

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**[Docket No.FR-5600-N-21]**

**Notice of Funding Availability (NOFA) for Service Coordinators in Multifamily Housing**

**AGENCY:** Office of the Assistant Secretary for Housing – Federal Housing Commissioner, HUD

**ACTION:** Notice of Funding Availability (NOFA) for Fiscal Year (FY) 2012 Service Coordinators in Multifamily Housing.

**SUMMARY:** Today’s posting provides information and instructions for the FY2012 Service Coordinators in Multifamily Housing program. This Notice is comprised of both HUD’s Fiscal Year (FY) 2012 Notice of Funding Availability (NOFA) and the Policy Requirements and General Section (General Section) to HUD’s FY2012 NOFAs for Discretionary Programs, posted on [www.Grants.gov](http://www.Grants.gov) on September 19, 2011.

**DEADLINE DATE:** The application deadline is 11:59:59 p.m. eastern time on **May 14, 2012**. Applications must be received by [Grants.gov](http://Grants.gov) no later than 11:59:59 p.m. eastern time on the application deadline date. Applicants need to be aware that following receipt, applications go through a validation process in which the application may be accepted or rejected. Please allow time for this process to ensure that you meet the timely receipt requirements as stated in paragraph IV.C.4 of the General Section. Section IV of the General Section contains essential information on obtaining, completing, and submitting applications and using Adobe products.

**FOR FURTHER INFORMATION CONTACT:** Questions regarding specific program requirements should be directed to Carissa Janis, Housing Program Manager, Office of Housing Assistance and Grant Administration, at 202-708-3000. Prior to the application deadline, program staff will be available to provide general guidance, but not guidance with actual application preparation. Questions regarding the FY2012 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 this number via TTY by calling the Federal Relay Service at 800-877-8339.

**OVERVIEW INFORMATION**

**A. Federal Agency Name:** Department of Housing and Urban Development, Office of the Assistant Secretary for Housing-Federal Housing Commissioner.

**B. Funding Opportunity Title:** Service Coordinators in Multifamily Housing

**C. Announcement Type:** Initial announcement.

**D. Funding Opportunity Number:** The funding opportunity number is 5600-N-21. The OMB approval number is 2502-0447.

**E. Catalog of Federal Domestic Assistance (CFDA) Number:** 14.191, Multifamily Housing Service Coordinators.

**F. Dates.** The application deadline is 11:59:59 p.m. eastern time on **May 14, 2012**. Applications must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date.

All information required to complete the application is in Section IV of the General Section and this NOFA. Applicants may download the application and instructions from the [Grants.gov](http://www.grants.gov) website at [http://www.grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www.grants.gov/applicants/find_grant_opportunities.jsp). Please carefully read the Fiscal Year (FY) 2012 Notice of Funding Availability (NOFA) Policy Requirements and General Section to HUD's FY2012 NOFAs for Discretionary Programs, published on [Grants.gov](http://www.grants.gov) on September 19, 2011. Applicants need to be aware that following receipt, applications go through a validation process in which the application may be accepted or rejected. Please allow time for this process to ensure that you meet the timely receipt requirements.

### **G. Additional Overview Content Information:**

**1. Purpose of the Program.** The Service Coordinator in Multifamily Housing program allows multifamily housing owners to assist elderly individuals and nonelderly people with disabilities living in HUD-assisted housing and in the surrounding area to obtain needed supportive services from the community, to enable them to continue living as independently as possible in their homes.

**2. Available Funds.** \$91 million in fiscal year 2012 funds have been appropriated for the Service Coordinator in Multifamily Housing program. Of these funds, approximately \$15 million are available in this NOFA for funding new Service Coordinators in Multifamily Housing programs.

**3. Eligible Applicants.** Only owners of eligible multifamily assisted housing, as defined in Section III.A.2 of this NOFA may apply.

**4. Coordination among Programs Providing Services or Service Coordination.** In any jurisdiction or neighborhood that receives funding, for either the same geographic area or the same population, HUD encourages coordination among programs, where appropriate to help identify and obtain needed services or service providers to address the service needs of the population being served by the program. This will enable grant recipients to better identify gaps in service provision and be knowledgeable about the needs of other program service providers, so as to identify and document the demand for the service or services where such gaps exist. Coordination among providers will enable leveraging of these service resources; avoid duplication of effort in seeking to bring these services to the community as a whole, and improve access and service delivery for participating families.

## **FULL TEXT OF ANNOUNCEMENT**

### **I. FUNDING OPPORTUNITY DESCRIPTION.**

**A. Overview.** The Service Coordinator in Multifamily Housing Program provides funding for the employment and support of Service Coordinators in insured and assisted housing properties that were designed for the elderly or nonelderly persons with disabilities and continue to operate as such. Service coordinators help residents obtain supportive services from the community that are needed to enable independent living and aging in place.

A Service Coordinator is a social service staff person hired or contracted by the assisted housing owner or its management company. The Service Coordinator is responsible for assuring that elderly residents, especially those who are frail or at risk, and those non-elderly residents with disabilities are linked to the supportive services they need to continue living independently in their current homes. All services should meet the specific desires and needs of the residents themselves. The Service Coordinator may not require any elderly individual or person with a disability to accept any specific supportive service(s).

Applicants should review the Management Agent Handbook 4381.5 Revision-2, Change-3, Chapter 8, for further guidance on service coordinators. This Handbook is accessible through HUDCLIPS on HUD's website at

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/handbooks/hsggh](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/hsggh).

Enter the Handbook number in the search field to retrieve the Handbook.

**B. Authority.** Section 808 of the Cranston-Gonzalez National Affordable Housing Act (Pub. L. 101-625, approved November 28, 1990), as amended by sections 671, 674, 676, and 677 of the Housing and Community Development Act of 1992 (Pub. L. 102-550, approved October 28, 1992), and section 851 of the American Homeownership and Economic Opportunity Act of 2000 (Pub. L. 106-569, approved December 27, 2000). Funds are provided through the Department of Housing and Urban Development Appropriations Act, 2012 (Pub. L. 112-55, 125 Stat. 552, Approved November 18, 2011).

### **C. Definition of Terms Used in this Program NOFA.**

**1. Activities of Daily Living (ADLs).** Activities of Daily Living means eating, dressing, bathing, grooming, and household management activities. For the purposes of defining “frail” and “at-risk” elderly person, the inability to perform an ADL is further described below:

- a. Eating--May need assistance with cooking, preparing, or serving food, but must be able to feed self;
- b. Bathing--May need assistance in getting in and out of the shower or tub, but must be able to wash self;
- c. Grooming--May need assistance in washing hair, but must be able to take care of personal appearance;
- d. Dressing--Must be able to dress self, but may need occasional assistance; and
- e. Home management activities--May need assistance in doing housework, grocery shopping, laundry, or getting to and from activities such as going to the doctor and shopping, but must be mobile. The mobility requirement does not exclude persons in wheelchairs or those requiring mobility devices.

**2. At -Risk Elderly Person.** At-risk elderly person **means** an individual 62 years of age or older who is unable to perform one or two ADLs, as defined in the above paragraph.

**3. Eligible Applicant.** Eligible applicant refers to the mortgagor entity, single asset mortgagor, single purpose ownership entity, or other corporate entity that directly owns eligible assisted housing (as defined in Section III.A.2 of this NOFA). A Managing General Partner in a partnership entity and property management companies are not considered “eligible applicants”.

**4. Frail Elderly Person.** Frail elderly person means an individual 62 years of age or older who is unable to perform at least three ADLs as defined in the above paragraph.

**5. People with Disabilities.** People with disabilities mean those individuals who:

- a. Have a disability as defined in Section 223 of the Social Security Act, 42 USC. § 423;
- b. Have a physical, mental, or emotional impairment expected to be of long, continued, and indefinite duration that substantially impedes the individual's ability to live independently; or
- c. Have a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, (42 USC Section 15002).

**6. Reasonable Costs.** Reasonable costs means that costs are consistent with salaries and administrative costs of similar programs in your HUD Field office's jurisdiction.

#### **D. Basic Qualifications of Service Coordinators and Aides.**

**1. Service Coordinator Qualifications.** Service Coordinator qualifications include the following:

- a. A Bachelor of Social Work or degree in Gerontology, Psychology or Counseling is preferable; a college degree is fully acceptable. You may also consider individuals who do not have a college degree, but who have appropriate work experience.
- b. Knowledge of the aging process, elder services, disability services, eligibility for and procedures of federal and applicable state entitlement programs, legal liability issues relating to providing Service Coordination, drug and alcohol use and abuse by the elderly, and mental health issues.
- c. Two to three years experience in social service delivery with senior citizens and/or people with disabilities. Some supervisory or management experience is desirable if the Service Coordinator will work with aides.
- d. Demonstrated working knowledge of supportive services and other resources for senior citizens and/or non-elderly people with disabilities available in the local area.
- e. Demonstrated ability to advocate, organize, problem-solve, and provide results for the elderly and people with disabilities.

**2. Aides Working with a Service Coordinator.** Aides working with a service coordinator under this program should have appropriate education or experience in working with the elderly and/or people with disabilities. An example of an aide position could be an internship or work-study program with local colleges and universities to assist in carrying out some of the Service Coordinator's functions.

## **II. AWARD INFORMATION**

**A. Available Funding.** The Department of Housing and Urban Development Appropriations Act 2012 (Pub. L.112-55, 125 Stat. 552, Approved November 18, 2011), provides \$91 million to fund Service Coordinators under this program and the continuation of existing Congregate Housing Services Program (CHSP) grants. Approximately \$15 million will be made available to fund new Service

Coordinator in Multifamily Housing programs through this Program NOFA. The remaining appropriated amount will fund one-year extensions to expiring Service Coordinators in Multifamily Housing and CHSP grants.

**B. Maximum Grant Award.** There is no maximum grant amount. The grant amount you request must be based on the Service Coordinator's salary, the number of weekly work hours, and the administrative expenses you propose in your application.

**C. Award Period.** HUD provides funding in the form of three-year grants. HUD may renew grants subject to the availability of funds and the grantee's acceptable performance and compliance with program requirements. HUD will determine performance based on the information given in the grantee's Semi-Annual Performance Reports and Federal Financial Reports and annual Logic Model reports.

### III. ELIGIBILITY INFORMATION

#### A. Eligible Applicants and Properties.

1. Eligible applicants must meet the definition in Section I.C.3 of this NOFA and all of the applicable threshold requirements of Section III.C.2.a–e and g of the **General Section**.
2. Eligible assisted housing to be served by a Service coordinator must meet the following criteria:
  - a. Be assisted or financed through any of the following programs:
    - (1) Section 202 Direct Loan;
    - (2) Project-based Section 8 (including Section 8 Moderate Rehabilitation), or
    - (3) Section 221(d)(3) below-market interest rate and Section 236 (insured or assisted).
  - b. Have frail or at-risk elderly residents and/or non-elderly residents with disabilities who together total at least 25 percent of the building's residents. (For example, if a property has 52 total residents, at least 13 residents must be frail, at-risk, or non-elderly people with disabilities.)
  - c. Were designed or designated for the elderly or persons with disabilities and continue to operate as such. This includes any building within a mixed-use development that was designed for occupancy by elderly persons or persons with disabilities at its inception and continues to operate as such, or consistent with title VI, subtitle D of the Housing and Community Development Act of 1992 (Pub. L. 102-550). If not so designed, a property in which the owner gives preferences in tenant selection (with HUD approval) to eligible elderly persons or nonelderly persons with disabilities for all units in that property.
  - d. If FHA insured or financed with a Section 202 Direct Loan, are current in mortgage payments or are current under a workout agreement.
  - e. Meet HUD's Uniform Physical Conditions Standards (codified in 24 CFR part 5, subpart G), based on the most recent physical inspection report and responses thereto, as evidenced by a score of 60 or better on the last physical inspection or by an approved plan for properties scoring less than 60.

f. Are in compliance with their regulatory agreement, Housing Assistance Payment (HAP) Contract, and any other outstanding HUD grant or contract document.

g. Have no available project funds (i.e., Section 8 operating funds, residual receipts, or excess income) that could pay for a Service Coordinator. (“Available funds” are those that require HUD approval for their use and are not needed to meet critical property needs.) Field office staff will make this determination based on financial records maintained by the Department and information provided by the applicant in the grant application.

**3. Changes in Eligibility Status.** If your eligibility status changes during the course of the grant term, making you ineligible to receive a grant (e.g., due to prepayment of mortgage, sale of property, or opting out of a Section 8 HAP contract), HUD will terminate your grant.

**4. Ineligible Applicants and Properties.**

a. Managing General Partners in a partnership owner corporation, property management companies, area agencies on aging, and other like organizations are not eligible applicants for Service Coordinator in Multifamily Housing funds. Refer to paragraph I.C.3 of this NOFA for the definition of an “eligible applicant”.

b. Housing not designed or designated for the elderly, nonelderly people with disabilities, or those no longer operating as such.

c. Section 221(d)(4) and Section 515 housing without project-based Section 8 assistance.

d. Section 202 and 811 properties with a Project Rental Assistance Contract (PRAC). Owners of Section 202 PRAC properties may obtain funding by requesting an increase in their PRAC payment consistent with Handbook 4381.5 REVISION-2, CHANGE-2, Chapter 8.

e. Conventional public housing, as such term is defined in section 3(b) of the United States Housing Act of 1937), and units assisted by project-based Housing Choice Vouchers, as set forth in 24 CFR Part 983.

**B. Cost Sharing or Matching Requirement.** None required.

**C. Other**

**1. Eligible Activities.** *The functions of the Service Coordinator position are considered the program’s eligible activities.* The major functions of the Service Coordinator include the following:

a. Refer and link the residents of the assisted housing to supportive services provided by the general community. Such services may include case management, personal assistance, homemaker, meals-on-wheels, transportation, counseling, occasional visiting nurse, preventive health screening/wellness, and legal advocacy.

b. Educate residents on service availability, application procedures, client rights, etc.

- c. Establish linkages with agencies and service providers in the community. Shop around to determine/develop the best "deals" in service pricing, to assure individualized, flexible, and creative services for the involved resident. Provide advocacy as appropriate.
- d. Provide case management when such service is not available through the general community. This might include evaluation of health, psychological and social needs, development of an individually tailored case plan for services, and periodic reassessment of the resident's situation and needs. Service Coordinators can also set up a Professional Assessment Committee (PAC) to assist in performing initial resident assessments. (See the guidance in the Congregate Housing Services Program (CHSP) regulations at 24 CFR 700.135 (or 7 CFR 1944.258 for Rural Housing properties)).
- e. Monitor the ongoing provision of services from community agencies and keep the case management and provider agency current with the progress of the individual. Manage the provision of supportive services where appropriate.
- f. Help the residents build informal support networks with other residents, family and friends.
- g. Work and consult with tenant organizations and resident management corporations. Provide training to the property's residents in the obligations of tenancy or coordinate such training.
- h. Create a directory of providers for use by both housing staff and residents.
- i. Educate other staff of the management team on issues related to aging in place and Service Coordination, to help them to better work with and assist the residents.
- j. Provide service coordination to low-income elderly individuals or nonelderly people with disabilities living in the vicinity of an eligible property. Neighborhood residents should come to your housing site to meet with and receive service from the Service Coordinator, but you must make reasonable accommodations for those individuals unable to travel to the housing site.

## **2. Eligible Program Costs.**

- a. Service Coordinator in Multifamily Housing Program grant funds may be used to pay for the salary, fringe benefits, training (and travel to training), quality assurance, and related administrative costs of employing a service coordinator. Administrative costs may include creation of office space, purchase of office furniture, equipment, supplies, computer hardware, software, and Internet service, and indirect administrative costs.
- b. Number of positions, weekly work hours, and Salary amount. You should base your determination of the appropriate number of weekly work hours on the number of property residents who are frail or at-risk elderly or non-elderly people with disabilities. Under normal circumstances, a full-time Service Coordinator should be able to serve about 50-60 frail or at-risk elderly or non-elderly people with disabilities on a continuing basis. For example, a property with 55 frail or at-risk elderly or non-elderly people with disabilities would warrant one full-time Service Coordinator; a property with 25 frail or at-risk elderly or non-elderly people with disabilities could justify a 20 hour per week position, and a property with 125 frail or at-risk elderly or non-elderly people with disabilities may need two full-time Service Coordinators.

Your proposed salary must be supported by evidence of comparable salaries in your area. Gather data from programs near you to compare your estimates with the salaries and administrative costs of currently operating programs. HUD Field staff can provide you with contacts at local program sites.

c. You may propose reasonable costs associated with setting up a confidential office space for the Service Coordinator. Such expenses must be one-time only start-up costs. Such costs may involve acquisition, leasing, rehabilitation, or conversion of space. The office space must be accessible to people with disabilities and meet the Uniform Federal Accessibility Standards (UFAS) requirements of accessibility. HUD field office staff must approve both the proposed costs and activity and must perform an environmental assessment on such proposed work prior to grant award. Please refer to the United States Access Board website, <http://www.access-board.gov/ufas/ufas-html/ufas.htm>, for more information.

d. You may use grant funds to pay for Quality Assurance (QA) in an amount that does not exceed ten percent of the Service Coordinator's salary. Eligible QA activities are those that evaluate your program to assure that the position and program are effectively implemented. A qualified, objective third party must perform the program evaluation work and must have work experience and education in social or health care services. Your QA activities must identify short- and long-term program outcomes and performance indicators that will help you measure your performance. On-site housing management staff cannot perform QA and you may not augment current salaries of in-house staff for this purpose.

e. Only Assisted Living Conversion Program (ALCP) and Service Enriched Housing (SEH) applicants may use funds to augment a currently operating Service Coordinator program, by increasing the hours of a currently employed Service Coordinator or hiring an additional Service Coordinator or aide on a part- or full-time basis. The additional hours and/or staff must be dedicated only to ALCP and SEH residents.

**3. Other Eligible Uses of Grant Funds.** You may use funds to continue a Service Coordinator program that has previously been funded through other sources. To be deemed eligible, you must provide evidence that these resources have already ended or will discontinue within six months following the application deadline date and that no other funding mechanism is available to continue the program. (This applies only to funding sources other than the grants provided by the Department through program Notices beginning in FY 1992. HUD currently provides one-year extensions to these grants through a separate funding action.)

**4. Threshold Requirements.** Each applicant and application must meet the following threshold criteria to be considered for funding:

a. Applicants must meet the Threshold requirements in paragraphs III.C.2.a-e and g of the General Section.

b. Applications must be submitted pursuant to the timely receipt requirements provided in Section IV.C.4 of the General Section.

c. The applicant information provided on your online application, Standard Form (SF) 424, "Application for Federal Assistance" must belong to the owner of the eligible assisted housing

included in this application. Only owners of eligible assisted housing may apply for and receive grant funds. HUD will use the legal name, Employer Tax Identification Number (EIN), DUNS number, and address provided in items 8a through 8d of the form SF424 (i.e. the online application) to determine if the applicant is eligible, pursuant to the definition found in paragraph I.C.3 of this NOFA. If the applicant is not sure of the legal entity name or DUNS number, the applicant can search the Central Contractor Registration (CCR) by going to [www.ccr.gov](http://www.ccr.gov) and under the link “search CCR”, they can enter the DUNS, the legal name, the address, and or the Doing-Business-As name and then select from a List of all vendors (active and inactive).

d. Grant applications must contain the materials in Section IV.B.2.b(1) and (4)(i), (ii), and (iii) of this NOFA in order to be considered for funding. If any of these items are missing, HUD will immediately reject your application.

In cases where field office staff request information in response to technical deficiencies in applications, applicants must submit the response by the designated deadline date provided in their technical deficiency notice. If responses are not received by this date, HUD will reject the application.

**5. Program Requirements.** In managing your Service Coordinator in Multifamily Housing grant, you must meet the following requirements as well as those found in Sections III.C.4 and 5 of the General Section. These requirements apply to all activities, programs, and functions funded by your Service Coordinators in Multifamily Housing grant.

**a. Achieving Results and Program Evaluation.** You must identify program outputs, outcomes, and performance indicators that will allow you to measure the outcomes you and your partners have achieved. Performance indicators should be objectively quantifiable and measure actual achievements against anticipated achievements. HUD wants to ensure that applicants develop performance and outcome measures that are focused on residents’ ability to age in place and live as independently as possible. Measuring outcomes and engaging in program evaluation will also assist HUD in meeting its commitment to federal requirements for accountability. You must use the HUD96010LogicModel to propose how you plan to measure both your success and outcomes and their relationship to the Department’s Strategic Plan.

You must establish interim benchmarks, or outputs, for your proposed program that will lead to the ultimate achievement of outcomes. Outputs are the direct products of a program’s activities. Examples of outputs are: the number of residents educated in obligations of tenancy; the number of residents referred to available supportive services, or the number of residents assisted in applying for health benefits.

Outputs should produce outcomes for your 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. You must clearly identify the outcomes to be achieved and measured. Examples of outcomes are: reductions in the number of eviction actions initiated due to lease violations; the number of units of service that enable independent living, or the decrease in the dollar amount of residents’ monthly living expenses. This NOFA supports the HUD Policy Priorities number 4, “Knowledge Sharing and Capacity Building” and number 5, “Using Housing as a Platform for Improving Other Outcomes”.

- b. Private Office Space.** You must make sufficient separate and private office space available for the Service Coordinator and/or aide to meet with residents, without adversely affecting normal activities.
- c. Secure Resident Files.** The Service Coordinator must maintain resident files in a secured location. Files must be accessible ONLY to the Service Coordinator, unless residents provide signed consent otherwise. These policies must be consistent with maintaining confidentiality of information related to any individual per the Privacy Act of 1974.
- d. Supervision and Training.** Grantees must ensure that the Service Coordinator receives appropriate supervision, training, and ongoing continuing education, consistent with statutory and HUD administrative requirements. This includes 36 hours of training in age-related and disability issues during the first year of employment as a Service Coordinator, if the Service Coordinator has not received recent training in these areas, and 12 hours of continuing education each year thereafter.
- e. Responsibility for Budget Shortfalls.** Grantees are responsible for any budget shortfalls during the three-year grant term.
- f. Residual Receipts Account.** As a condition of receiving a grant, Section 202 properties without a dedicated residual receipts account must amend their regulatory agreement and open such an account, separate from their Reserve for Replacement account.
- g. Environmental Requirements.** It is anticipated that most activities under this program are categorically excluded from the National Environmental Policy Act (NEPA) and related environmental authorities under 24 CFR 50.19(b)(3), (4), (12), or (13). If grant funds will be used to cover the cost of any activities which are not exempt from environmental review requirements - such as acquisition, leasing, construction, or building rehabilitation, HUD must perform an environmental review to the extent required by 24 CFR part 50, prior to grant award. HUD Field office staff will determine the need for an environmental assessment, based on the proposed program activities.
- h. Fair Housing and Civil Rights Requirements.** Applicants and their sub recipients must comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105(a), including, but not limited to, the Fair Housing Act, Section VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and Section 109 of the Housing and Community Development Act of 1974. Refer to Section III.C.5.a of the General Section for more information.
- i. Affirmatively Furthering Fair Housing (AFFH).** The obligation to affirmatively further fair housing applies to all recipients of HUD funds, awarded and announced under HUD's FY2012 funding notices. Examples of activities that Service Coordinators and property management staff might undertake are the following: Providing bilingual and multilingual services; accommodating services for persons with physical, sensory, and mental disabilities; affirmatively marketing the service coordinator's services to residents of the property and surrounding community who are least likely to inquire, and finding counselors to help tenants with counseling for mobility and fair housing choice. See Section III.C.5.b of the General Section for more detail.

**j. Access for Persons with Limited English Proficiency.** Applicants shall take reasonable steps to ensure meaningful access to their program and activities to Limited English Proficient individuals. For the purposes of this NOFA, grant recipients must comply with Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*. Grantees should refer to the Department's January 22, 2007 *Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons* (72 FR 2732).

**6. Coordination Among Programs Providing Services or Service Coordination.** In any jurisdiction or neighborhood that receives funding, for either the same geographic area or the same population, HUD encourages coordination among programs, where appropriate to help identify and obtain needed services or service providers to address the service needs of the population being served by the program. This will enable grant recipients to better identify gaps in service provision and be knowledgeable about the needs of other program service providers, so as to identify and document the demand for the service or services where such gaps exist. Coordination among providers will enable leveraging of these service resources, avoid duplication of effort in seeking to bring these services to the community as a whole, and improve access and service delivery for participating families.

#### **IV. APPLICATION AND TIMELY RECEIPT INFORMATION**

**A. Address to Request Application Package.** See Section IV.A of the **General Section** for specific procedures regarding obtaining application forms and requesting technical assistance. Applications are available at [www.Grants.gov](http://www.Grants.gov). To find this funding opportunity, go to [http://www.grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www.grants.gov/applicants/find_grant_opportunities.jsp). There you can search by agency to find this funding opportunity or you can click on Basic Search and then, under the box provided for the CFDA number, you can enter the number 14.191. See the General Section for a description of how to download the application and accompanying instruction package. Please carefully read the instructions in the General Section regarding how to find and apply for funding opportunities using the Grants.gov system. Carefully following the instructions can make the difference in having the application received or rejected by the system.

If you have difficulty accessing the information, call the Grants.gov Support Desk at 800- 518-GRANTS (TTY: 800-877-8339). You may also send an email to [support@grants.gov](mailto:support@grants.gov). The customer support center is open 24 hours a day, seven days per week, except federal holidays. The customer service representatives will assist applicants in accessing the information and addressing technology issues, including accessibility problems, in accordance with Section 508 of the Rehabilitation Act; (see paragraph III.C.5.f of the General Section). Applicants should ask for a Grants.gov call center ticket number if not provided one by the call center customer service representative. HUD relies on Grants.gov and CCR call center ticket logs to resolve submission problems.

**B. Content and Form of Application Submission.** Carefully review and follow the guidance in Section IV.B of the General Section for information on Using Adobe Forms in application packages; registering for electronic application submission; completing the Registration Process; downloading an application package and Application Instructions, and completing the selected grant application package.

## **1. Important Registration Information.**

**a. Registration Process.** Applicants must submit their applications electronically through Grants.gov. Before you can do so, you must complete several important steps to register in the CCR and Grants.gov as a submitter. The registration process can take approximately 2 to 4 weeks to complete. Therefore, you should register in sufficient time to submit your application by the deadline date. Carefully review and follow the five sequential steps detailed in Section IV.B.2 of the General Section. In particular, be sure that the owner's information provided to Dun and Bradstreet (D&B) matches the information maintained by the Internal Revenue Service (IRS). If the owner's data in D&B and the CCR do not match the IRS information, an error message will result. The owner's registration in CCR will not be complete until the discrepancies have been resolved. HUD recommends that applicant organizations carefully review their D&B and CCR registration information for accuracy immediately upon publication of this notice. If you have questions about your EIN/TIN, call toll free 866-255-0654, Option 4. (See section IV.B.4.b(2) of the General Section for more registration information.)

**b. Authorized Organizational Representative (AOR).** The person submitting the application must be registered in Grants.gov and be approved by the eBusiness Point of Contact (E-Biz POC) identified in the CCR registration for the organization identified in box 8a of the SF-424.

The E-Biz POC must approve the designated AOR(s). If the E-Biz POC does not grant authorization, Grants.gov will not accept the grant application. The E-Biz POC can designate the AOR to submit applications on behalf of the organization by selecting the E-Biz POC Login link on the Grants.gov home page; logging in, and selecting Manage Applicants. The Grants.gov registration is complete when an AOR has been approved to submit an application on behalf of the applicant organization by the E-Biz POC. The E-Biz POC should make sure that the email address in the CCR registration is up-to-date, as Grants.gov will notify the E-Biz POC by email that a request has been made to approve an AOR.

If after logging into Grants.gov, an AOR's status is not "Authorized Applicant," then the AOR has not been granted AOR status by the applicant E-Biz POC. The submitter should contact the E-Biz POC directly and remind the POC to complete this process as soon as possible.

See paragraphs IV.B.3.a, b, and c and IV.B.4.b of the General Section for more information on AORs and E-Biz POCs.

**c. Allow Sufficient Time For Registration and Timely Receipt.** Applicant organizations and AORs should carefully review the General Section before starting the application so that there is sufficient time to register, authorize, and ensure that attachment files and facsimile transmissions meet requirements. Failure to follow the instructions in the General Section can result in your application not meeting the timely receipt requirements or not having all the application materials properly assigned.

**2. Service Coordinator in Multifamily Housing Application Content and Form of Application.** Your application must contain the items listed in paragraphs "a" and "b", below. These items

include the standard forms listed in Section IV.B.5.b(5) of the **General Section** that are applicable to this funding Notice, (collectively referred to as the "standard forms"). The standard forms and other required forms are part of the electronic application downloaded from [http://www.grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www.grants.gov/applicants/find_grant_opportunities.jsp). The items are as follows:

**a. Standard Forms.**

**(1) SF424\_Application\_for\_Federal\_Assistance.** The name, address, EIN/TIN, and DUNS number used on the SF424 must belong to the eligible organization entity, as defined in paragraph I.C.3 of this NOFA. Applicants must also include the nine digit zip code (zip code plus four digits) associated with the applicant address in box 8d of the SF424.

**(2) SF424SUPP\_Faith\_Based\_EEO\_Survey.**

**(3) SFLLL\_Disclosure\_of\_Lobbying\_Activities,** if engaged in lobbying,.

**(4) HUD2880\_Applicant-Recipient\_Disclosure-Update\_Report.**

**(5) HUD96011ThirdPartyDocumentation** (Facsimile Transmittal Form).

**(6) HUD2993\_Acknowledgment\_of\_Application\_Receipt,** for applicants submitting paper applications only.

**b. Other Application Items.** All applications for funding under the Service Coordinator in Multifamily Housing Program must include the following documents and information:

**(1) HUD91186\_Multifamily\_Housing\_Service\_Coordinator\_First-Time\_Funding\_Request.**

**(2) HUD96010LogicModel.** The Logic Model for the Service Coordinator in Multifamily Housing NOFA is contained in the application instructions download. Applicants must carefully read the instructions in the logic model under the Instructions Tab. Be sure to enable the macros when opening the eLogic Model<sup>®</sup> Excel workbook. *The drop-down menus represent the most common eligible program activities and overall outcomes. You must fill out the HUD96010\_Logic\_Model in its entirety, which includes Columns 1-7, and Sections A-E in column 7.*

**(3) Evidence of comparable salaries in your local area.**

**(4) Narrative Statements Describing Your Program.**

(i) Explain your method of estimating how many residents of your property are frail or at-risk elderly or non-elderly people with disabilities. Please document that individuals meeting these criteria make up at least 25 percent of your resident population. (Do not include elderly individuals or people with disabilities who do not live in the property included in your application.)

(ii) Explain how you will provide on-site private office space for the Service Coordinator, to allow for confidential meetings with residents. If construction is planned, also include a plan and a cost-estimate.

(iii) Describe your proposed quality assurance program evaluation activities and itemized list of estimated expenses for this activity if included in your request for funding. Indicate the type of

professional or entity that will perform the work if known at this time or the criteria you will use to select the provider.

(iv) Describe your plan to address neighborhood resident needs, if applicable to your program.

(v) If you are applying for an ALCP or SEH grant in conjunction with your Service Coordinator in Multifamily Housing application, describe how the new or additional Service Coordinator hours will support your proposed assisted living or service enriched housing program.

(vi) Indicate if you want your Service Coordinator in Multifamily Housing application entered into the national lottery if your ALCP or SEH application is not selected to receive an award.

(5) Evidence that no project funds are available to fund a Service Coordinator. You must include a copy of your property's most recent bank statement (or the equivalent thereof), showing the property's current residual receipts or excess income balance (if any). It is incumbent upon the applicant to demonstrate that no such project funds are available.

(6) If applicable, provide evidence that prior funding sources for your property's currently operating service coordinator program are no longer available or will expire within six months following the application deadline date.

### **3. Single and Joint Applications.**

#### **a. Single Applications.**

(1) You may submit one application that contains one or more assisted housing properties owned by the same owner. Submitting one application for each property you own will increase your chances of selection in the national lottery. You may also submit one application that contains multiple properties you own, to reduce preparation time and resources. Each application must propose a stand-alone program at separate properties. The properties must all be located in the same field office jurisdiction.

(2) If you wish to apply on behalf of properties located in different field office jurisdictions, you must submit a separate application for each field office area.

**b. Joint Applications.** You may join with one or more other owners to share a Service Coordinator and submit a joint application. Small properties often join together to hire and share a part or full-time Service Coordinator. If more than one owner is proposing to share a Service Coordinator, one agency must designate itself the "lead". The lead applicant's name, EIN/TIN, DUNS number, and address must be provided in items 8a through 8d on the SF-424 (online application). When the legal signatory for the lead owner corporation signs the application, that owner agrees to administer grant funds for all the housing sites included in the application. The application must clearly identify each property that will be served by the Service Coordinator.

### **4. Application Requirements for ALCP and SEH Applicants.**

a. If you are an ALCP or SEH applicant and you request new or additional Service Coordinator in Multifamily Housing funds specifically for your proposed Assisted Living Facility or Service Enriched Housing project, your Service Coordinator in Multifamily Housing application must

contain all required documents listed in Section IV.B.2 of this NOFA. You may include a copy of all standard forms submitted as part of your ALCP or SEH application.

b. If you currently do not have a Service Coordinator working at the property proposed in your ALCP or SEH application and your ALCP or SEH application is selected to receive an award, HUD will fund a Service Coordinator to serve either ALCP or SEH residents only or all residents of the property, dependent upon your request. If your property currently has a Service Coordinator, you may request additional hours for the Service Coordinator to serve the ALCP or SEH residents. If you request additional hours, you must specify the number of additional hours per week and provide an explanation based on the anticipated needs of the residents. If you request Service Coordinator in Multifamily Housing funding to serve all residents of your property, indicate whether or not your request should be entered into the national lottery if your ALCP or SEH application is not selected to receive an award. Provide this information in your related narrative, pursuant to paragraph IV.B.2.b.(4)(v) of this NOFA.

**C. Timely Receipt Requirements.** The application deadline is 11:59:59 p.m. eastern time on **May 14, 2012**. Applications must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date. Following receipt, the application will go through a validation process. If the application fails the [Grants.gov](http://Grants.gov) validation process, it will be rejected. See Section IV.C of the **General Section** for instructions on application deadlines, limited time for correction of rejection errors, [Grants.gov](http://Grants.gov) application processing steps and notifications, timely receipt requirements, and what to do if your application is rejected by [Grants.gov](http://Grants.gov). If you are provided a waiver to the electronic application, the waiver approval will provide detailed instructions on how and where to submit your application as well as timely receipt requirements.

**D. Intergovernmental Review.** Not applicable to this program.

**E. Funding Restrictions.**

**1. Alternative Funding for Service Coordinators in Multifamily Housing.** If your property has available Section 8 operating funds, residual receipts, or excess income (i.e. “project funds”), not needed for critical project expenses, you must use these project funds prior to receiving grant monies. Owners may submit requests to field staff for use of Section 8 operating funds, residual receipts, or excess income pursuant to instructions in Housing's Management Agent Handbook 4381.5, REVISION-2, CHANGE-2, Chapter 8 and Housing Notice H 02-14. HUD field staff may approve use of these project funds at any time, consistent with current policy. You should discuss the use of project funds with your field office staff prior to submitting a grant application.

**2. Ineligible Activities and Program Costs.**

a. If you are not applying for an ALCP or SEH grant you may not use funds to augment a current Service Coordinator program, by increasing the hours of a currently employed Service Coordinator, or hiring an additional Service Coordinator or aide on a part- or full-time basis. HUD wishes to target limited funding to properties that either do not have a HUD-funded Service Coordinator program or whose current program funding is expiring.

b. You may not use funds available through this NOFA to replace currently available funding from other sources for a Service Coordinator or for some other staff person who performs service coordinator functions.

- c. Owners with existing service coordinator grants may not apply for renewal or extension of those programs under this NOFA. HUD will provide extension funds through a separate funding process.
- d. You may not submit an application for the sole purpose of serving low-income elderly or disabled individuals who live in the vicinity of an eligible project. Your application must be based on the number of frail or at-risk elderly or non-elderly people with disabilities who reside in an eligible project.
- e. Owners/managers cannot use Reserve for Replacement funds to pay Service Coordinator expenses.
- f. CHSP grantees may not use these funds to meet statutory program match requirements and may not use these funds to replace current CHSP program funds to continue the employment of a service coordinator.
- g. Grant funds cannot be used to reimburse expenses associated with the following items:
  - (1) Supervision performed by property management staff. (Management fees already pay for such supervision.)
  - (2) Cost overruns associated with creating private office space;
  - (3) Usual audit and legal fees;
  - (4) Application preparation and submission;
  - (5) Increasing management fees.
  - (6) Service Coordinator-related training courses for property management staff who do not directly provide Service Coordination. Owners must use their management fees to pay this expense.
  - (7) Pay PAC members for their services.

**3. Prohibited Service Coordinator Functions.** Service Coordinators may not perform the following activities:

- a. Act as a recreational or activities director;
- b. Provide supportive services directly;
- c. Act as a Neighborhood Networks program director or coordinator; and
- d. Perform property management work, regardless of the funding source used to pay for these activities.

**4. Expiration of Service Coordinator in Multifamily Housing Funds.** The 2012 Appropriations Act requires HUD to obligate all Service Coordinator in Multifamily Housing funds appropriated for FY2012 by September 30, 2015. Under 31 USC § 1552, no funds can be disbursed from the account after September 30, 2020. If all funds are not disbursed by HUD and expended by the property owner by September 30, 2020, the funds, even though obligated, will expire and no

further disbursements can be made from this account. HUD reserves the right, however, to require an earlier expenditure deadline under a grant agreement.

#### **F. Other**

Applications must be submitted electronically through Grants.gov. Follow the procedures for electronic submission of applications contained in Section IV of the General Section unless a waiver for good cause in accordance with HUD's waiver policy of 24 CFR 5.1005 is approved by HUD. Applicants requesting a waiver should submit their waiver requests in writing via hard copy letter or fax. Waiver requests must be postmarked or faxed no later than 15 days prior to the application deadline date and must be submitted to:

Assistant Secretary for Housing-Federal Housing Commissioner  
Department of Housing and Urban Development  
451 7<sup>th</sup> Street, S.W., Room 9100  
Washington, DC 20410  
Fax Number: 202-708-3104.

If an applicant is granted a waiver, the approval notice will provide instructions for submission. **The application must be received by HUD on or before the application deadline date in accordance with the notification approving the waiver.**

### **V. APPLICATION REVIEW INFORMATION**

#### **A. Criteria**

**1. National Lottery.** HUD will not award Service Coordinator in Multifamily Housing Program grant funds through a rating and ranking process. Instead, the Department will hold one national lottery for all applications determined to be eligible by multifamily field office staff.

**2. Eligibility Review.** HUD Multifamily field office staff will review applications for completeness and compliance with the eligibility criteria set forth in Section III of this NOFA. Only applications received by [Grants.gov](https://www.grants.gov) in accordance with the requirements of this NOFA will be deemed eligible. The time of receipt, including the allowable grace period, will be identified using the [Grants.gov](https://www.grants.gov) system date and time stamps. Paper applications are eligible if received by the field office on or before the deadline date and in accordance with the requirements in the waiver approval notification. To be eligible for the national lottery, applicants must meet the timely submission requirements in Section IV.C.4 of the General Section; meet all eligibility criteria in Section III of this NOFA; propose reasonable costs for eligible activities, and, if technical corrections are requested during the review process, provide the technical correction(s) by the timeframe stated in the request.

#### **B. Funding Priorities.**

This NOFA supports the HUD policy priorities number 4, "Capacity Building and Knowledge Sharing" and number 5, "Using Housing as a Platform for Improving Other Outcomes". See Section I.B. of the **General Section** for a full discussion of HUD's policy priorities. In order to receive priority funding status, your HUD96010\_Logic\_Model must include at least one set of outputs and outcomes for each of the following policy priorities.

**1. Policy Priority 4: Capacity Building and Knowledge Sharing.** Activities strengthen the capacity of state and local government and nonprofit partners to implement HUD programs; coordinate on cross-programmatic, place-based approaches, and encourage ongoing communication. Grantees can 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 (Strategic Plan Subgoal 4E).

In order to receive priority consideration, your HUD96010\_Logic\_Model must include the following output: Number of face-to-face networking meetings with HUD-funded Service Coordinators and local government aging and/or disability agency staff that the Service coordinator will either participate in or initiate. The meetings must address the adequacy of supportive services in your jurisdiction, with a *minimum of three meetings each year*.

The corresponding outcome must be one or both of the following:

- a. Number of new strategies discussed and implemented to address service needs and increase local capacity, or
- b. Number of new contacts developed with other HUD-funded Service Coordinators and local government aging and/or disability agency staff with whom you communicate frequently to increase the number of services available to residents, particularly where gaps in the availability of services have been identified.

**2. Policy Priority 5: Using Housing as a Platform for Improving Other Outcomes.**

Programs thoroughly connect HUD assistance to other federal agency programs and benefits in efforts to improve outcomes such as the health, education, safety, and/or economic outcomes of target populations.

a. This NOFA supports the following types of objectives and strategies:

- (1) Utilizing HUD assistance to improve health outcomes (Strategic Plan Subgoal 3B);
- (2) Providing physical space to co-locate healthcare and wellness services with housing (e.g., on-site health clinics) (Subgoal 3B);
- (3) Increasing access to public benefits (such as Supplemental Security Income (SSI), Medicare Part D, Medicaid, or Supplemental Nutrition Assistance Program (SNAP)(formerly Food Stamps) through outreach and other means (Subgoal 3C);
- (4) Maintaining or improving the physical environment and design of HUD-assisted residences, giving attention to physical safety and crime prevention (Subgoal 3E), and
- (5) Providing mobility counseling to increase access to neighborhoods of opportunity (Subgoal 2D).

b. In order to receive priority funding status, your HUD96010\_Logic\_Model must include two or more of the following pairs of outputs and outcomes:

- (1) Work with community volunteers to create a new, ongoing exercise activity open to HUD housing residents and the community. The number of activities, a minimum of one activity each week, will be the output. The number of exercise activity participants attending additional property or community events will be the outcome.

(2) Work with local or chapters of national community health organizations to arrange for periodic mobile health screening events open to the public (i.e. diabetes, glaucoma, mammography, and cardiac disease). The number of screening events will be the output and the number of HUD housing and community residents participating will be the outcome.

(3) Create Partnerships with local Community Health Clinics to establish “medical homes”. The output would be the number of partnerships developed with Community Health Clinics, and the corresponding outcome is the number of residents with a “medical home”. (For more information about “medical homes” consult the Patient Centered Primary Care Collaborative (<http://www.pcpcc.net/>). HUD may request documentation of meetings held or partnerships/Memoranda of Understanding established at such time as a grantee indicates on their logic model report that the activity is complete.

(4) Work with residents to obtain public benefits for which they are eligible. The number of public benefit programs for which residents apply for as a result of the work of the Service Coordinator will be the output and the number of residents receiving additional public benefits, for which they are eligible, as a result of your work is the outcome.

In considering possible policy priority activities, you must identify the target population(s) to be served, the baseline from which improvements are to be measured, the anticipated impact outcome, the related activity, and measurements to be used to gauge the positive change. During the course of the grant-funded program, you must report progress in meeting the expected goals. See paragraph VI.C.3 in this Program NOFA for reporting requirements.

## **C. Review and Selection Process**

### **1. Lottery Process.**

All qualified applications will be awarded based on a lottery. There will be three lottery levels, but within each lottery level, those applicants with policy priority status will receive first consideration.

**a. Level 1:** HUD will fund Service Coordinator in Multifamily Housing applications submitted by FY2012 ALCP applicants, **including SEH applicants**, whose applications are selected for funding under that program’s NOFA. HUD estimates that approximately \$500,000 will be used to fund ALCP and SEH Service Coordinator applications.

**b. Level 2:** After setting aside funds for ALCP and SEH applicants, HUD will next fund all applications submitted by owners who are applying for grant funds to continue a currently operating program previously funded with project funds. As stated in paragraph III.A.2.g of this NOFA, such applications are eligible only if project funds are no longer available to continue the program.

**c. Level 3:** The Department will next fund all applications that will serve properties that currently do not have a Service Coordinator. If there are insufficient funds to fund all these applications, selections will be made by lottery.

### **2. Selection Process.**

a. As described in paragraph V.C.1.c, above, HUD will use a computerized random-selection national lottery process to award grant funds if funds are insufficient to fund all eligible applications at each level.

b. HUD will fully fund as many applications as possible with the given amount of funds available. After all fully fundable applications have been selected through the lottery process, HUD may make an offer to partially fund the next application on the lottery's list, in order to use the entire amount of funds allocated. If the applicant selected for partial funding turns down the offer, HUD will make an offer to partially fund the next application on the national lottery list. HUD will continue this process until an applicant accepts the partial funding offer.

**3. Reduction in Requested Grant Amount.** HUD may make an award in an amount less than requested, if:

- a. HUD determines that some elements of your proposed program are ineligible for funding;
- b. There are insufficient funds available to make an offer to fully fund the application, or
- c. HUD determines that a reduced grant amount would prevent duplicative federal funding.

**4. Corrections to Deficient Applications.**

After HUD receives an application, HUD staff may contact an applicant to clarify an item in its application or to correct curable (correctable) technical deficiencies. HUD may not seek clarification of items or responses that improve the substantive quality of an application. HUD may contact applicants to ensure proper completion of the application.

- a. If HUD staff find a curable deficiency, they will notify the applicant in writing by describing the needed clarification or technical deficiency. HUD will notify applicants by email (return receipt requested) and facsimile.
- b. Clarifications or corrections of technical deficiencies in accordance with the information provided by HUD must be received by HUD within 14 calendar days of the date of the HUD notification. (If the deadline date falls on a Saturday, Sunday, or federal holiday, then the applicant's response must be received by HUD on the next day that is not a Saturday, Sunday, or federal holiday.)
- c. If the deficiency is not corrected within the above time frame, HUD will reject the application as incomplete, and it will not be considered for funding.
- d. All Applicants must submit clarifications or cure items by facsimile. Applicants must fax responses only to 800-HUD-1010. Documents sent to any other fax number will not be accepted.
- e. Applicants must use the form HUD96011, Facsimile Transmittal, contained in each downloaded application package, as the cover page to the facsimile transmission. The additional information provided by facsimile will be matched to the electronic application in HUD's files. (See the detailed facsimile requirements in Section IV.D.6.d(3)(b) of the General Section.
- f. When submitting technical deficiency cure items, please place in the box labeled "Name of this Document Submitting" in form HUD96011 the following information: "Technical Cure" plus the name of the document. If the name of the document is long and you need space to fit the document name, just label the Technical Cure as TC followed by the document name.

g. Applicants must use a unique application for each funding request. **Do Not** download the same application package from Grants.gov more than once for each application that you are going to submit. Applicants submitting more than one application under a funding opportunity must download a separate application package from Grants.gov so that each application submitted will have its own unique embedded ID number. If you use one downloaded application to create multiple submissions for multiple properties, the fax cover page in that one downloaded application can only be associated with one of your multiple submissions. If your facsimiles cannot be electronically matched, HUD will consider the absence of a faxed response in each submission as a non-response to a technical deficiency request. As indicated in paragraph V.C.4(c), above, if HUD does not receive a response within the designated 14-day time period, your application will be rejected. Refer to section IV.A. of this Program NOFA and Sections IV.B.5 and IV.C.4.c(1) of the General Section for more application downloading information.

## **VI. AWARD ADMINISTRATION INFORMATION**

**A. Award Notices.** HUD field staff will send, by postal or overnight mail, selection letters and grant agreements to the award recipient organization. The grant agreement is the obligating document and funds are obligated once the HUD Multifamily Housing Hub or Program Center Director signs the agreement. Field staff will send non-selection letters during this same period of time. If your application is ineligible for funding, field staff may notify you by letter any time during the application review process.

**B. Administrative and National Policy Requirements.** Unless specifically enumerated in this NOFA, all grant recipients are subject to the requirements specified in Section III.C of the **General Section**.

**C. Reporting.** All award recipients must submit the following reports each year:

- 1. One Semi-Annual SF425\_Federal\_Financial\_Report**, for each half-year period of the federal fiscal year;
- 2. One Semi-Annual HUD92456\_Service\_Coordinator\_Performance\_Report**, for each half-year period of the federal fiscal year;
- 3. One annual HUD96010\_Logic\_Model**, reporting performance during each Federal FY period. This report is due along with the Semi-Annual Reports to the local field office on October 30 of each year. The Logic Model must present performance information corresponding to each six-month reporting period and for the entire grant term. The reports should reflect achievements related to program outputs and outcomes as specified in the approved Logic Model incorporated into your grant agreement. The objectives of the Service Coordinator in Multifamily Housing program are to enhance a resident's quality of life and ability to live independently and to age in place. The data that HUD collects on the performance report and Logic Model measure, in a quantitative form, the grantee's success in meeting these intended program outcomes.
- 4. Periodic Reimbursement Requests (HUD 50080SCMF\_Service\_Coordinator\_Payment\_Voucher)**, providing program expenses for the associated time period, and submitted in accordance with the due dates stated in the grant

agreement. Grantees must request grant payments directly following the end of each agreed-upon time period and the funds must reimburse those program costs already incurred.

**5. Quality Assurance.** If your grant includes Quality Assurance activities, you must provide a copy of at least one annual report that your QA provider submits to you each year. You must submit this copy along with the reports that are due on October 30 of each year. The QA provider's report that you submit to HUD must include the following information: who performed the QA work, when the review(s) was conducted, and the results of the evaluation. The results should include such information as how many residents were served, the types of services they receive, the training sessions attended by the Service Coordinator, and the extent of resident satisfaction with the program. HUD will use this report, in tandem with other reports and performance data, to determine a grantee's acceptable program performance.

**6. Racial and Ethnic Data.** HUD requires that funded recipients collect and report racial and ethnic beneficiary data through the use of the HUD27061\_Race\_and\_Ethnic\_Data\_Reporting\_Form. See paragraphs VI.C.7 and 8 of the General Section for more information.

## **7. Transparency Act Reporting.**

### **a. Recipient Reporting to Meet the Requirements of the Federal Funding Accountability and Transparency Act of 2006, as amended.**

**(1) Prime Grant Awardee Reporting.** Prime recipients of HUD financial assistance are required to report certain subawards in the federal government wide website [www.frs.gov](http://www.frs.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 subaward recipients, including awards made as pass-through awards or awards to vendors, if (1) the initial prime grant award is \$25,000 or greater, or the cumulative prime grant award will be \$25,000 or greater if funded incrementally as directed by HUD in accordance with OMB guidance; and (2) the sub-award is \$25,000 or greater, or the cumulative subaward will be \$25,000 or greater. For reportable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the Central Contractor Registration (CCR) system, the prime recipient is not required to report this information. 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. Prime recipients are required to report the following information for applicable subawards. This information will be displayed on a public government website pursuant to the Transparency Act.

- (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 describing 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 Sub-award 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 Grant 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 grant awardees must also report in the government wide website the total compensation and names of the top five executives in the subawardees 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) This required compensation information is not readily available through reporting to the Securities Exchange Commission (SEC). For applicable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the Central Contractor Registration (CCR) system, the prime recipient is not required to report this information.

**(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. The Transparency Act also prohibits reporting of any classified information. Any other exemptions to the requirements must be approved by the Office of Management and Budget.

**NOTE:** For the purposes of FFATA reporting requirements, “prime grant awardee” or “prime grant award” or “grant award” includes awardees of, and awards for, capital advances for the

Section 202 Housing for the Elderly, and Section 811 Housing for Persons with Disabilities programs.

**8. 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 – the Federal Awardee Performance and Integrity Information System (FAPIIS) - 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. OMB is in the process of issuing regulations regarding federal agency implementation of section 872 requirements. A technical correction to this General section may be issued when such regulations are promulgated.

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

**VII. AGENCY CONTACTS**

You may contact your local HUD field office staff for questions you have regarding this NOFA and your application. Please contact the Multifamily Housing Service Coordinator contact person in your local office. If you are an owner of a Section 515 property, contact the HUD field office that monitors your Section 8 contract. If you have a question that the field staff are unable to answer, please call Carissa Janis, Housing Program Manager, Office of Housing Assistance and Grant Administration, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 6152, Washington, DC 20410-8000, 202-708-3000 (This is not a toll-free number) or email her at [Carissa.L.Janis@hud.gov](mailto:Carissa.L.Janis@hud.gov). If you are hearing- or speech-impaired, you may access this telephone number via TTY by calling the Federal Relay Service at 800-877-8339.

**VIII. OTHER INFORMATION**

**A. Webcast.** HUD will hold an information program via webcast for potential applicants to learn more about the program and preparation of the application. For more information about the date and time of the broadcast, you should contact your local field office staff or consult the “Video and Webcasts” page of the HUD website at <http://www.hud.gov>.

**B. 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 USC 3501-3520) and assigned OMB control number 2502-0477. 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 50.25 hours per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data for the application, semi-annual reports and final report. 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.

**C. Environmental Impact.** A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR part 50 that implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available on HUD's funds available website at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/fundsavail](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail). The FONSI is listed on the page with this FY2012 program NOFA.

MAR 2 2012  
Date: \_\_\_\_\_



Carol Galante, Acting Assistant Secretary-  
Federal housing Commissioner

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