of positions that a new applicant, including new joint applicants, may receive is either one part-time coordinator or one full-time FSS program coordinator. A part-time FSS program coordinator must serve a minimum of 15-24 slots; a full-time FSS program coordinator must serve a minimum of 25 slots.

C. Definitions. The following definitions apply to the funding available under this NOFA.

- 1. Action Plan.** The PHA/tribe/TDHE’s PH FSS Action Plan must describe the policies and procedures the PHA or tribe/TDHE will use to implement their FSS program. For a full description of the minimum amount of information that the Action Plan must contain, please see 24 CFR 984.201. Applicants must have a HUD approved PH FSS Action Plan prior to submitting an application under this NOFA.
- 2. Contract Administrator** means an overall grant administrator or a financial management agent (or both) that oversees the implementation of the grant and/or the financial aspects of the grant. A Contract Administrator is required for troubled applicants. See Section III.D.2.b. “Program Threshold Requirements”, subsection (2) (c) “Troubled Applicants (p. 17).
- 3. Contract of Participation** – establishes the terms and conditions governing participation of a family in the PHA or tribe/TDHE’s FSS program. See 24 CFR 984.303 for further information including the contract term.
- 4. Eligible Families.** Current PH program participants or NAHASDA-assisted residents.
- 5. FSS Escrow Account.** An account established for each FSS family in accordance with 24 CFR 984.305. During the term of the FSS contract, escrow credits are calculated and deposited in a credit-bearing account for each participating family. The amount of the escrow credit is based on increases in the family’s rent that result from increases in the family’s earned income during the term of the FSS Contract of Participation.

6. PH FSS Program Coordinator. The person hired through the grant who is responsible for linking PH FSS program participants to supportive services. Program Coordinators work with the Program Coordinating Committee and local service providers to ensure that the necessary services and linkages to community resources are being made, such as 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 their contracts of participation, and ensuring that FSS escrow accounts are established and properly maintained for eligible families. FSS Coordinators may also perform job development functions for the FSS program.

7. PH FSS Program Size. The total number of PH FSS program slots identified in the PHA/tribe/TDHE's HUD-approved FSS Action Plan, or if requested by Moving to Work (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. The number is used to determine the eligibility of applicants under this NOFA that are not currently administering an FSS program. NOTE: *FSS Program Size differs from Number of FSS Program Participants in that FSS Program Size refers to the number of HUD-approved slots – a goal. Number of FSS Program Participants refers to the number of families actually engaged in the program.*

8. Indian Tribe. The definition of Indian tribe under this NOFA shall be the same definition of Indian tribe found in Section 4(13) of NAHASDA.

9. Target Period. This is October 1, 2010 – September 30, 2011. This is the period HUD will use to review data in PIC to verify number of participating families applicants are serving and other relevant information.

10. Logic Model. Form HUD-96010. This form is completed by applicants annually in their PH FSS application submission. Each application requires a separate Logic Model. Funded programs use the Logic Model to show accomplishments against proposed outputs and outcomes as part of the annual reporting requirement. Funded programs use quantifiable data to measure performance against goals and objectives outlined in their Logic Model. Detailed information on the Logic Model is included in the **General Section**.

11. Moving to Work (MTW) PHAs. PHAs that are under MTW agreements with HUD. MTW PHAs may qualify for funding under this NOFA. A MTW PHA administers an FSS program in accordance with 24 CFR Part 984. In order for an MTW PHA to qualify as a new applicant, the MTW agency must indicate that it will fill 25 program slots in its FSS program.

12. Number of PH FSS Program Participants. For PHAs currently administering PH FSS programs, the total number of families shown in HUD's PIC data system on HUD form 50058 or 50058 MTW as enrolled in the applicant's PH FSS program during the target period. HUD will post a report for PH FSS showing PIC data of PH FSS programs for the specified time period that includes total number of program participants under contract, total with FSS progress reports, total number of program participants with positive escrow balances, and total number of program participants that successfully completed their FSS contracts. The report will also include the number of PH FSS families that qualified for the earned income disregard. For

Tribes/TDHEs administering PH FSS programs, this information will be collected from area ONAPs. The report will be available by going to www.hud.gov/grants/, clicking on “Funds Available” then going to “2012 Notices – Funds Available” and clicking on the PH FSS program link.

Any PHA or Tribe/TDHE that believes its posted numbers are incorrect and that it will be underfunded or ineligible as a result must include documentation with their application submitted in response to this NOFA to confirm the correct numbers. Documentation may include, but is not limited to, an ad hoc report from PIC or another listing generated from the PHA’s/tribe’s software that identifies all families that were under PH FSS contract during the target period of this NOFA. The same documentation requirements apply to a PHA whose data is not included in the posting on the “Funds Available” webpage for the PH FSS program. MTW PHAs in particular should be aware of this requirement as the Department has encountered problems retrieving their PIC data in the past. The same requirements apply to MTW PHAs.

NOTE: The HUD-96011 Facsimile_Transmittal_Form must be used as the cover sheet for any faxes submitted in conjunction with an electronic application. Please see the **General Section** for more information.

13. NAHASDA-assisted resident. A NAHASDA-eligible person who has been assisted under NAHASDA.

14. Percentage of Families with Increased Earned Income. This percentage will be computed by HUD for applicants that currently administer PH FSS programs.

This figure will be the total number of families with Positive Escrow Balance and the total number of families that met the criteria for Earned Income Disregard during the target period as a percentage of participating families with PH FSS Progress Reports. This percentage will be used to determine the funding order of eligible applicants currently administering PH FSS programs in each priority category under this NOFA where funding is not sufficient to fund all applicants.

This calculation will be made using data for the period from October 1, 2010 through September 30, 2011 that has been submitted to HUD on the Form HUD-50058 or for MTW PHAs, the HUD-50058-MTW. For tribes/TDHEs, the information will be collected from area ONAPs.

NOTE: Any PHA or tribe/TDHE that believes its posted numbers are incorrect and that it will be underfunded or ineligible as a result must include documentation with their application submitted in response to this NOFA to confirm the correct numbers. Documentation may include, but is not limited to, an ad hoc report from PIC or another listing generated from the PHA’s/tribe’s software that identifies all families that were under PH FSS contract during the target period of this NOFA.

15. PHA/Tribe/TDHE Applicants Not Currently Administering a PH FSS Program. PHAs or Tribes/TDHEs that do not currently administer a PH FSS program, *but have a HUD-approved*

FSS Action Plan authorizing them to implement a PHFSS program may apply for funding under this NOFA. Such PHAs/tribes/TDHEs would not have any data in HUD's PIC data system or area ONAP describing FSS activities. For purposes of eligibility under this NOFA, the approved program size must meet the requirements of III.B.2. "PHAs or Tribes/TDHEs That Do Not Currently Administer PH FSS Programs But Have a HUD-approved FSS Action Plan (Resulting in Funding Category 3)" (p.12) of this NOFA.

16. Program Coordinating Committee. Each participating PHA or tribe/TDHE must establish a Program Coordinating Committee (PCC) whose functions will be to assist the PHA or tribe/TDHE in securing commitments of public and private resources for the operation of the FSS program within the PHA's or tribe/TDHE's jurisdiction, including assistance in developing the Action Plan and in implementing the program. For additional information pertaining to the requirements of a PCC, please see 24 CFR Part 984.202.

17. Salaries Subject to a Salary Limitation. There will be no salary increase in the FY12 PH FSS NOFA for the Project Coordinator position. The salary rate will remain the same as the rate provided under the FY11 NOFA. Applicants with funded part-time positions may apply to increase their position to a full-time position if they have served at least 25 families during the target period of this NOFA.

18. Troubled PHAs. Troubled applicants are applicants that carry a designation by HUD as "troubled" under the Public Housing Assessment System (PHAS) as of the deadline date of the application.

II. AWARD INFORMATION

A. Available Funds. This NOFA announces the availability of approximately \$15 million in FY2012 program funding to employ FSS program coordinators for the PH FSS program. If additional funding becomes available during FY 2012, HUD may increase the amount available for program coordinators under this NOFA. Funding for this program is authorized by Department of Housing and Urban Development Appropriations Act, 2012, Public Law 112-55, 125 Stat. 552, Approved: Nov. 18, 2011.

B. Program Coordinator Positions. A maximum of \$69,000 is available for each full-time coordinator position funded. A maximum of \$34,500 is available for a part-time position. Salaries must be based on local comparables that must be kept on file in the PHA's or Tribe/TDHE's offices. Applicants may request funds for a part-time coordinator. The maximum salary for a part-time position may not exceed 50 percent of the comparable salary for a full-time position adjusted for the number of hours worked. The funding will be provided through a grant agreement and HUD's LOCCS system. HUD reserves the right to adjust funding for positions in order to ensure a fair and reasonable distribution of funding based on factors such as geographic distribution. As discussed above under "Definitions" (item #17) and further in Section IV.E. of this NOFA, there will be no salary increases this year for positions that were funded under the FY 2011 PH FSS NOFA.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants. PHAs and tribes/TDHEs are eligible to apply for PH FSS funding. Eligible applicants include:

1. PHAs and Tribes/TDHEs currently administering PH FSS programs that have served at least the minimum number of families required by this NOFA as described below; and PHAs that do not currently administer PH programs that have HUD Field Office/Area ONAP approval of their FSS Action Plan authorizing them to implement a PH FSS program of at least the minimum size required by this NOFA for full-time or part-time FSS program coordinators.

All PHAs/Tribes/TDHEs must administer their PH FSS programs in accordance with 24 CFR part 984. See Section III.B.4. (p. 14) for eligibility requirements that apply to Troubled PHAs.

B. Eligibility for Positions.

1. PHAs or Tribes/TDHEs currently administering PH FSS programs. For PHAs and tribes/TDHEs, including those participating in MTW that administer a PH FSS program, determination of eligibility for funding for existing PH FSS programs will be based primarily on data in HUD's Public Housing Information Center (PIC) system (except in the case of tribes/TDHEs, which do not report to PIC, in which case, data will be collected from the Area ONAPs). Eligibility will be based on the number of families participating in the PHA's or tribe's/TDHE's PH FSS program for the period from October 1, 2010 to September 30, 2011 except as indicated below.

(a) To qualify for at least one full-time FSS Coordinator position the PHA or tribe/TDHE must fall into one of the following categories:

(1) Filled a minimum of 25 slots in their PH FSS program during the target period (October 1, 2010-September 30, 2011).

(2) Received initial funding under the FY2010 or FY2011 PH FSS NOFA to establish a *new* PH FSS program. PHAs/tribes/TDHEs in this category were funded based on their application which requires them to implement an FSS program of at least 25 program slots. Because such grantees will have had less than a year from the award date of their FY2010 or FY11 PH FSS funding to the announcement of this NOFA, the requirement that a FY10 or FY11 grantee be currently serving 25 families will not apply for purposes of qualifying for renewal funding under this NOFA. However, PHAs must still serve 25 families by the end of the grant performance period. See 24 CFR Part 984.301.

(3) Apply jointly with one or more other PHAs or tribes/TDHEs to meet the 25 PH FSS slot threshold.

(b) To qualify for one part-time position of up to fifty percent of a full-time coordinator's salary (instead of a full-time position):

(1) A PHA or tribe/TDHE that served between 15 and 24 PH FSS families during the target time period.

(2) PHAs or tribe/TDHE that apply jointly with one or more other PHAs or tribe/TDHE to meet the 15 – 24 PH FSS family requirement of this section.

(3) Received initial funding under the FY 2010 or FY2011 PH FSS NOFA as discussed in Section III.B.1.a.(2) (p.11) above.

2. PHAs or tribes/TDHEs That Do Not Currently Administer PH FSS Programs But Have a HUD-approved FSS Action Plan. (Resulting in Funding Category 3).

a. To qualify for a full-time position the applicant must be:

(1) A PHA or Tribe/TDHE with a HUD-approved FSS Action Plan authorizing implementation of a PH FSS program of at least 25 slots; or

(2) PHAs or tribes/TDHEs that apply jointly with one or more other PHAs or tribes/TDHEs to meet the 25 HUD-approved FSS slot threshold.

b. To qualify for a part-time position of up to 50 percent of a full-time coordinator's salary (instead of a full-time position):

(1) PHA or tribe/TDHE with 15 to 24 approved PH FSS slots in its HUD-approved FSS Action Plan.

(2) PHAs or tribe/TDHE applying jointly with one or more other PHAs or tribe/TDHE to meet the 15-24 slot requirement of this section.

3. Funding for Additional Positions for Existing PH FSS Programs. (Resulting in Funding Category 4)

Applicants may qualify in Funding Category 1 and Funding Category 4, if funds remain. If a PHA or tribe/TDHE funded under Category 1 is asking for an additional position under Category 4, eligibility will be based on the number of PH FSS families served from October 1, 2010-September 30, 2011. In order to qualify for funding for additional coordinators, the following formula applies: applicants will have to serve 50 more families than the previous level. For example: To qualify for a second position, a PHA or tribe/TDHE must have served at least 75 families; for a third position, a PHA or tribe/TDHE must have served at least 125 families, etc. Further information on order of funding may be found in Section V.B.3 (pp.30-31) of this NOFA.

NOTE: For the current PH FSS grantees on the list below – If the grantees below are serving at least 25 families for each position listed they may apply for the number of coordinators for which they are currently funded, however, by the end of the twelve-month period of this FY2012 award they must be serving the number of families per the new formula (see chart below).

Grantee	PHA #	# Coordinators current funded	Minimum # of families served at time of application	Minimum # of families to be served at end of grace period
Housing Authority of Portland	OR002	3	75	125
Hagerstown Housing Authority	MD006	2	50	75
City of Roanoke Redevelopment & Housing Authority	VA011	2	50	75
Norfolk Redevelopment and Housing Authority	VA006	2	50	75
Housing Opportunities Commission	MD004	9	225	425
Housing Authority of the City of High Point	NC006	2	50	75
Statesville Housing Authority	NC072	2	50	75
Jackson Housing Authority	TN007	2	50	75
Metropolitan Development and Housing Agency	TN005	2	50	75
Akron Metropolitan Housing Authority	OH007	2	50	75
New Albany Housing Authority	IN012	2	50	75
Housing Authority of the City of Shawnee, OK	OK095	2	50	75
Housing Authority of the City of Austin	TX001	2	50	75
Housing Authority of the City of Mission	TX046	2	50	75
Housing Authority of the City of San Antonio	TX006	8	200	350
Lawrence-Douglas County Housing Authority	KS053	2	50	75
Housing Authority of the City & County of Denver	CO001	5	125	225
Southern Nevada Regional Housing Authority (SNRHA)	NV018	3	75	125
Housing Authority of the County of San Joaquin	CA024	2	50	75

4. Troubled PHAs. Troubled applicants are applicants that carry a designation by HUD as “troubled” under the Public Housing Assessment System (PHAS) as of the deadline date of the application. These applicants may apply if the PHA submits a Contract Administrator Partnership Agreement that meets the threshold requirements of this NOFA as stated in Section III.D.2.b “Program Threshold Requirements” subsection (2)(c) “Troubled Applicants.” (p. 17)

5. Moving to Work (MTW) PHAs. PHAs that are under MTW agreements may qualify for funding under this NOFA if they administer/will administer a PH FSS program in accordance with 24 CFR Part 984.

C. Cost Sharing or Matching. There is no matching requirement for the PH FSS program.

D. Other

1. Eligible Activities. Funds awarded under this FSS NOFA may only be used to pay salaries and fringe benefits of PH FSS Program Coordinator positions. Funding may be used to employ or otherwise retain for one year the services of PH FSS program coordinators. Funding under this NOFA may also be used to continue to employ PH FSS coordinator support positions funded under previous PH FSS NOFAs. A part-time program coordinator may be retained where appropriate. The funds for a coordinator position may be used to job-share with more than one employee all of whom must perform the functions of an FSS Program Coordinator. The funds may be pro-rated to more than one staff member if FSS functions are shared. Funds under this NOFA may not be used for performance of routine PH program functions that are normally covered by Operating or Capital Funds.

2. Threshold Requirements.

a. General Section All applicants must meet the threshold requirements in Section III.C.2 of the FY2012 **General Section**. Applicants should pay particular attention to:

(1) Timely Receipt Requirements. All applicants must meet the timely receipt requirements to be considered for funding.

(2) Dun and Bradstreet Universal Numbering System (DUNS) Number. Applications must include a Dun and Bradstreet Universal Numbering System (DUNS) number. Applicants’ DUNS numbers must be currently registered in the Central Contractor Registration (CCR). Submitting a paper application does not release an applicant from this requirement.

The DUNS number submitted by the applicant must correspond to the applicant’s legal name identified in box 8a of the form SF424, and the applicant’s legal name must match the applicant organization’s legal name as it appears in its active Central Contractor Registration. (See the **General Section** for further information about the DUNS number requirement.)

(3) Resolution of Outstanding Civil Rights Matters. Section III.C.2. of the FY 2012 **General Section** applies. For applications from more than one entity, each entity must meet the civil rights threshold requirement.

(4) Delinquent Federal Debt. Applicants with an outstanding federal debt will not be eligible to receive an award of funds from the Department unless: (1) a negotiated repayment schedule is established and the repayment schedule is not delinquent, or (2) other arrangements satisfactory to HUD are made prior to the award of funds by HUD. See Section II.C.2.g of the FY2012 **General Section** for further details.

(5) Financial System. Applicants 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.

(6) Debarred or Suspended Applicants. In accordance with 2 CFR part 2424, no award of federal funds may be made to applicants that are debarred or suspended, or proposed to be debarred or suspended from doing business with the Federal Government.

b. Program Threshold Requirements. In addition to the threshold requirements in the FY2012 **General Section**, applicants must meet the following program threshold requirements:

(1) Eligible Applicant. Each applicant, including those in joint applications, must qualify as an eligible applicant under this NOFA.

(2) Performance and Capacity Requirements. As part of the HUD evaluation of Capacity, all applicants will undergo a Past Performance Threshold Review by their local Field Office or Area ONAP during the competition processing.

(a) Renewal Applicants. For renewal applicants that executed their grant agreements under the FY 2009, 2010, or 2011 competitions this review will include: 1) a review of the submitted application materials, 2) a review of the approved FSS Action Plan on file, 3) program performance including management review and audit findings affecting the FSS program as well as findings concerning PH FSS financial and tenant data reporting, and 4) Logic Model and budgetary reporting received by the Field Office/Area ONAP. PIC data may be reviewed to obtain additional information as necessary. Performance deficiencies of concern to HUD are:

(i) A renewal applicant that is not at or near its approved program size;

(ii) A renewal applicant that is not close (50% or less of the goals have been achieved) to meeting the goals stated in its approved FSS Logic Model including policy priority outputs and outcomes, or has not provided an explanation for the deviations in the Logic Model projections and actual results;

(iii) A renewal applicant that has not consistently expended or reported in a timely manner;
or

(iv) A renewal applicant that is not actively working with the Field Office/area ONAP to address noted deficiencies.

The Past Performance Review will be conducted on a Pass/Fail Basis. Applicants failing to provide a Contract Administrator Partnership Agreement with their application will have the opportunity to submit one during the cure period.

NOTE 1: Renewal applicants (from FY2009) need not submit additional narrative information pertaining to their past performance in the materials they submit for this application. HUD will also take into consideration that FY2010 and FY2011 grantees *funded for the first time* will have had less than a year to implement their programs, and will not require an additional narrative statement to that effect. Grantees funded for the first time under the FY2010 or FY2011 NOFAs will be evaluated according to the criteria established in sub-section (b) below entitled “New Applicants”.

NOTE 2: *Renewal PHA applicants that have been notified of deficiencies in reporting and/or performance in their PH FSS program by the Field Office/Area ONAP and have failed to address these deficiencies in the timeframe established in the notification by the Field Office/Area ONAP must engage a Contract Administrator to administer their PH FSS program during the term of the FY2012 grant, these applicants must submit a Contract Administrator Partnership Agreement with their application (see HUD sample form HUD-52755).*

Similarly, applicants classified as “troubled” must also submit a Contract Administrator Partnership Agreement with their application. Troubled applicants whose Contract Administrators have not helped applicants improve performance over the past three years, will fail this threshold. For more information about the requirements for submission of a Contract Administrator Partnership Agreement, please refer to the Section “Program Threshold Requirements” below pertaining to Troubled PHAs at III.D.2.b (2)(c), p.17).

Applicants failing to provide a Contract Administrator Partnership Agreement with their application will have the opportunity to submit one during the cure period. If an applicant still does not submit the Contract Administrator Partnership Agreement during the cure period, the applicant will not be funded.

(b) New Applicants. (This includes applicants currently administering HUD-approved PH FSS programs that were not funded through the FY2009, FY2010, or FY2011 PH FSS NOFAs).

HUD’s field offices/Area ONAPs will evaluate data provided by applicants as well as an applicants’ past performance on other HUD awards to determine whether the applicant has the organizational capacity and resources necessary to successfully implement the proposed activities for this grant. For new applicants and renewal applicants that executed their first grant agreement less than a year prior to the deadline date of this NOFA (i.e. grantees awarded PH FSS funds for the first time in the FY10 or FY11 competitions), this review will include a confirmation that the applicant has an approved FSS Action Plan on file and is in compliance with **General Section** Threshold Requirements. If a new applicant has had previous Public & Indian Housing awards with HUD, the review will also take into account information in HUD’s records regarding adherence to reporting requirements. HUD may also take into account the applicant’s past history in providing timely responses to HUD inquiries and meeting program

requirements under past awards. The Past Performance Review will be conducted on a Pass/Fail Basis.

(c) Troubled Applicants. All applicants (new and renewal) found to have capacity or past performance problems that call into question the ability of the PHA or tribe/TDHE to properly administer an effective PH FSS program will be required to contract with an entity acceptable to the field office/area ONAP to act as their Contract Administrator for the grant term. A Contract Administrator cannot be a troubled PHA. The Field Office/Area ONAP will evaluate the capacity of the entity proposed to serve as a Contract Administrator and will determine whether that entity is approvable and the proposed agreement acceptable. If an applicant that is required to have a Contract Administrator Partnership Agreement fails to submit one or if it is incomplete, incorrect, or insufficient, this will be treated as a technical deficiency. Please see the **General Section** for more information on Corrections to Deficient Applications. Applicants that fail to address concerns raised by HUD Field Office/Area ONAP staffs during the cure period will not be funded.

Any applicant that is unsure of whether they are considered troubled by HUD should contact the Office of Public Housing in the local HUD field office/area ONAP to determine whether they are required to have a Contract Administrator Partnership Agreement.

3. Program Requirements.

(a) 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 or tribe/TDHE office.

(b) FSS Action Plan. The requirements for the FSS Action Plan are stated in 24 CFR 984.201. In order for a PHA or tribe/TDHE applicant that does not currently administer an FSS program to qualify for funding under this NOFA, the PHA or tribe/TDHE must submit an FSS Action Plan to the field office/area ONAP and receive field office/area ONAP approval of its FSS Action Plan prior to the application deadline of this FSS NOFA.

(c) Troubled PHAs - Contract Administrator Partnership Agreement. Applicants that are on the PHAS Troubled list as of the deadline date for submission of the PH FSS application are required to submit a signed Contract Administrator Partnership Agreement (a sample agreement is included with this NOFA's materials, see HUD Form 52755). The agreement must be for the entire grant term.

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. Contract Administrators are expressly forbidden from accessing HUD's Line of Credit Control System (LOCCS) and submitting vouchers on behalf of grantees. Contract Administrators must also assist grantees to meet HUD's reporting requirements. Contract Administrators may be: local housing agencies; community-based organizations such as community development corporations (CDCs), churches, temples, synagogues, or mosques; nonprofit organizations; or state/regional/local associations, agencies and organizations.

Troubled PHAs are not eligible to be Contract Administrators. Organizations that the applicant proposes to use as the Contract Administrator must meet HUD's threshold requirements and not violate or be in violation of other conflicts of interest as defined in 24 CFR part 85 or Section 19 of Part A of the Consolidated Annual Contributions Contract.

HUD Field Offices or Area ONAPs will have final approval of Contract Administrators.

(d) Conducting Business in Accordance with Core Values and Ethical Standards. To reflect core values, all PHAs shall develop and maintain a written code of conduct in the PHA administrative plan that:

- (1) Requires compliance with the conflict-of-interest requirements of Section 19 of Part A of the Consolidated Annual Contributions Contract (which does not apply to TDHEs); and
- (2) Prohibits the solicitation or acceptance of gifts or gratuities, in excess of a nominal value, by any officer or employee of the PHA, or any contractor, subcontractor, or agent of the PHA. The PHA's administrative plan shall state PHA policies concerning PHA administrative and disciplinary remedies for violation of the PHA code of conduct. The PHA shall inform all officers, employees, and agents of its organization of the PHA's code of conduct. See the **General Section** for additional information on the Code of Conduct requirement.

(e) Economic Opportunities for Low- and Very Low-Income Persons (Section 3). Grantees must comply with Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u and ensure that training, employment, and contracting opportunities shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing and to business concerns that provide economic opportunities to low- and very low-income persons. For this program, these requirements apply to the hiring of FSS Coordinators. The Section 3 regulations at 24 CFR Part 135, subparts B and E, impose certain reporting requirements on recipients, including the submission of an annual report, using form HUD60002 on HUD's online system at www.hud.gov/section3. See Section III.C of the **General Section** for more information.

(f) Eligible Families. Current residents of public housing or NAHASDA-assisted residents are eligible. Eligible families that are currently enrolled or participating in other local self-sufficiency programs are also eligible. HUD encourages outreach to single heads-of-households, to persons with disabilities who are PH program participants and might be interested in participating in the FSS program, as well as to persons with limited English proficiency. PHAs/tribes/TDHEs are also encouraged to include agencies on their FSS Program Coordinating Committee (PCC) that work with and provide services to families with disabilities and people with limited English proficiency.

(g) Contract of Participation/Contract Term. 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 and be tailored to fit the needs of the subject family. The contract with each participating family shall be for 5 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 2 years for any family that requests an extension of its contract, provided the PHA or tribe/TDHE finds 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.

(h) 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 that are not low-income are not entitled to an escrow/credit.

For tribes/TDHES, the procedures and requirements of Part 135 apply to the maximum extent consistent with, but not in derogation of, preferences for the benefits of Indians under §7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450e(b)).

(i) Compliance with Fair Housing and Civil Rights Laws. All applicants must comply with the requirements in Section III.C.5.a. b. c. and f. of the **General Section**.

(j) 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 sensory disabilities consistent with Section 504 of the Rehabilitation Act of 1973. See 24 CFR Section 8.6. In addition, successful applicants must ensure training facilities and services are physically accessible to persons with disabilities in accordance with Section 504.

Furthermore, HUD encourages all grant recipients and sub-recipients to adopt the goals and objectives of Section 508 of the Rehabilitation Act of 1973 by ensuring that electronic and information technology is made available to persons with disabilities comparably to how it is made available to persons without disabilities. See the discussion of Accessible Technology Requirements in Section III.C of the **General Section**.

(k) HUD Regulations. Grantees must administer their PH FSS program in accordance with HUD regulations and requirements in 24 CFR Part 984, which govern the PH FSS Program, and must comply with existing PH program requirements, notices, and guidebooks. This includes using a Program Coordinating Committee (PCC) to secure the necessary resources to implement and administer the FSS program and administering escrow accounts for participants. A PHA's HCV and PH FSS programs may share a PCC or the PHA may share a PCC with another PHA. (See 24 CFR 984.202 for more information.)

4. Program Coordinator Responsibilities and Staffing Guidelines.

a. Responsibilities of the PH FSS Program Coordinator. A PH FSS Program Coordinator must:

(1) Work with the Program Coordinating Committee (PCC) 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) Affirmatively Furthering Fair Housing (AFFH). Section 808(e)(5) of the Fair Housing Act requires HUD to affirmatively further fair housing in its programs and activities, and HUD extends this obligation to the activities of the Department's funded recipients. Section III.c.5.b of the **General Section** directs applicants to discuss in their application how they will carry out their proposed activities in a manner that affirmatively furthers fair housing, unless otherwise directed in the program NOFA. Applicants under this NOFA do not have to include a statement on AFFH in their application, because successful applicants will undertake the following AFFH activities:

(a) Ensure that each participant receives training and information on rights and remedies available under the federal, state and local fair housing and civil rights laws and a copy of the housing discrimination complaint form.

(b) Ensure that each participant is told how to file a fair housing complaint and given the toll-free number for the Housing Discrimination Hotline; 800-669-9777.

(c) If the family is currently living in a high poverty census tract in the PHA's jurisdiction, ensure that the family is provided with an explanation of the advantages of moving to an area that does not have a high concentration of low-and very low-income people.

(d) Participants in the program shall be provided information on housing opportunities available throughout the region which will provide them the opportunity to be closer to work or school; provide for economic, cultural, racial and ethnic diversity with lower poverty rates, high school dropout rates and/or greater access to essential goods and services; and how to access such opportunities through support organizations in the area.

(e) Seek out fair housing training that will assist the FSS Program Coordinator fulfill fair housing responsibilities. Fair housing training may be available through the local Fair Housing Initiatives Program (FHIP) agency or the Fair Housing Assistance Program (FHAP) agency. A listing of FHIPs and FHAPs can be found at www.hud.gov/offices/fheo/partners/FHIP/fhip.cfm (FHIP) and www.hud.gov/offices/fheo/partners/FHAP/agencies.cfm (FHAP).

NOTE: Indian tribes and tribally designated housing entities receiving assistance under NAHASDA are not required to undertake these AFFH activities and are not required to submit a statement on affirmatively furthering fair housing.

(3) Ensure that the services included in the 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.

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

b. Staffing Guidelines. Under normal circumstances, HUD expects that a full-time PH FSS Program should be able to serve approximately 50 FSS participants, depending on the coordinator's case management functions. However, in order to qualify for an initial FSS Coordinator position, applicants must serve at least 25 FSS participants.

5. Coordination. In any jurisdiction or neighborhood that receives funding, for either the same geographic area or the same population, for ROSS Service Coordinators, Public Housing Family Self-Sufficiency, Housing Choice Voucher Family Self-Sufficiency, HOPE VI Revitalization, Choice Neighborhoods, Elderly/Disabled Service Coordinators, HUD-VASH, Family Unification Vouchers, Multi-Family Service Coordinators, Continuum of Care programs and/or other special use housing assistance with services or service coordination, HUD encourages coordination among the programs, where appropriate, so as to leverage shared resources, avoid duplication of services, and improve access and service delivery for participating families.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Addresses to Request Application Package. See the **General Section** for specific procedures concerning the electronic application submission and timely receipt requirements. Copies of the published NOFAs and application forms for HUD programs announced through NOFAs may be downloaded from the grants.gov website at: http://www.grants.gov/applicants/apply_for_grants.jsp.

If you have difficulty accessing the information, you may receive customer support from Grants.gov by calling its Support Desk at 800-518-GRANTS, or by sending an email to support@grants.gov. The Grants.gov help desk is open 7 days a week, 24 hours a day, except federal holidays.

For program specific technical assistance see Section VII.A (pp. 36-37) of this PH FSS funding announcement.

B. Content and Form of Application Submission

1. Content of Application. Each applicant must complete the forms listed below. Use the forms that are included in the 2012 application posted on Grants.gov to avoid using outdated forms. Unsolicited material will not be reviewed or considered in the application. Please do not submit extraneous materials.

NOTE: *Applications that are submitted with ONLY the electronic forms and none of the other required attachments which are all available on grants.gov in the instructions download to this funding opportunity, will be deemed "ineligible."*

Forms referred to as “electronic” and forms referred to as “attachments” are all available on grants.gov as part of the PH FSS application package download and the instructions download for the funding opportunity).

Chart of Required Forms

Form Name	Special Instructions/Notes:
1. Form SF_424 – Required.	This is the Federal Standard form “Application for Federal Financial Assistance”
2.SF-LLL_- If applicable.	This is the Disclosure_of_Lobbying_Activities form and is only applicable if your agency engages in lobbying. This requirement is not applicable to federally recognized tribes and their TDHEs. If it is not applicable, do not include it in your submission. Leave it in the left box of the grants.gov application).
3. Form HUD-52651 – Required.	This is the FSS application form. <u><i>This year, PH FSS applicants will use the HUD-52651 form, but each reference to HCV FSS should be interpreted as PH FSS.</i></u>
4. HUD-2880 – Required.	This is the “Applicant/Recipient Disclosure/Update Report” (HUD Applicant Recipient Disclosure Report on Grants.gov).
5. HUD-2993- If applicable.	This is “Acknowledgment of Application Receipt” and is only applicable if a waiver of the electronic application requirement is granted for the applicant.
6. HUD-96011 – Required - See notes.	This is the Facsimile_Transmittal_Form and it MUST be used as the cover sheet for any faxes submitted in conjunction with an electronic application. You must also include it in the application <u><i>even if faxes are not sent.</i></u> If faxes are not sent, enter “1” for the number of pages. See General Section for more information.
7. HUD-2991 – Required, see notes.	This is the Certification_of Consistency_with_the_Consolidated_Plan (for PHA applicants). The name of the program is “Public Housing Family Self-Sufficiency.” The HUD-2991 must be signed by the city/county entity that manages the Consolidated Plan used to access Community Development Block Grant Funds. OR, instead of the HUD-2991, an applicant may submit a copy of the signed PHA Certification of Compliance for the current Annual PHA Plan.
8. HUD-52752 – See notes.	Certification_of Consistency_with_Indian_Housing_Plan (for Tribes/TDHE applicants). The name of the program is “Public/Indian Housing Family Self-Sufficiency.”
9. HUD-52755 – If applicable.	This is the Contract Administrator Partnership Agreement and is required for troubled applicants (see HUD-52755 for a sample).

Form Name	Special Instructions/Notes:
10. HUD-96010 – Required.	This is the Logic Model. Applicants must show <i>proposed</i> performance measures. See the General Section for information on the Logic Model.

2. Guidance for Locating and Completing Forms.

a. General. A copy of form HUD-52651, the HCVFSS application form, and the HUD-96010 Logic Model form, are part of the INSTRUCTIONS download. The SF-424, SF-LLL, HUD-2880 and Facsimile Cover Sheet are in the electronic application.

b. SF_424.

- Boxes in yellow are mandatory fields.
- In completing the SF_424, PHAs/tribes/TDHEs funded under the FY2009, FY2010 or FY2011 PH FSS NOFA should select the continuation box on question 2, type of application. All other applicants should select “new.”
- The Federal Identifier requested in 5a. is the PHA number of each applicant PHA (e.g., MD035 or AK002).
- 5b, Federal Award Identifier – you may leave this blank.
- When entering the applicant zip code in 8.d., enter the 9 digit zip code.
- Questions 10, 11, 12 and 13 are pre-populated. Do not add or change anything.
- Question 14 – you may leave blank and do not need to attach anything.
- Question 15 – Applicant discretion. Suggest using the name of your PHA plus PH FSS.
- Question 16 – if the location of the applicant’s office and the location of the housing that you will be serving is within the same Congressional District, you should include the same answer for both parts.
- Question 17 –Estimate the day after the end of your current grant as the start date, or 3 months after the due date of the NOFA. Either way, these are estimates and the actual dates will be determined at grant agreement.
- In Section 18 of SF-424 (Estimated Funding), complete 18.a. which will be the amount requested from HUD in this FY2012 FSS application. The dollar amount entered in 18.a. must be the total requested under this NOFA and should include the dollar amount for

fringe benefits, if applicable. No funding amount should be reported in 18.b. through 18.f. The total, 18.g. will populate when you complete 18.a.

- Question 19 – answer c. Program is not covered by E.O. 12372.
- Do not add attachments to the SF-424. Use the Attachments form in the electronic application to submit attachments.

c. HUD_52651. *Although the form references HCV FSS, all PH FSS applicants should interpret “HCV FSS” to mean “PH FSS” on this form.* All applicants must complete Part I of the form HUD-52651. PHAs or tribes/TDHEs that currently administer PH FSS programs will also complete Part II. Applicants that are not currently administering a PH FSS program will complete Parts I and III. A PHA or tribe/TDHE that is currently administering a program that serves between 15 and 24 families should enter ½ in Part II.B and C.1 if it is a new initial position. A PHA or tribe/TDHE that was funded for a full-time position previously, but only qualifies for a part-time position under III.B.1.b this NOFA should enter ½ in Part II.C.1 of the HUD_52651. A PHA or tribe/TDHE that qualifies for a part-time position under III.B.2.b of this NOFA should enter ½ in Part III.B and III.C.1 of the HUD_52651.

d. Logic Model. Applicants are also required to submit a completed Logic Model (HUD-96010), showing proposed outputs and outcomes as part of their annual reporting requirement to HUD. Applicants shall use quantifiable data to measure performance against goals and objectives outlined in their Logic Model. Applicants must establish interim benchmarks, or outputs, for their proposed program that lead to the ultimate achievement of outcomes. “Outputs” are the direct products of a program’s activities. Examples of outputs are: the number of eligible families that participate in supportive services, the number of new services provided, the number of residents receiving training, etc. Outputs should produce outcomes for your program. “Outcomes” are benefits accruing to the residents, families, and/or communities during or after participation in the program. Outcomes are not the development or delivery of services or program activities but the results of the services delivered or program activities – the ultimate results of the program. Applicants must clearly identify the outcomes to be achieved and measured.

Before adding new outputs or outcomes, please CAREFULLY review the options given in the drop-down menus contained in the Logic Model. HUD expects that most of the eligible program activities and overall outcomes will be represented already in the drop-down lists provided on the form.

NOTE: *Logic models are reviewed for completeness only during the competition process. Successful applicants will be given the opportunity to revise their logic models upon grant agreement.*

- A narrative is not required as part of your Logic Model submission. The data entered into the Logic Model should be consistent with your application. HUD should be able to review the Logic Model without further narrative explanation.

- Use ONLY the eLogic Model[®] form provided with this application – it can be found in the Instructions Download Zip File from Grants.gov.
- Read the Instructions Tab in the eLogic Model[®] and be sure that you enable the Macros.
- *Applicants must fill out the eLogic Model in its entirety.* Following the instructions in the Instructions Tab in the eLogic Model[®]. “Post and YTD” columns are left blank in columns 4 and 6 at the time of application. They are used when reporting. Reporting period, the Reporting Start Date and the Reporting End Date should also be left blank at the time of application. They are used when reporting. The reporting Tab is also left blank at the time of application.
- *Applicants must fill out the eLogic Model Columns 1-7, and Sections A-E in column 7.* At the time of application, when completing Columns 4 and 6 applicants only have to complete the “Pre” portion of the column as that represents their projected outputs and outcomes. Deficiencies found in Column 7 will not be treated as deficiencies for the competition process, but will need to be remedied by successful applicants in the grant agreement process.
- Please remember that the Logic Model will be reviewed to determination eligibility for Policy Priority Status.

e. Corrections to PIC Data. Any PHA or tribe/TDHE that believes its posted numbers are incorrect and that it will be underfunded or ineligible as a result must include documentation with their application submitted in response to this NOFA to confirm the correct numbers. Documentation may include, but is not limited to, an ad hoc report from PIC or another listing generated from the PHA’s/tribe’s software that identifies all families that were under PH FSS contract during the target period of this NOFA.

C. Receipt Dates and Times. Your completed application must be received by Grants.gov no later than 11:59:59 p.m. eastern time on **May 30, 2012**. Applicants should carefully read the Section titled “APPLICATION and SUBMISSION INFORMATION” in the **General Section**. Following receipt the application will go through a validation process. If the application fails the Grants.gov validation process, it will be rejected. Please see the FY2012 **General Section** for instructions for timely receipt, including actions to take if the application is rejected.

NOTE: Only the final submission received and validated by Grants.gov will be processed by HUD. If you re-submit, you must re-submit the entire application and re-fax any faxed attachments.

D. Intergovernmental Review. This NOFA is not subject to Executive Order (EO) 12372, Intergovernmental Review of Federal Programs.

E. Funding Restrictions

1. Salary Cap. Awards under this NOFA are subject to a cap of \$69,000 per year per full-time coordinator position funded, or \$34,500 for a part-time coordinator. Under this NOFA, if PHAs or tribes/TDHEs apply jointly, the maximum amount that may be requested per full-time position or for a part-time position applies for the application as a whole, not to each PHA or tribe/TDHE separately. See Section II.B of this NOFA for information about part-time positions and salary comparability requirements.

2. Limitation on Funding Increases. There will be no funding increases for positions that were funded under the FY2010 or FY2011 PH FSS NOFAs.

3. Ineligible Activities.

a. Funds under this NOFA may not be used to pay the salary of an HCV FSS Program Coordinator.

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

c. Funds under this NOFA may not be used for performance of routine PH program functions that are covered by Public Housing Capital or Operating Funds.

d. Funds under this NOFA may not be used to compensate coordinators for homeownership functions performed for families not enrolled in the PH FSS program.

e. Funds may not be used to pay for application preparation.

f. Funds may not be used to pay for a Contract Administrator.

F. Other Submission Requirements.

1. Application Submission and Receipt Procedures. See the **General Section**. Electronic application submission is mandatory unless an applicant requests, and is granted, a waiver to the requirement. (Please note that ONLY the final submission received and validated by Grants.gov will be processed in the competition. If you resubmit, you must resubmit the entire application and re-fax any attachments.)

Applicants seeking waiver of the electronic submission requirement should submit their waiver requests in writing using email. Waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted to Dina.Lehmann-Kim@hud.gov. The subject line of the email message should be "FY2012 PH FSS NOFA Waiver Request." If an applicant is granted a waiver, then the approval will provide instructions for submitting paper copies to the appropriate HUD office(s). All paper applications must be received by the application deadline date to meet the requirements for timely submission.

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/Area ONAP and by the Grants Management Center (GMC) to determine whether or not they are technically adequate based on the NOFA requirements. Field offices/Area ONAPs 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 PHA or tribe/TDHE applicants and information on the administrative capabilities of PHAs or tribes/TDHEs which takes into account past performance. Categories of applications that will not be funded are stated in Section V.B.6 of this FSS NOFA.

1. Policy Priority Status. This NOFA supports the HUD policy priorities of:

- a. Job Creation/Employment (**Policy Priority 1**);
- b. Capacity Building and Knowledge Sharing (**Policy Priority 4**); and
- c. Using Housing as a Platform for Improving Other Outcomes (**Policy Priority 5**).

See, Section I.B. of the **General Section** for a full discussion of HUD's policy priorities. *Note that the requirements for the policy priority of job creation/employment are separate from, and in addition to, compliance with Section 3 of the Housing and Urban Development Act of 1968.*

Please read the following sections carefully. *In order to receive funding status priority, the applicant's logic model must include at least two of the following three categories of activities/outputs and the related required outcomes.*

- (1) For Policy Priority #1, Job Creation/Employment, this NOFA specifically supports:**
- (a) Improving access to job opportunities through information sharing, coordination with federal, state, and local entities, and other means (Subgoal 3C);
 - (b) Increasing access to job training, career services, and work, supports through coordination with federal, state, and local entities (Subgoal 3C); and
 - (c) Expanding economic and job creation opportunities for low-income residents and creating better transportation access to those jobs and other economic opportunities by partnering with federal and nonprofit agencies, private industry, and planning and economic development organizations and by leveraging federal and private resources (Subgoal 4A).

In order to receive status consideration for this Policy Priority, applicants' Logic Models must include **activity/output** of:

- "Policy Priority- Job Creation/Employment- Partnership with Workforce Investment Board (WIB) to establish apprenticeship programs and/or job opportunities" **or**

- “Policy Priority-Job Creation/Employment- Partnerships with local unions to establish apprenticeship programs and/or job opportunities”.

The corresponding **outcomes** must be **at least one of the following**:

- “Policy Priority- Job Creation/Employment-Number of job placements as a result of partnerships with the Workforce Investment Board”
- “Policy Priority- Job Creation/Employment-Number of job placements as a result of partnerships with local unions”
- “Policy Priority-Job Creation/employment-Number of new apprenticeship programs established as a result of partnership(s) with Workforce Investment Board” **and/or**
- “Policy Priority-Job Creation/employment-Number of new apprenticeship programs established as a result of partnership(s) with local unions.” *Please note, for applicants serving Tribes, WIB should be understood to mean “WIB or comparable tribal program/entity.”*

NOTE: *The policy priorities that reference unions may also be met by partnering with other trade associations such as Associated Builders and Contractors (ABC) www.abc.org.*

(2) For Policy Priority #4, Knowledge Sharing and Capacity Building, this NOFA specifically supports:

(a) Support knowledge sharing and innovation by disseminating best practices, encouraging peer learning, publishing data analysis and research, and helping to incubate and test new ideas (Subgoal 4E).

In order to receive status consideration, applicants’ Logic Models must include the **activity/output** of:

- “Policy Priority-Capacity Building and Knowledge Sharing-Meet with local PCC (minimum 4 meetings per year) and conduct gap analysis” showing a *goal of a minimum of four meetings each year.*

The corresponding **outcome** must be **one or more of the following**

- “Policy Priority- Capacity Building and Knowledge Sharing- Number of education/training services available from partners added as a result of the gap analysis”
- “Policy Priority- Capacity Building and Knowledge Sharing- Number of employment/placement opportunities added as a result of the gap analysis”

- “Policy Priority-Capacity Building and Knowledge Sharing- Number of health/mental health services available from partners added as a result of the gap analysis”
- “Policy Priority-Capacity Building and Knowledge Sharing-Number of New Supportive Services partners providing services as a result of the gap analysis”

(3) For Policy Priority #5, Using Housing as a Platform for Improving Other Outcomes, this NOFA specifically supports:

- (a) Increasing access to high quality early learning programs and services through coordination with local programs (Subgoal 3A);
- (b) Utilize HUD assistance to improve health outcomes (subgoal 3B); and
- (c) Utilize HUD assistance to increase economic security and self-sufficiency (subgoal 3C).

In order to receive status consideration, applicants’ Logic Models must reflect the **activity/output of at least one** of the following:

- “Policy Priority-Housing as a Platform-Partnerships established with high performing Early Childhood Education Programs”.
- Policy Priority-Housing as a Platform-Partnerships established with local community health clinics”.

The corresponding **outcome** must be:

- “Policy Priority-Housing as a Platform- Number of children enrolled in high performing early childhood education programs with an identification of young children enrolled in high performing early childhood programs; **or**
- “Policy Priority-Housing as a Platform- Number of Households that have a medical home”

A Medical Home is an approach to providing comprehensive primary care that facilitates partnerships between individual patients, and their personal providers; and, when appropriate, the patient’s family. The provision of medical homes can allow better access to health care, increased satisfaction with care, and improved health.

When grantees submit their logic models to HUD for reporting purposes, HUD may request documentation of meetings held or partnerships/MOUs established to verify that these activities have been achieved.

B. Review and Selection Process

1. Technically Acceptable Applications. All technically adequate applications will be funded to the extent funds are available.

2. Funding Priority Categories. If HUD receives applications asking for funding that is greater than the amount made available under this NOFA, HUD will divide eligible applications into priority categories as follows:

Funding Category 1 – PHAs or tribes/TDHEs funded under the FY2009, FY2010 and/or FY2011 PH FSS NOFAs that meet the requirements of III.B.1.a (p.11) of this PH FSS NOFA.

Funding Category 2 – PHAs or tribes/TDHEs that are currently administering previously-funded PH FSS programs that were *not* funded under the FY2009, FY2010, or FY2011 PH FSS NOFAs that meet the requirements of III.B.1.a (p.11) of this NOFA. These applicants will be evaluated as new applicants and will be limited to one full-time or one part-time coordinator. Applicants in this category must use form HUD-52651 to indicate in Part I that they are a “PHA currently administering FSS” and in Part II. A. of this form they must indicate the dates of their most recently funded positions.

Funding Category 3 - PHA or tribe/TDHE applicants that do not currently administer a PH FSS program, but that meet the requirements of III.B.2 of this NOFA including having a HUD-approved PH FSS Action Plan (p.12).

Funding Category 4 – Category 1 PHA or tribe/TDHE applicants that qualify for new, expansion positions based on the requirements for the number of families served as established in Section III.B.3 (p.12) of this NOFA.

3. Order of Funding. Eligible positions in each Funding Category will be funded in order starting with Category 1, then Category 2, etc. In each Funding Category, HUD will first fund applicants that qualify for HUD Policy Priority status under this NOFA, followed by those applicants that did not receive Policy Priority status. (See Section V.A.1. (pp. 27-29) for further information on qualifying for HUD Policy Priorities under this NOFA.)

Starting with Funding Category 1, HUD will determine whether there are sufficient funds for all eligible positions requested by applicants who fall in this Funding Category. If there are not sufficient funds for all eligible positions in a Funding Category, HUD will determine the order of funding in that Funding Category as follows:

a. Funding Category 1. HUD will begin funding eligible renewal positions of Category 1 Policy Priority status applicants in a round robin fashion, first with all eligible applicants getting one position, then a second, etc., until there are insufficient funds for all eligible renewal positions in that round. In that final round, order of funding will be determined based on the highest percentage of families with increased earned income. For PH FSS, the number of ACC units in PIC or for Tribes/TDHEs, the number of Formula Current Assisted Stock (FCAS) for FY 2011 as defined in 24 CFR 1000.316 and 1000.314 will be used as a tie breaker where necessary giving preference to the smallest number of PH ACC units/smallest FCAS first.

If funding is sufficient for all renewal positions of Category 1 Policy Priority applicants but not for all Category 1 non-Policy Priority Category 1 applicants, a round robin approach will also be used for eligible renewal positions of non-Policy Priority Category 1 applicants with preference for applicants with the highest percentage of families with increased earned income. The number of ACC/FCAS units will again be used as a tie breaker with preference for the smallest number of units first.

b. Funding Category 2. HUD will begin funding eligible positions of Category 2 Policy Priority applicants in a round robin fashion, using procedures similar to those used for Category 1 Policy Priority status applicants as described in paragraph a. of this section. If funding remains after all Category 2 Policy Priority positions have been funded but it is not sufficient to fund all non-Policy Priority Category 2 applicants, a round robin approach will then be employed for non-Policy Priority Category 2 applicants with preference for applicants with the highest percentage of families with increased earned income and using number of ACC units/FCAS as a tie breaker as was done for non-Policy Priority Category 1 applicants in paragraph a. of this section.

c. Funding Category 3. Category 3 Policy Priority status applicants will be funded first based on PH FSS program size starting with applicants with the smallest PH FSS programs first. If monies remain after funding all eligible Category 3 Policy Priority applicants but are not sufficient for all non-Policy Priority Category 3 applicants, then HUD will begin funding eligible non-Policy Priority applicants starting with applicants with the smallest PH FSS programs first.

d. Funding Category 4. HUD will begin funding those eligible Category 4 applicants that qualify for Policy Priority status in a round robin fashion starting with those applicants qualifying for a second position. If funding remains, the funding of the Policy Priority applicants will continue in a round robin fashion, funding a third position and then a fourth, etc. If funding remains after funding all eligible Policy Priority Category 4 applicants, HUD will then follow the same process for non-Policy Priority applicants funding first a second position, then a third, etc. If there is not enough funding for all applicants in either Policy Priority or non-Policy Priority categories, HUD will use highest percentage of families with increased earned income to determine order of funding. For PH FSS, number of ACC units in PIC or for Tribes/TDHEs, the number of FCAS will be used as a tie breaker where necessary giving preference to the smallest number of PH ACC units/smallest FCAS first.

4. Processing of Applications if There Are Insufficient Funds. The GMC may elect not to process applications for a funding category where there are insufficient funds available for any applications in that funding category.

5. Corrections to Deficient Applications. The **General Section** provides the procedures for corrections to deficient applications, please go to Section V.B.2 “Corrections to Deficient Applications” for more information. The FY2012 **General Section** may be obtained here: <http://portal.hud.gov/hudportal/documents/huddoc?id=2012gensecNOFA.pdf>.

6. Unacceptable Applications. After the technical deficiency correction period (as provided in the **General Section**), the GMC will reject applications that it determines are not acceptable for processing. Applications that fall into any of the following categories are ineligible for funding under this NOFA:

a. An application submitted by an entity that is not an eligible PHA/tribe/TDHE as defined under Section III.A (p. 11) and Section III.B (p. 11) of this NOFA or an application that does not comply with the requirements of Sections IV.B., IV.C., and IV.E (pp. 21-26) of this NOFA.

b. An application from an applicant(s) that does not meet the civil rights threshold criteria set forth at Section III.C.2.d of the FY 2012 **General Section** (“*Resolution of Outstanding Civil Rights Matters.*”)

c. An application that does not comply with the prohibition against lobbying activities of the **General Section**.

d. An applicant that as of the application deadline has not made progress satisfactory to HUD in resolving serious outstanding Inspector General audit findings, or serious outstanding HUD management review or Independent Public Accountant audit findings for the PH program and/or Moderate Rehabilitation program. PHAs with a “troubled” rating under PHAS must submit a Contract Administrator Partnership Agreement with their application (see sample agreement form HUD-52755).

e. An application from a PHA that has been debarred or otherwise disqualified from providing assistance under the program.

f. Applications that do not meet the Threshold requirements identified in this NOFA or in the **General Section**.

g. Applicants that submit only the electronic forms.

C. Anticipated Announcement and Award Dates. It is anticipated that award announcements will take place by August 2012.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices. Successful applicants will receive an award letter from HUD. The letter will provide instructions about the steps grantees must take in order to access funding and begin implementing grant activities. Funding will be provided via a grant agreement and through the LOCCS system. Unsuccessful applicants will receive a notification of rejection letter from the GMC that will state the basis for the decision. Unsuccessful applicants may request an applicant debriefing. (See the **General Section** for additional information regarding a debriefing.) Applicants requesting to be debriefed must send a written request to: Director, Grants Management Center; U.S. Department of Housing and Urban Development; 451 7th St., SW, B133 Potomac Center, 3rd Floor; Washington, DC 20410.

B. Administrative and National Policy Requirements.

1. 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” codified at 2 C.F.R. Part 225;
- 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”.

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

Grantees must comply with Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u and ensure that training, employment, and contracting opportunities shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing and to business concerns that provide economic opportunities to low- and very low-income persons. For this program, these requirements apply to the hiring of FSS Coordinators. The Section 3 regulations at 24 CFR Part 135, subparts B and E, impose certain reporting requirements on recipients, including the submission of an annual report, using form HUD60002 on HUD’s online system at www.hud.gov/section3. See Section III.C of the **General Section** for more information.

For tribes/TDHES, the procedures and requirements of Part 135 apply to the maximum extent consistent with, but not in derogation of, preferences for the benefits of Indians under §7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450e (b)).

3. 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 PH SS NOFA support the Department’s strategic goal of utilizing housing as a platform for improving quality of life. You can find out about HUD’s Strategic Framework and policy priorities in the **General Section**.

4. Environmental Impact. This NOFA provides funding under 24 CFR 984, which does not contain environmental review provisions because it concerns only activities listed in 24 CFR 50.19(b). Accordingly, under 24 CFR 50.19(c)(5), this NOFA is categorically excluded from environmental review under the National Environment Policy Act of 1969 (42 U.S.C. 4321).

C. Reporting.

1. PIC and MTW. Successful applicants must report activities of their FSS enrollment, progress and exit activities of their PH FSS program participants through required submissions of the form HUD_50058. MTW PHAs will report using the form HUD_50058_MTW and any additional reports required for MTW reporting. HUD’s assessment of the accomplishments of

the FSS programs of PHAs funded under this NOFA will be based primarily on PIC system data obtained from forms HUD_50058 and HUD_50058_MTW. For non-MTW programs, applicants are reminded that the following lines of the form HUD_50058 are to be completed for each report: 17a., identifying FSS; 17b., FSS report category; 17c., FSS effective date of action; 17d., PHA code of PHA administering FSS contract; 17h.(1) through 17h.(6); 17i. Family services table for services received during FSS participation of family; 17j(1) through 17j(5), FSS Contract Information; 17k.(1) through 17k.(3); and, if the family exits, 17m. For MTW PHAs, comparable sections of the form HUD_50058_MTW are: 23a., 23b., 23c., 23d., 23h.(1) through 23h.(6), 23i., 23.j,23k. and 23m.

2. Annual Performance Reports.

a. Logic Model. In addition to reporting in PIC, each grant recipient 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. Recipients shall use quantifiable data to measure performance against goals and objectives contained in their Logic Model (HUD_96010).

An annual Performance Report consisting of the updated Logic Model (HUD_96010) and answers to the Logic Model Program Management and Evaluations Questions must be submitted to the Public Housing Director in the recipient's local HUD field office/area ONAP no later than 30 days after the ending date of the one-year grant funding provided to the recipient under this NOFA. A narrative describing milestones, progress towards goals, and problems encountered and methods used to address the problems to support the data in the Logic Model is optional.

b. SF-425. PH FSS grantees must also submit a completed Federal Financial Report, SF-425.

3. Racial and Ethnic Data. 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 (HUD Race Ethnic Form on Grants.gov), or a comparable form. Form HUD 50058, which provides racial and ethnic data to HUD's PIC data system, is a comparable program form that should be used by PHAs for reporting racial and ethnic data for PH FSS program participants.

4. Transparency Act Reporting.

a. Recipient Reporting to Meet the Requirements the Federal Financial Assistance Accountability and Transparency Act of 2006 as amended.

1. Prime Awardee Reporting. Prime recipients of HUD financial assistance are required to report subawards made either as pass-through awards, subrecipient awards, or vendor awards in the federal government-wide website www.fsrc.gov or its successor system.

Starting with awards made October 1, 2010, prime financial assistance awardees receiving funds directly from HUD are required to report subawards and executive compensation information both for the prime award and subawards, including awards made as pass-through awards or awards to vendors, where both the initial award is \$25,000 or greater or the cumulative

award will be \$25,000 or greater if funding incrementally as directed by HUD in accordance with OMB guidance. The reporting of award and subaward information is in accordance with the requirements of Federal Financial Assistance Accountability and Transparency Act of 2006, as amended by section 6202 of Public Law 110-252, hereafter referred to as the “Transparency Act” and OMB Guidance issued to the Federal agencies on September 14, 2010 (75 FR 55669) and in OMB Policy guidance. The prime awardee will have until the end of the month plus one additional month after a subaward or pass-through award is obligated to fulfill the reporting requirement. The Transparency Act requires the creation of a public government-wide website in which the following subaward data will be displayed:

- (a) Name of entity receiving award;
- (b) Amount of award
- (c) Funding agency;
- (d) North American Industry Classification System (NAICS) code for contracts/CFDA program for financial assistance awards;
- (e) Program source;
- (f) Award title descriptive of the purpose of the funding action;
- (g) Location of the entity (including Congressional district);
- (h) Place of Performance (including Congressional district);
- (i) Unique identifier of the entity and its parent; and
- (j) Total compensation and names of top five executives.

For the purposes of reporting into the FFATA Subaward Reporting System (FSRS) reporting site, the unique identifier is the DUN and Bradstreet Universal Numbering System (DUNS) number the entity has obtained from Dun and Bradstreet, and for Prime awardees the DUNS number registered in the Central Contractor Registration as required by HUD regulation 24 CFR 5.1004.

2. Prime Awardee Executive Compensation Reporting. Prime awardees must also report in the government-wide website the total compensation and names of the top five executives in the prime awardee organization if:

- (a) More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and
- (b) Compensation information is not readily available through reporting to the Securities Exchange Commission (SEC.)

3. Subaward Executive Compensation Reporting. Prime awardees must also report in the government-wide website the total compensation and names of the top five executives in the subawardees, pass-through or vendor organization if:

- (a) More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and
- (b) Compensation information is not readily available through reporting to the Securities Exchange Commission (SEC.)

4. Transparency Act Reporting Exemptions. The Transparency Act exempts any sub-awards less than \$25,000 made to individuals and any sub-awards less than \$25,000 made to an entity whose annual expenditures are less than \$300,000. Subawards with a cumulative total of \$25,000 or greater are subject to subaward reporting beginning the date the subaward total award amount reaches \$25,000. Any other exemptions to the requirements must be approved by the Office of Management and Budget.

5. Compliance with Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417), hereafter referred to as “Section 872.” Section 872 requires the establishment of a government-wide data system to contain information related to the integrity and performance of entities awarded federal financial assistance and making use of the information by federal officials in making awards. It is anticipated that the federal data system will be known as the Federal Awardee Performance and Integrity Information System (FAPIIS). Only federal officials and the entity will be able to view the information in the FAPIIS system.

Further, each recipient of federal funds with a cumulative value greater than \$10 million and their direct (i.e., first-tier) subrecipients would be required to report to the FAPIIS system. The data collection requirements include information about certain civil judgments, criminal convictions, and outcomes of administrative proceedings that reached final disposition within the most recent 5-year period and were connected with the award or performance of a federal or state award. Recipients and first-tier subrecipients must report information at least semi annually to maintain the currency of the information. Section 872 also requires that an entity be allowed to submit comments to the data system about any information that system contains about the entity. Use of the FAPIIS system requires a DUNS number and current valid registration in the CCR for HUD awardees and first-tier subrecipients.

Prior to making a funding decision, the federal official authorized to make the award is required to determine whether the entity is qualified to receive an award, taking into consideration any information about the entity that is in the data system. OMB is in the process of issuing regulations regarding federal agency implementation of Section 872 requirements. A proposed rule was published in the Federal Register on February 18, 2010, by OMB seeking public comments no later than April 19, 2010.

HUD’s terms and conditions to its FY2012 awards will contain requirements related to meeting Section FFATA and Section 872 requirements.

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. Persons with hearing or speech impairments

may access this number via TTY (text telephone) by calling the Federal Information Relay Service at 800-877-8339. (These are toll-free numbers). 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. For programmatic questions, you may contact Dina Lehmann-Kim at Dina.Lehmann-Kim@hud.gov or 202-402-2430. Any FAQs or further information will be available at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm> or on the NOFA specific page that may be accessed from that page. 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.

B. Satellite Broadcast. HUD will hold an informational broadcast via satellite for potential applicants to learn more about the PH FSS programs and preparation of an application. For more information about the date and time of this broadcast, you should consult the HUD Funds Available website and click on the PH FSS NOFA:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail

VIII. OTHER INFORMATION

A. Code of Conduct. Please see the **General Section** for more information. Further information may also be found at <http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm>.

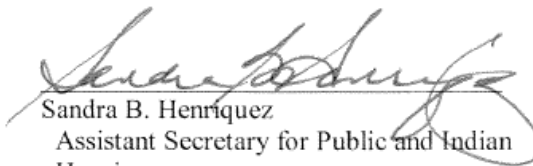
B. Transfer of Funds. If transfer of funds from any of the ROSS programs to the PH FSS program does become necessary, HUD will consider the amount of un-funded qualified applications in deciding to which program the additional funds will be transferred.

C. 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 one hour per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data for the application and other required reporting. 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.

D. Public Access, Documentation, and Disclosure. See Section VIII. G of the **General Section.**

Date: March 22, 2012



Sandra B. Henriquez
Assistant Secretary for Public and Indian
Housing

[FR-5600-N-31]