



U.S. Department of Housing and Urban Development

Public and Indian Housing

Housing Mobility-Related Services

FR-6700-N-87

08/30/2023

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Program Office:

Public and Indian Housing

Funding Opportunity Title:

Housing Mobility-Related Services

Funding Opportunity Number:

FR-6700-N-87

Assistance Listing Number (formerly CFDA Number):

14.871

Due Date for Applications:

08/30/2023

OVERVIEW

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Opportunity (NOFO) to invite applications from eligible applicants for the program and purpose described within this NOFO. You, as a prospective applicant, should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

In accordance with [Title 24 part 4, subpart B](#) of the Code of Federal Regulations (CFR), during the selection process (which includes HUD’s NOFO development and publication and concludes with the award of assistance), HUD is prohibited from disclosing covered selection information. Examples of impermissible disclosures include: 1) information regarding any applicant’s relative standing; 2) the amount of assistance requested by any applicant; and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

For further information regarding this NOFO, direct questions regarding the specific requirements of this NOFO to the agency contact identified in section VII.

Paperwork Reduction Act Statement. In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501- 3520) (PRA), the Office of Management and Budget (OMB) approved the information collection requirements in this NOFO. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a valid OMB control number. This NOFO identifies its applicable OMB control number, unless its collection of information is excluded from these requirements under [5 CFR part 1320](#).

OMB Approval Number(s):

2577-0169, 2501-0017

I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

1. Purpose

The Consolidated Appropriations Act, 2022 (Public Law, 117-103, approved March 15, 2022) (2022 Appropriations Act), made available \$25,000,000 for housing mobility-related services (as

defined by the Secretary) for voucher families with children modeled after services provided in connection with the housing mobility demonstration authorized under section 235 of division G of the Consolidated Appropriations Act, 2019 (42 U.S.C. 1437f note; Public Law 116–6). The overall purpose of these housing mobility-related services funds made available under the 2022 Appropriations Act is to expand housing choices for Housing Choice Voucher (HCV) families with children by increasing access to opportunity neighborhoods with high-performing schools, access to jobs, low crime, parks, and other amenities.

The HCV program offers families with vouchers the opportunity to live in a neighborhood of their choice, including low-poverty, opportunity neighborhoods. Yet, HCV families may encounter barriers to using their vouchers in communities with expanded opportunities. Some barriers may be financial, such as saving enough money for a security deposit or maintaining a high enough credit score. Other barriers may include inadequate time to find a unit, landlord unwillingness to rent to voucher holders, or limited awareness of neighborhood amenities, such as the location of high-performing schools.

Congress previously made available \$50 million for the [Community Choice Demonstration](#) (CCD), formerly known as the HCV mobility demonstration. The CCD is now underway at 8 Public Housing Agency (PHA) sites across the country. As required by the 2022 Appropriations Act, the funds awarded under this NOFO will be modeled after the services provided in the CCD.

The CCD builds upon recent research that shows growing up in neighborhoods with lower levels of poverty improves children's academic achievement and long-term chances of success and reduces intergenerational poverty. Children who move to low-poverty neighborhoods have also been shown to experience lower rates of hospitalizations, lower hospital spending, and some positive changes in mental health over the long-term. Adults given the chance to move to low-poverty neighborhoods may experience reductions in obesity and diabetes.

The CCD supports selected PHAs in addressing barriers to accessing housing choices by offering housing mobility-related services to increase the number of voucher families with children living in opportunity areas. The CCD includes a rigorous, independent evaluation to determine whether housing mobility-related services help families move to—and remain in—opportunity areas, and what services are most effective at helping families make those moves. HUD also intends to make materials developed for the CCD available to all PHAs for use in their own communities.

Under the CCD program, PHAs must offer comprehensive housing mobility-related services (CMRS), which includes pre- and post-move supports, family financial assistance (*e.g.*, security deposits), landlord outreach, and housing search assistance.

The housing mobility-related services funds made available under this NOFO will allow more PHAs to administer housing mobility programs, thus increasing the number of HCV families with children residing in lower-poverty neighborhoods. HUD will continue, to the extent possible, to share lessons learned and evidence from the CCD with grantees to implement successful evidence and practice-based programs. A variety of technical assistance materials

related to the delivery of housing mobility-related services have been posted to:
<https://www.hudexchange.info/programs/public-housing/housing-mobility-toolkit/>.

2. HUD and Program-Specific Goals and Objectives

This NOFO supports [HUD's Strategic Plan for Fiscal Years \(FY\) 2022-2026](#) to accomplish HUD's mission and vision. Each of the five goals in the [Strategic Plan](#) include what HUD hopes to accomplish, the strategies to accomplish those objectives, and the indicators of success. However, of the five goals only those applicable to this NOFO are identified below.

You are expected to align your application to the applicable strategic goals and objectives below. Use the information in this section to describe in your application the specific goals, objectives, and measures that your project is expected to help accomplish. If your project is selected for funding, you are also expected to establish a plan to track progress related to those goals, objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

Applicable Goals and Objectives from HUD's Strategic Plan

1. Strategic Goal 1: Support Underserved Communities

Fortify support for underserved communities and support equitable community development for all people.

2. 1A: Advance Housing Justice

Fortify support for vulnerable populations, underserved communities, and Fair Housing enforcement.

3. Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing

Ensure housing demand is matched by adequate production of new homes and equitable access to housing opportunities for all people.

4. 2B: Improve Rental Assistance

Improve rental assistance to address the need for affordable housing.

5. Strategic Goal 4: Advance Sustainable Communities

Advance sustainable communities by strengthening climate resilience and energy efficiency, promoting environmental justice, and recognizing housing's role as essential to health.

6. 4C: Integrate Health and Housing

Advance policies that recognize housing's role as essential to health.

The implementation of housing mobility-related services helps achieve HUD's strategic goals, including advancing housing justice, improving rental assistance, and integrating health and housing. By assisting voucher families with children in accessing opportunity areas, PHAs help ensure that, "a person's race, disability or other protected characteristics should never limit their access to housing or their ability to fully live and participate in the community." Additionally, housing mobility programs require PHAs to adopt administrative policies that enhance the administration of their voucher programs, which helps improve rental assistance delivery. And finally, ample research evidence shows that there are positive health benefits for both adults and children that live in safe, lower-poverty communities. Section IV.G.2. of this NOFO describes how applicants will provide a narrative on how their program goals align with HUD's strategic plan.

Other Goals and Objectives

The implementation of housing mobility-related services also helps achieve programmatic goals to increase housing choices for HCV families with children, and to increase the number of such families living in lower-poverty neighborhoods. HUD also seeks to use evidence, both research and practice-based, to inform the implementation of housing mobility programs. PHAs awarded funding under this NOFO will implement programs based on the best available evidence from the CCD, as well as previous and emerging research on housing mobility.

3. Changes from Previous NOFO

This is a new funding category in FY 2022 and there was no previous NOFO for housing mobility-related services.

4. Definitions

a. Standard Definitions

Affirmatively Furthering Fair Housing (AFFH) means taking meaningful actions, in addition to combating discrimination to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunities, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all program participant's activities and programs relating to housing and urban development.

Assistance Listing number refers to the unique number assigned to each Federal assistance program publicly available in the Assistance Listing, which is managed and administered by the General Services Administration. The Assistance Listing number was formerly known as the Catalog of Federal Domestic Assistance (CFDA) number.

Authorized Organization Representative (AOR) is a person authorized to legally bind your organization and submit applications via Grants.gov. The AOR is authorized by the E-Business Point of Contact (E-Biz POC) in the System for Award Management (see E-Biz POC definition). An AOR may include an Expanded AOR and/or a Standard AOR.

Expanded Authorized Organization Representative is a user in Grants.gov who is authorized by the E-Biz POC to perform the functions of a Standard AOR, initiate and submit applications on behalf of your organization, and is allowed to modify organization-level settings and certifications in Grants.gov.

Standard Authorized Organization Representative is a user in Grants.gov who is authorized by the E-Biz POC to initiate and submit applications in Grants.gov. A Grants.gov user with the Standard AOR role can only submit applications when they are a Participant for that workspace.

Consolidated Plan is the document submitted to HUD that serves as the comprehensive housing affordability strategy, community development plan, and submission for funding under any of the Community Planning and Development formula grant programs (e.g., CDBG, ESG, HOME, and HOPWA). This Plan is prepared in accordance with the process described in [24 CFR part 91](#).

This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See [24 CFR part 91](#) for HUD's requirements regarding the Consolidated Plan and related Action Plan).

Contract means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. For additional information on contractor and subrecipient determinations, see [2 CFR 200.331](#).

Contractor means an entity that receives a contract as defined above and in [2 CFR 200.1](#).

Cooperative agreement has the same meaning defined at [2 CFR 200.1](#).

Deficiency, with respect to the making of an application for funding, is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, missing or incomplete information on a form, or some other type of unsatisfied information requirement. Depending on specific criteria, a deficiency may be either Curable or Non-Curable.

*A **Curable Deficiency*** is missing or incomplete application information that may be corrected by the applicant with timely action. To be curable, the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
- Not influence how an applicant is ranked or scored versus other applicants; and
- Be remedied within the time frame specified in the notice of deficiency.

*A **Non-Curable Deficiency*** is missing or incomplete application information that cannot be corrected by an applicant after the submission deadline. A non-curable deficiency is a deficiency that is a threshold requirement, or a deficiency that, if corrected, would change an applicant's score or rank versus other applicants. If an application includes a non-curable deficiency, the application may receive an ineligible determination, or the non-curable deficiency may otherwise adversely affect the application's score and final funding determination.

E-Business Point of Contact (E-Biz POC) is an organization applicant who is responsible for the administration and management of grant activities for his or her organization. The E-Biz POC is likely to be an organization's chief financial officer or authorizing official. The E-Biz POC authorizes representatives of their organization to apply on behalf of the organization (see Authorized Organization Representative definition). There can only be one E-Biz POC per unique entity identifier (see definition of Unique Entity Identifier below).

Eligibility requirements are mandatory requirements for an application to be eligible for funding.

Environmental Justice means investing in environmental improvements, remedying past environmental inequities, and otherwise developing, implementing, and enforcing laws and policies in a manner that advances environmental equity and provides meaningful involvement for people and communities that have been environmentally underserved or overburdened, such as Black and Brown communities, indigenous groups, and individuals with disabilities. This definition does not alter the requirements under HUD's regulations at [24 CFR 58.5\(j\)](#) and [24 CFR 50.4\(l\)](#) implementing [Executive Order 12898](#). E.O. 12898 requires a consideration of how

federally assisted projects may have disproportionately high and adverse human health or environmental effects on minority and/or low-income populations. For additional information on environmental review compliance, refer to:

https://www.hud.gov/program_offices/comm_planning/environment_energy/regulations.

Equity has the meaning given to that term in Section 2(a) of Executive Order [13985](#) and means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Federal Award, has the meaning, depending on the context, in either paragraphs (1) or (2) of this definition:

(1)

(a) The Federal financial assistance that a recipient receives directly from a Federal awarding agency or a subrecipient receives indirectly from a pass-through entity, as described in [2 CFR 200.101](#); or

(b) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in [2 CFR 200.101](#).

(2) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definitions of Federal financial assistance in [2 CFR 200.1](#), and this NOFO, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

(3) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).

(4) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement in [2 CFR 200.1](#).

Federal Financial Assistance has the same meaning defined at [2 CFR 200.1](#).

Grants.gov is the website serving as the Federal government's central portal for searching and applying for Federal financial assistance throughout the Federal government. Registration on Grants.gov is required for submission of applications to prospective agencies unless otherwise specified in this NOFO.

Historically Black Colleges and Universities (HBCUs) are any historically Black college or university that was established prior to 1964, whose principal mission was, and is, the education of Black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation. [A list of accredited HBCUs can be found at the U.S. Department of Education's website.](#)

Minority-Serving Institutions (MSIs) are

- (1) a part B institution (as defined in [20 U.S.C. 1061](#));
- (2) a Hispanic-serving institution (as defined in [20 U.S.C. 1101a\(5\)](#));
- (3) a Tribal College or University (as defined in [20 U.S.C. 1059c](#));
- (4) an Alaska Native-serving institution or a Native Hawaiian-serving institution (as defined in [20 U.S.C. 1059d\(b\)](#));
- (5) a Predominantly Black Institution (as defined in [20 U.S.C. 1059e](#));
- (6) an Asian American and Native American Pacific Islander-serving institution (as defined in [20 U.S.C. 1059g](#)); or
- (7) a Native American-serving nontribal institution (as defined in [20 U.S.C. 1059f](#)).

Non-Federal Entity (NFE) means a state, local government, Indian tribe, Institution of Higher Education (IHE), or non-profit organization that carries out a federal award as a recipient or subrecipient.

Primary Point of Contact (PPOC) is the person who may be contacted with questions about the application submitted by the AOR. The PPOC is listed in item 8F on the SF-424.

Racial Equity is the elimination of racial disparities, and is achieved when race can no longer predict opportunities, distribution of resources, or outcomes – particularly for Black and Brown persons, which includes Black, Latino, indigenous, Native American, Asian, Pacific Islander, and other persons of color.

Recipient means an entity, usually but not limited to non-Federal entities, that receives a federal award directly from HUD. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.

Resilience is a community’s ability to minimize damage and recover quickly from extreme events and changing conditions.

Small business is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than regular-sized business. The definition of “small”—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. See [13 CFR Part 121](#).

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

System for Award Management (SAM) is the Federal Repository into which an entity must provide information required for the conduct of business as a recipient. Registration with SAM is required for submission of applications via Grants.gov. You can access the website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

Threshold Requirements are eligibility requirements that must be met for an application to be reviewed, rated, and ranked. Threshold requirements are not curable, except for documentation of applicant eligibility, which are listed in Section III.D., Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E., Statutory and Regulatory Requirements Affecting Eligibility.

Underserved Communities has the meaning given to that term in Section 2(b) of Executive Order [13985](#) and refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the definition of “equity” above.

Unique Entity Identifier (UEI) means the identifier assigned by SAM to uniquely identify business entities. As of April 4, 2022, the Federal government has transitioned from the use of the DUNS Number to the use of UEI, as the primary means of entity identification for Federal awards government-wide.

b. Program Definitions.

Community Choice Demonstration (CCD) PHAs: PHAs awarded funding for the CCD under 83 FR 42890, “Section 8 Housing Choice Vouchers: Implementation of the Housing Choice Voucher Mobility Demonstration” and currently participating in the demonstration.

High-Poverty Neighborhood is a census tract with a family poverty rate of 30 percent or higher.

Housing Mobility-related Services are services, financial assistance and incentives that are likely to be successful in helping families move to opportunity areas. These include a range of services, such as pre-move support and housing search assistance, landlord outreach and support, post-move, and subsequent-move supports. These also include family financial assistance such as security deposit assistance and landlord financial incentives. PHAs will have the flexibility to work with individual families to customize services, provided every family is offered all of the available services.

Opportunity Area means a census tract with a family poverty rate of 10 percent or less. These are typically areas with ample community resources, high-performing schools, and low crime. PHAs may establish stricter criteria for their opportunity area designations.

Public Housing Agencies with Higher Concentrations of HCV Families with Children Residing in High-Poverty Neighborhoods means a PHA that has a high concentration of voucher holders with children in the PHA's jurisdiction living in high-poverty neighborhoods or are qualified census tracts (QCTs) as defined under the Low-Income Housing Tax Credit (LIHTC) program. Please see the rating factor for PHA Concentration of Voucher Holders in High-Poverty Neighborhoods for further information on this definition.

HCV Families with Children are applicants or participants in the HCV program with at least one child in the household aged 17 or younger.

B. Authority

Funding for this program is provided by the Consolidated Appropriations Act, 2022 (Public Law 117-103), approved March 15, 2022, which provides \$25 million for housing mobility-related services.

II. AWARD INFORMATION

A. Available Funds

Funding of approximately **\$25,000,000** is available through this NOFO.

Additional funds may become available for award under this NOFO consistent with Section VI.A.2.e., Adjustments to Funding. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFO.

B. Number of Awards

HUD expects to make approximately 11 awards from the funds available under this NOFO.

C. Minimum/Maximum Award Information

Estimated Total Funding:

\$25,000,000

Minimum Award Amount:

\$750,000

Per Project Period

Maximum Award Amount:

\$5,000,000

Per Project Period

D. Period of Performance

The estimated project start date is November 1, 2023. The estimated project end date is November 2, 2028.

Estimated Project Start Date:

11/01/2023

Estimated Project End Date:

11/02/2028

Length of Project Periods:

60-month project period and budget period

Length of Periods Explanation of Other:

E. Type of Funding Instrument

Funding Instrument Type:
G (Grant)

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

08 (Public housing authorities/Indian housing authorities)

Additional Information on Eligibility

1. Only PHAs that have an existing Annual Contributions Contract (ACC) with HUD for HCVs are eligible to apply for funding under this announcement.
2. PHAs wishing to share the administration of housing mobility-related services with another PHA may apply jointly. However, the grant will solely be with the lead PHA applicant.
3. HUD will only consider funding one application per PHA.

B. Ineligible Applicants

1. A contract administrator that does not have an Annual Contributions Contract (ACC) with HUD for HCVs, but constitutes a PHA under 24 CFR 982.4 by reason of its administering HCVs on behalf of another PHA, is not eligible to submit an application under this NOFO.
2. Nonprofit administrators of HCV Mainstream assistance, which by statute are classified as PHAs solely for the purpose of administering HCV Mainstream assistance, are also ineligible.
3. PHAs participating in the CCD. As described in the Supplementary Notice for Demonstration Participants (87 FR 19522), HUD will issue a separate Federal Register notice describing an allocation process for remaining CCD funds.
4. Individuals and entities not designated as PHAs.

C. Cost Sharing or Matching

This Program does not require cost sharing or matching.

D. Threshold Eligibility Requirements

Applicants who fail to meet any of the following threshold eligibility requirements are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

1. Resolution of Civil Rights Matters

Outstanding civil rights matters must be resolved before the application submission deadline. Applicants with unresolved civil rights matters at the application deadline are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

a. An applicant is ineligible for funding if the applicant has any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that are not resolved to HUD’s satisfaction before or on the application deadline date for this NOFO.

- (1) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex (including sexual orientation and gender identity), national origin, disability or familial status;
- (2) Status as a defendant in a Fair Housing Act lawsuit filed by the United States alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);
- (3) Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act, Violence Against Women Act, or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;
- (4) Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; Violence Against Women Act; or the Americans with Disabilities Act; or
- (5) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:

- (1) Current compliance with a voluntary compliance agreement signed by all the parties;
- (2) Current compliance with a HUD-approved conciliation agreement signed by all the parties;
- (3) Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;
- (4) Current compliance with a consent order or consent decree;
- (5) Current compliance with a final judicial ruling or administrative ruling or decision; or
- (6) Dismissal of charges.

2. Timely Submission of Applications

Applications submitted after the deadline stated within this NOFO that do not meet the requirements of the grace period policy are marked late. Late applications are ineligible and are not considered for funding. See Section IV. D. Application Submission Dates and Times.

E. Statutory and Regulatory Requirements Affecting Eligibility

Eligibility Requirements for Applicants of HUD's Financial Assistance Programs

The following requirements affect applicant eligibility. Detailed information on each requirement is found in the [“Eligibility Requirements for Applicants of HUD's Financial Assistance Programs” document on HUD's Funding Opportunities page.](#)

- Universal Identifier and System for Award Management (SAM.gov) Requirements
- Outstanding Delinquent Federal Debts
- Debarments or Suspensions, or both
- Mandatory Disclosure Requirement
- Pre-selection Review of Performance
- Sufficiency of Financial Management System
- False Statements
- Prohibition Against Lobbying Activities

In addition, each applicant under this NOFO must have the necessary processes and systems in place to comply with the Award Term in Appendix A of [24 CFR part 170](#) if the applicant receives an award, unless an exception applies as provided in [2 CFR 170.110](#).

F. Program-Specific Requirements

Overview

The funding made available under this grant will be used for PHAs implementing a comprehensive housing mobility program. The funds will be available for up to five years (60-month performance period). Over the full period of performance, PHAs must provide housing mobility-related services to a minimum of 300 families with at least one child aged 17 or younger living in the household, up to a maximum of 1,000 such families. PHAs' average annual caseloads would range between a minimum of 50, up to a maximum of 200 families. HUD recognizes that caseload management is more of an art than a science, and that some fluctuation on average annual caseloads may occur. The PHA must demonstrate its ability to recruit and enroll its proposed number of families each year.

PHAs will submit a detailed housing mobility plan as part of their application. The housing mobility plan will discuss the housing mobility-related services, including financial assistance, in addition to the administrative policies, that the PHA will implement. PHAs also will submit a detailed cost proposal as part of their application. While HUD is evaluating the total costs for administering housing mobility-related services through the CCD, HUD estimates that the average cost per family is between \$2,500 and \$4,500 depending on the services offered and local housing and employment markets. PHAs must submit an estimate of the costs for their proposed services, taking into account their local housing and employment markets. A PHA may apply in partnership with another PHA, but HUD's relationship is with the lead PHA only. Program funds will be awarded and disbursed to the lead PHA only.

Although the program is intended to increase housing choice for families in the HCV program, especially in opportunity areas, PHAs may not require voucher holders to move to designated

opportunity areas, limit access to other neighborhoods, or terminate assistance for lack of participation in housing mobility-related services.

Planning Period

After award, PHAs will engage in a six-month planning period, with the option of extensions up to another six months. HUD will review the PHA's housing mobility plan and detail any required changes to ensure compliance with this NOFO to the PHA in writing within 60 days of award. The PHA must make required updates to their housing mobility plan and submit the final version to HUD prior to implementing services. HUD will provide written approval of the final housing mobility plan to the PHA. HUD will assess the PHA's readiness to execute their final housing mobility plan and will only allow the PHA to move beyond the initial planning period if HUD determines the PHA will be able to successfully implement housing mobility-related services in accordance with the final housing mobility plan. HUD will notify the PHA in writing with the necessary activities that must occur to successfully complete the planning period. PHAs that do not successfully complete the planning period within twelve months may have their award recaptured and/or rescinded. HUD may reallocate recaptured funds to other awardees based on demonstrated need, or to the next highest ranking PHA(s).

Services and Uses of Funds

The PHA must provide a minimum set of housing mobility related services. The PHA may elect to offer additional allowable housing mobility-related services as described below or propose additional housing mobility-related services. Families enrolled in the PHA's housing mobility program must be offered all available services, but the family may not be required to participate in any services. Services should be customized to each individual family based on their needs and preferences. A description of the minimum, allowable, and ineligible housing mobility-related services, as well as required administrative policies, is included below. Funds may only be used for the activities related to the development and implementation of the minimum and allowable housing mobility-related services and administrative policies.

For reference purposes, a table summary of the comprehensive housing mobility-related services being offered through the CCD is provided at the end of this section.

Minimum Housing Mobility-Related Services

PHAs must, at a minimum, offer the following housing mobility-related services:

- Pre-move services, including:
 - Completing a one-on-one meeting with the family to develop an individualized family preparation plan that outlines the family's goals and housing needs and activities the PHA and family can complete to help the family move to an opportunity area;
 - Providing an introduction to opportunity areas and a map of the PHA's designated opportunity areas, information on schools, the opportunity to tour and meet with school staff, educators, and any necessary educational support services, neighborhood amenities, and the short-term and long-term benefits of moving to an opportunity area to participating families;
 - Individualized coaching to help the family remove barriers to moving to an opportunity area;

- Providing outside referrals for no or low-cost financial coaching or legal services, as appropriate to the family’s needs; and
- Offering the ability to complete a “soft” credit pull so the program can help identify opportunities to address credit challenges. Families may opt to not consent for the credit pull but the program must offer to pull it for them.
- Housing search assistance, including:
 - Individualized identification and referral of affordable and available rental units in opportunity areas that meet participant needs;
 - Individualized assistance in searching for rental units, including transporting clients directly to view available units, in opportunity areas that meet participant needs;
 - An online tool available for families, property owners, and PHA staff to determine if a property is located in an opportunity area. At a minimum, the tool should include the following information:
 - Where a property is located geographically;
 - If a property is located in an opportunity area; and
 - What rents are affordable in the area by voucher size and unit bedroom size.
 - The tool may include additional items such as community features (grocery stores, schools, transit options, third-party rental site listings, etc.), so families can see where properties are in relation to local resource
- Direct outreach to opportunity area landlords, including:
 - Proactive landlord outreach;
 - Development and maintenance of a listing of available rental units in opportunity areas; and
 - Landlord education about housing mobility program benefits.
- Lease-up assistance, including:
 - Assisting with the completion of rental applications and PHA forms;
 - Working with HCV program staff to ensure that rent reasonableness is accurate in opportunity areas; and
 - Expediting the PHA leasing process. PHAs must have processes in place, either as a standard business practice or specifically for the housing mobility program, to expedite the leasing process.
- Security deposit assistance for rental units in opportunity areas
 - The program must offer security deposit assistance for the participating families that lease a rental unit in an opportunity area. The amount of the security deposit assistance may not exceed the actual security deposit required by the owner or the maximum security deposit allowed under applicable state and/or local law. The PHA may pay the security deposit directly to the owner or may pay the assistance to the family on a reimbursement basis, provided the PHA verifies the family paid the security deposit. The PHA should not place conditions on the security deposit assistance, such as requiring the owner or family to return the security deposit assistance to the PHA at the end of the family’s tenancy (less any amounts

retained by the owner in accordance with the lease). The funds should be returned to the family in accordance with their lease. PHAs may only provide one security deposit to a participating family and should not require repayment of the security deposit to the PHA.

- Flexible family financial assistance
 - The program must offer flexible family financial assistance to cover certain moving- and transition-related expenses for families. This assistance includes rental unit application fees, administrative fees, bus or train passes, and up to \$200 for moving expenses (movers, moving truck, or other short-term vehicle rental to assist in a move). An individual family may receive a maximum of \$600 (or a lower amount, as established by the PHA) for flexible family financial assistance over the course of their participation in the program. Funds may only be used for purposes related to searching for or renting units, including maintaining residency, in opportunity areas. PHAs may not require repayment of flexible family financial assistance. In their housing mobility plan, PHAs may propose other uses of flexible family financial assistance. HUD will approve or deny these uses on a case-by-case basis.
- Salaries and benefits for qualified staff trained in motivational interviewing, trauma-informed care, or a similar service delivery framework
- HCV program participant engagement
 - PHAs must substantively engage HCV program participants in the finalization and implementation of the housing mobility plan.

PHAs must also adopt administrative policies, including:

- Ensuring adequate payment standards in opportunity areas. If payment standards are not at SAFMR or 110% of FMR currently, the PHA must explain in its application why and how it will ensure payment standards are adequate in opportunity areas;
- A minimum voucher search time policy of at least 90 days, with at least one 30-day extension (However, HUD strongly encourages PHAs to provide at least 180 days total search time); and
- For PHAs that do not permit non-resident applicant portability pursuant to 24 CFR 982.353(c), the PHA must adopt a policy in its Administrative Plan to exercise regulatory flexibility to allow non-resident applicants participating in the housing mobility-related services offered by the PHA to port. Please see [Housing Choice Voucher Program Guidebook, Moves and Portability](#), which says, “Initial PHAs may allow portability moves during this 12-month period. The initial PHA may decide to allow portability when the move would respond to a family’s specific need (for example, for employment opportunities) but not allow such moves in other instances. The PHA is required to document the exceptions to the residency requirements in regards to portability in the administrative plan.”

Additional Allowable Housing Mobility-Related Services

PHAs may, but are not required to, offer the following additional, allowable housing mobility-related services:

- Neighborhood and unit tours
- Post-move services, including:
 - Post-move check-ins with program participants;
 - Post-move home visit(s) with program participants;
 - “Open door” policy where families can proactively request assistance and receive support from the PHA for needs like landlord/tenant mitigation strategies;
 - Owner post-move check-ins; and
 - Subsequent move services.
- Landlord incentives or other eligible activities described in section 3.b in PIH Notice 2022-18. PHAs may use mobility-related services funds for any allowable, reasonable expenses outlined in section 3.b. of PIH Notice 2022-18. However, these funds may only be used in connection to units in opportunity areas.
- Landlord engagement event, landlord symposiums or other events
- Workshops
 - PHAs may choose to offer a workshop, or series of workshops, for participants. Some examples of workshops include: conducting a housing search, first-time renters, and money management. The program may not offer workshops in place of individualized services.
- Establishment of a participant expectations form describing the PHA’s and family’s responsibilities for the program

Ineligible Housing Mobility-Related Services and Use of Funds

Please see Section III.F for the ineligible uses of funds.

Administrative Expenses

PHAs may use up to 15 percent of the award for payments of reasonable grant administrative costs related to planning and executing their housing mobility-related services, including the preparation and submission of HUD reports. Administrative costs must be reflected under each appropriate line item (*e.g.*, salaries, fringe, supplies on the Form SF-424A) and a detailed cost element breakdown in the budget narrative must be provided.

The 15 percent cap does not include any in-kind or leveraging resources contributed by the PHA. There are three categories of administrative costs: implementation planning, direct administrative costs and indirect costs. For the purposes of this grant, all implementation planning, direct administrative and all indirect costs count toward the 15 percent administrative limit.

- Implementation Planning
 - Salaries, wages, fringe benefits, and related costs of the recipient’s staff engaged in planning implementation that can be specifically identified with the grant
 - Planning implementation also includes, but is not limited to the following types of activities:
 - Incorporating HUD comments and finalizing the housing mobility plan
 - Developing and managing project plans to complete the planning period
 - Hiring and training staff
 - Software updates

- Development of program materials
 - Conducting procurement processes
 - Regional partnerships or portability agreements
 - PHAs may develop regional partnerships that further enable housing mobility, increase landlord participation, and reduce barriers for families to move across PHA jurisdictions through portability
 - Regional project-based voucher plan
 - PHAs may, but are not required to, develop a regional project-based voucher plan (RPBVP) to expand access for voucher families with children in opportunity areas. PHAs may not spend more than \$175,000 for the development of this plan. For PHAs that choose to develop a RPBVP, the plan must be submitted to HUD within three years of award. The RPBVP must include, at a minimum (1) an analysis of PBV units that are large enough for families with children and are currently in opportunity areas in the region and (2) a strategy for increasing the number of those types of PBV units throughout the region. While drafting their plans, PHAs should analyze barriers to increasing the number of family PBV units in opportunity areas and how to overcome those barriers.
- Direct Administrative Costs. Direct administrative costs are the reasonable, necessary, allocable, and otherwise allowable costs of general management, oversight, and coordination of the grant. Such costs include, but are not necessarily limited to expenditures for:
 - Salaries, wages, fringe benefits, and related costs of the recipient’s staff engaged in program administration that can be specifically identified with the grant.
 - Program administration also includes, but is not limited to the following types of activities:
 - Providing local officials and citizens with information about the program, except for targeted outreach, affirmative marketing, education or outreach for housing mobility-related services
 - Preparing program budgets and schedules, and amendments thereto
 - Developing systems for assuring compliance with program requirements
 - Developing inter- and intra-agency agreements and agreements with subrecipients and contractors to carry out program activities
 - Monitoring program activities for progress and compliance with program requirements
 - Preparing reports and other documents related to the program for submission to HUD
 - Coordinating the resolution of audit and monitoring findings
 - Evaluating program results against stated objectives
- Indirect Costs
 - Please see section IV.F. for information on indirect costs.

Enrolling Families into the Housing Mobility Program

PHAs must establish policies to recruit and enroll eligible families into their housing mobility program. All HCV applicants and participant families with at least one child aged 17 or younger living in the household may participate in the program. At their discretion, PHAs may also allow participation by families with children living in a Rental Assistance Demonstration (RAD), Project-based Rental Assistance Program (PBRA) or PBV properties who have requested to move with choice mobility. PHAs may also choose to serve only HCV applicants, only HCV participants, or both. PHAs may not require any additional criteria for participation in the program. For example, PHAs may not require families live in a certain neighborhood to participate, require Family Self-Sufficiency (FSS) participation, or require that families complete certain services.

When developing a recruitment strategy, PHAs are reminded that the housing mobility plan must follow all applicable nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a) and 24 CFR 982.53, including but not limited to the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act, HUD's Equal Access Rule, Title II of the Americans with Disabilities Act of 1990, and the Violence Against Women Act. These requirements prohibit discrimination on the basis of race, color, religion, sex (including sexual orientation and gender identity) familial status, national origin, disability, age, and marital status. PHAs must also comply with Title III of the Americans with Disabilities Act of 1990 (see 28 CFR 35.160 and 28 CFR 36.303). Recruitment policies must be documented in the PHA's Administrative Plan.

In its housing mobility plan, the PHA will describe its methods and marketing and outreach strategies for equitably informing families about the program and for encouraging them to participate. Recruitment methods should be developed to ensure adequate interest in the program and be designed to equitably reach eligible families, including those least likely to apply and participate. However, recruitment efforts should consider the availability of program slots and not induce significantly more interest than likely available program slots. For example, a smaller PHA may be able to inform all eligible families at annual reexamination appointments about the program. A larger PHA may need to develop a more focused strategy to ensure that the program is able to keep up with demand and that families aren't given false hope of services that the program would be unable to fulfill. All recruitment methods must allow for eligible families to enroll or be placed on an interest list. At such time that the PHA has an interest list longer than available slots for the following year, it should stop actively recruiting families to participate until there is more availability for the program.

Administrative Plan Updates

After award, the PHA should adopt its approved housing mobility plan as a part of its Administrative Plan. The approved housing mobility plan governs the terms and conditions of the program. PHAs are reminded that they may not create policies, criteria, or methods of administration that result in discrimination against individuals with protected characteristics under fair housing and civil rights laws and regulations. As such, PHAs need to provide reasonable accommodations when necessary to policies established for these activities to ensure equal access to their programs and activities by individuals with disabilities. In addition, PHAs need to ensure policies, criteria, and the administration thereof, provides meaningful language

access for persons with Limited English Proficiency (LEP). HUD strongly encourages PHAs to adopt a detailed internal procedure manual that aligns with the public housing mobility plan to ensure staff are consistently implementing the program requirements.

Nondiscrimination Requirements

HUD's general non-discrimination and equal opportunity requirements at 24 CFR 5.105(a) apply to the programs, services, and activities funded through this NOFO. These civil rights laws and implementing regulations apply to the recipient and any subrecipient.

In accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and HUD's implementing regulations at 24 CFR Part 8, and Title II of the Americans with Disabilities Act (42 U.S.C. §§ 12131-12134) and the implementing regulation at 28 CFR Part 35, the programs services, and activities funded through this NOFO must be accessible to and usable by persons with disabilities. All training sessions and meetings must be held in facilities that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, recipients and subrecipients must give priority to alternative methods of involvement and product delivery that are accessible to and usable by individuals with disabilities and offer programs, services, and activities to individuals with disabilities in the most integrated setting appropriate. Recipients and subrecipients must also provide effective communication for individuals with disabilities. Auxiliary aids or services and reasonable accommodations must be provided to ensure equal participation by individuals with disabilities.

Recipients and subrecipients must take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP) pursuant to Title VI of the Civil Rights Act of 1964 and Executive Order 13166. For assistance in ensuring meaningful access for individuals with limited English proficiency, recipients and subrecipients should consult HUD's Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (HUD's LEP Guidance) published in the Federal Register on January 22, 2007 (72 Fed. Reg. 2732).

Data Tracking and Reporting

HUD encourages PHAs to plan for an electronic case management system to record the provision of housing mobility services to participants. At a minimum, PHAs must track the following information for each family that enrolls in the program:

- Head of household name and children's ages;
- Demographic data of family (race, national origin);
- Date of enrollment;
- Services received, including dates;
- Amount of flexible family financial assistance disbursed;
- Amount of landlord incentive funding disbursed on a family's behalf;
- Moved to opportunity area or not, including dates, and any subsequent move outcomes (if possible, also an explanation of why the family did not move);
- Family address before moving and family address after moving; and
- New admission or existing voucher holder.

In addition, HUD may require PHAs to report in PIC (or any successor system(s)) which families received housing mobility-related services, and other related information. HUD will provide

specific PIC reporting instructions after award.

PHAs will report housing mobility-related services expenditures in VMS and HUD will provide monthly disbursements based on the information entered into VMS. PHAs may request an advance of funds and HUD, at its sole discretion, may elect to disburse funds sooner. HUD will provide specific VMS reporting instructions after award.

Technical Assistance

Subject to available funding, HUD may offer technical assistance directly to grantees or through its technical assistance providers. HUD may also facilitate a community of practice for awardees. Participation in technical assistance or the community of practice is optional. A variety of available technical assistance materials related to delivery of housing mobility-related services have been posted to: <https://www.hudexchange.info/programs/public-housing/housing-mobility-toolkit/>

Cooperation with Related Research and Evaluation

As a condition of the receipt of financial assistance under this NOFO, all Grantees will be required to cooperate with HUD, or any contractors or grantees affiliated with HUD, in the evaluation of this program.

Reference Table: Community Choice Demonstration (CCD) Services

For reference purposes, HUD is providing a graphical depiction of the comprehensive housing mobility services offered in the CCD. All of these services are allowable (although some are optional) and are an eligible use of funds by PHAs that receive an award under this grant.

Table 1: Sample CCD Services

One-on-one housing needs and goals planning	Family preparation	Housing search assistance	Leasing up	Post-move services
<ul style="list-style-type: none"> • Intake & introduction • Participant expectations form • Motivation building • Mapping family systems 	<ul style="list-style-type: none"> • Housing Search workshop • Optional Renter's workshop • Optional Banking and 	<ul style="list-style-type: none"> • Assistance with developing applications • Daily proactive owner outreach • Unit referrals • Tours 	<ul style="list-style-type: none"> • RFTA filing assistance • Fast inspections • Owner incentives • Family financial assistance 	<ul style="list-style-type: none"> • Client 1-month post move check-in • Owner 1-month post move check-in • Additional post-move check-ins

One-on-one housing needs and goals planning	Family preparation	Housing search assistance	Leasing up	Post-move services
<ul style="list-style-type: none"> • Opportunity area education • Housing needs • Barriers to moving • Family preparation plan • Referral options 	<ul style="list-style-type: none"> Budgeting workshop • Outside referrals • Ongoing check-ins • Tours 	<ul style="list-style-type: none"> • Ongoing check-ins • Family financial assistance 		<ul style="list-style-type: none"> • Open door policy • 9-month post-lease anniversary check-in • Open door policy • Damage mitigation fund

Advancing Racial Equity

In accordance with Executive Order [13985](#), *Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, and federal fair housing and civil rights laws, you must submit a narrative demonstrating the following:

- You analyzed the racial composition of the persons or households who are expected to benefit from your proposed grant activities;
- You identified any potential barriers to persons or communities of color equitably benefiting from your proposed grant activities;
- You detailed the steps you will take to prevent, reduce or eliminate these barriers; and
- You have measures in place to track your progress and evaluate the effectiveness of your efforts to advance racial equity in your grant activities.

Note that any actions taken in furtherance of this section must be consistent with federal nondiscrimination requirements.

An applicant will submit this narrative following the instructions in Section IV.G.2. as part of the form HUD 52515. However, if an applicant does not choose to answer this narrative in response to Section IV.G.2., then they must attach a narrative that addresses the four bullets above with respect to Advancing Racial Equity as this a mandatory requirement for all FY 2023 NOFOs.

Affirmative Marketing

You must submit a narrative demonstrating that the housing, services, or other benefits provided under this grant will be affirmatively marketed broadly throughout the local area and nearby areas to any demographic groups that would be unlikely or least likely to apply absent such efforts. Such demographic groups may include, for example, Black and Brown persons or

communities, individuals with limited English proficiency, individuals with disabilities, or families with children. Such activities may include outreach through community contacts or service providers or at community centers serving the target population; and marketing on websites, social media channels, television, radio, and print media serving local members of the targeted group. Documentation for this factor consists of a narrative describing the activities that will fulfill the factor requirements.

An applicant will submit this narrative following the instructions in Section IV.G.2. as part of the form HUD 52515. However, if an applicant does not choose to answer this narrative as incorporated in Section IV.G.2., then they must submit a separate narrative addressing Affirmative Marketing, as this is a requirement for all FY 2023 NOFOs.

G. Criteria for Beneficiaries.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Obtain an Application Package

Instructions for Applicants

All application materials, including the Application Instructions and Application Package, are available through Grants.gov. You must access and review all available application materials. You must submit your application electronically via Grants.gov under the Funding Opportunity Number cited within this NOFO. Your application must list the applicable Funding Opportunity Number.

You can request a waiver from the requirement for electronic submission, if you demonstrate good cause. An example of good cause may include: a lack of available Internet access in the geographic area in which your business offices are located. However, lack of SAM registration or valid UEI is not a good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if you fail to submit to HUD in writing or via email a request for a waiver at least 15 calendar days before the application deadline. If HUD grants a waiver, a paper application must be received before the deadline for this NOFO. To request a waiver, you must contact:

Name:

Email:

housingmobility@hud.gov

HUD Organization:

Street:

City:

State:

Zip:

B. Content and Form of Application Submission

You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFO for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong Assistance Listing and

Funding Opportunity Number is a Non-Curable Deficiency, unless otherwise stated under the Threshold requirements section.

1. Content

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Application for Federal Assistance (SF-424)	Review section IV.G. of this NOFO for detailed submission requirements.	
Applicant and Recipient Assurances and Certifications (HUD 424-B)	Review section IV.G. of this NOFO for detailed submission requirements.	
Applicant/Recipient Disclosure/Update Report (HUD 2880)	Review section IV.G. of this NOFO for detailed submission requirements	
Disclosure of Lobbying Activities (SF-LLL)	Review section IV.G. of this NOFO for detailed submission requirements.	Federally recognized Indian tribes and tribally designated housing entities (TDHEs) established by federally recognized Indian tribes as a result of the exercise of the tribe’s sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement.
Standard Form 424A (SF-424A):	Applicants must provide a complete and detailed budget for the total performance period of the expected	For the budget recorded on form SF-424A, provide a breakdown of the aggregate numbers detailing their allocation to each activity. The budget must also include a yearly breakdown of

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	award through the submission of the SF-424A. The data submitted on the SF-424A form will inform the expected financial assistance award for this NOFO.	costs for each activity. In addition to the SF-424A form instructions available on grants.gov, applicants should use Appendix I. HUD’s Guidance for Preparing a Budget Request in this NOFO, to complete the SF-424A.
Funding Application (HUD-52515)	Applicants must complete this form according to the detailed instructions in the section IV.G.2.	

For instructions on completing each form in the table above, refer to the form instructions and the additional guidance under section IV.G.2. of this NOFO.

Federal Assistance Assurances. To assure compliance with statutory requirements for nonconstruction grant programs, you must complete the Federal Assistance Representations and Certifications section of your sam.gov registration. HUD and OMB use information reported within sam.gov for general management of Federal assistance awards programs. For more information on how to update your sam.gov registration, visit SAM.gov or the Federal Service Desk, FSD.gov. You can search for help at FSD any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET.

2. Format and Form

Narratives and other attachments to your application must follow the following format guidelines. Do not submit password protected or encrypted files.

Double spaced 12-point (minimum) Times Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides

Page maximums are listed within each section of the instructions for completion of the HUD 52515.

C. System for Award Management (SAM) and Unique Entity Identifier (UEI)

1. SAM Registration Requirement

You must register with <https://www.sam.gov> before submitting their application. You must maintain current information in SAM on immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a federal contract or grant within the last

three years, if applicable. Information in SAM must be current for all times during which you have an active Federal award or an application or plan under consideration by HUD.

2. UEI Requirement

As of April 4, 2022, entities doing business with the federal government must use the UEI created in SAM.gov. Also, you must provide a valid UEI, registered and active at www.sam.gov/ in the application. For more information, see: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>.

3. Requirement to Register with Grants.gov

Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the E-Biz POC in SAM to submit applications for the organization. Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot apply through Grants.gov. Complete registration instructions and guidance are provided on Grants.gov.

D. Application Submission Dates and Times

1. Application Due Date Explanation

The application deadline is 11:59:59 PM Eastern time on

08/30/2023

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit a paper application. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

“Received by Grants.gov” means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Grants.gov then assigns an application tracking number and date-and timestamp each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

“Validated by Grants.gov” means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting “Applicants” from the top navigation, and selecting “Track my application” from the dropdown list. If the application status is “rejected with errors,” you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in “rejected with errors” status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after applying.

HUD strongly recommends you submit your applications at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

2. Grants.gov Customer Support

Grants.gov provides customer support information on its website at <https://www.grants.gov/web/grants/support.html>. If you have difficulty accessing the application and instructions or have technical problems, contact Grants.gov customer support center by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to support@grants.gov. The customer support center is open 24 hours a day, seven days per week, except Federal holidays. Individuals who are deaf or hard of hearing, or who have speech and other communication disabilities may use a relay service to reach Grants.gov Customer Support. To learn more about how to make an accessible telephone call, visit the [webpage for Federal Communications Commission](#).

3. Grants.gov Application Submission

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column. To view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Take note of the Grants.gov tracking number, as it is needed by the Grants.gov customer support center should you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also publish the extension on Grants.gov.

In determining whether to grant a request for an extension based on a presidentially declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

NOTE: Busy servers, slow processing, large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

4. Amending or Resubmitting an Application

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

5. Grace Period for Grants.gov Submissions

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period but not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

6. Late Applications

An application received after the NOFO deadline date that does not meet the Grace Period requirements will be marked late and will not be reviewed by HUD for funding

consideration. Improper or expired registration and password issues are not sufficient causes to allow HUD to accept applications after the deadline date.

7. Corrections to Deficient Applications

HUD will not consider information from applicants after the application deadline except for curable deficiencies.

HUD will uniformly notify applicants of each curable deficiency. See curable deficiency definition in section I.A of this NOFO. Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized organization representative identified on the SF-424 Application for Federal Assistance via email. This email is the official notification of a curable deficiency.

You must email corrections of Curable Deficiencies to applicationsupport@hud.gov within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to applicationsupport@hud.gov must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong UEI as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a UEI and active registration in SAM will render the application ineligible for funding.

8. Authoritative Versions of HUD NOFOs

The version of this NOFO posted on Grants.gov includes the official documents HUD uses to solicit applications.

9. Exemptions

Parties that believe the requirements of the NOFO would impose a substantial burden on the exercise of their religion should seek an exemption under the [Religious Freedom Restoration Act \(RFRA\)](#).

E. Intergovernmental Review

This program is not subject to [Executive Order 12372, Intergovernmental Review of Federal Programs](#).

F. Funding Restrictions

Funding under this NOFO is not eligible for fungibility under the Moving to Work (MTW) demonstration. Funds may only be used for eligible purposes described in Section III.F. Some examples of ineligible uses of funds include, but are not limited to:

- Services for families that do not include one child aged 17 or younger. Families must be informed that when they no longer have at least one child aged 17 or younger in the household, the program must cease providing services.
- Job coaching or similar employment-related services. PHAs may encourage families to participate in employment (or education programs) offered by the PHA, but may not use housing mobility-related services funds for the provision of these services.
- Services not explicitly authorized in the PHAs approved housing mobility plan.
- Personal goods (*e.g.*, furniture, clothing, or cleaning supplies).
- Housing Assistance Payments.
- Administrative purposes of the HCV program unrelated to developing or implementing a comprehensive strategy for providing meaningful access to opportunity areas.
- Rental arrears.
- Pre-development or development costs.

Indirect Cost Rate

Normal indirect cost rules under [2 CFR part 200, subpart E](#) apply. If you intend to charge indirect costs to your award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate. Successful applicants whose rate changes after the application deadline must submit the new rate and documentation to assure the award agreement incorporates the applicable rate.

G. Other Submission Requirements

1. Standard Application, Assurances, Certifications and Disclosures

Standard Form 424 (SF-424) Application for Federal Assistance

The SF-424 is the government-wide form required to apply for Federal assistance programs, discretionary Federal grants, and other forms of financial assistance programs. You must complete and submit the form with the other required forms and information as directed in this NOFO.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), you and the signing authorized organization representative affirm that you both have reviewed the certifications and assurances associated with the application for Federal assistance and (1) are aware the submission of the SF-424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized organization representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to Federally recognized Indian tribes, or Alaskan native villages and those applicable to applicants other than Federally recognized Indian tribes, or Alaskan native villages.

Assurances (HUD 424-B)

By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and other requirements, including, but not limited to civil rights requirements. All recipients and subrecipients of the award are required to submit assurances of compliance with federal civil rights requirements. *See, e.g.*, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Violence Against Women Act, and the Age Discrimination Act of 1975; *see also* [24 C.F.R. §§ 1.5; 3.115; 8.50; and 146.25](#). HUD accepts these assurances in the form of the HUD 424-B, which also require compliance with HUD Reform Act requirements and all general federal nondiscrimination requirements in the administration of the federal assistance award.

Applicant Disclosure Report Form 2880 (HUD 2880)

The form HUD 2880 is required if you are applying for assistance within the jurisdiction of HUD to any project subject to Section 102(d) of the [HUD Reform Act](#). Assistance is provided directly by HUD to any person or entity, but not to subrecipients. It includes assistance for the acquisition, rehabilitation, operation, conversion, modernization, renovation, or demolition of any property containing five or more dwelling units that is to be used primarily for residential purposes. It includes assistance to independent group residences, board and care facilities, group homes and transitional housing but does not include primarily nonresidential facilities such as intermediate care facilities, nursing homes and hospitals. It also includes any change requested

by a recipient in the amount of assistance previously provided, except changes resulting from annual adjustments in Section 8 rents under Section 8(c)(2)(A) of the United States Housing Act of 1937 ([42 U.S.C. 1437f](#)). [See HUD Reform Act regulation for additional information.](#)

Code of Conduct

Both you, as the award recipient, and all subrecipients must have a code of conduct (or written standards of conduct). The code of conduct must comply with the requirements included in the “Conducting Business in Accordance with Ethical Standards” section of the [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#), as well as any program-specific requirements. These requirements include ethical standards related to conflicts of interest for procurements in [2 CFR 200.318\(c\)](#) and [2 CFR 200.317](#), as well as HUD-specific conflict of interest standards. HUD maintains a list of organizations that have previously submitted written standards of conduct on its [Code of Conduct for HUD Grant Programs webpage](#). But it is your responsibility to ensure that the standards are compliant with the noted requirements and that HUD has the latest version of the written standards. Updated written standards should be submitted with the application. Any updates to your written standards, after the application period, should be submitted as directed by the HUD program contact for this NOFO.

Affirmatively Furthering Fair Housing

With some exceptions for Federally recognized Indian tribes and their instrumentalities, the application must discuss how the applicant will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations, and how applicants will meet the requirements of the definition of AFFH at 24 CFR 5.151. Applicants may propose activities that are consistent with their jurisdiction’s Analysis of Impediments (AI), an Assessment of Fair Housing (AFH), or other means of fair housing planning that meaningfully supports their AFFH certification.

If the applicant will carry out proposed activities in a jurisdiction with an AFH, the proposed activities should be consistent with the AFH’s fair housing goals and with fair housing strategies specified in the jurisdiction’s Consolidated Plan or Public Housing Agency Plan.

An applicant will submit this narrative following the instructions in Section IV.G.2. as part of the form HUD 52515. However, if an applicant does not choose to answer this narrative in response to Section IV.G.2., then they must attach a narrative that addresses the requirements above with respect to AFFH as this a mandatory requirement for all FY 2023 NOFOs.

2. Other Program-Specific Requirements

Standard Form 424A (SF-424A): Budget Information for Non-Construction Programs

Applicants must provide a complete and detailed budget for the total performance period of the expected award through the submission of the SF-424A. For the budget recorded on form SF-424A, provide a breakdown of the aggregate numbers detailing their allocation to each activity. The budget must also include a yearly breakdown of costs for each activity. In addition to the SF-424A form instructions available on Grants.gov, applicants should use [Appendix I. HUD’s Guidance for Preparing a Budget Request](#) in this NOFO, to complete the SF-424A. The data submitted on the SF-424A form will inform the expected financial assistance award for this NOFO. All costs charged to awards made as a result of this funding announcement must be

allowable, allocable, and supported by adequate documentation, consistent with applicable cost principles.

HUD 52515: Funding Application

What follows in this section is instructions for completing the HUD 52515 and its attachments. Please note that failure to submit the HUD 52515 and its attachments is not a curable deficiency.

The completed application must include the HUD 52515 as an attachment named "Attachment 1_HUD-52515_PHA Code," *e.g.*, Attachment 1_HUD-52515_AL099. This form cannot be completed electronically in Grants.gov. A copy of the form is provided with the Application Instructions.

Complete the HUD 52515 form using the following instructions.

A. Name and Mailing Address of the Housing Agency (PHA) - Enter the PHA name and Address

B. PHA Code – Enter the 5-digit alphanumeric code for the PHA that begins with the state abbreviation of the PHA and ends with three numbers, *e.g.*, SA099. If applying in partnership with another PHA, please list all PHA codes, but indicate which PHA is the lead PHA.

C. Number of Vouchers Requested – Leave blank. PHAs will propose the number of families to receive housing mobility-related services in *Part F Need/Extent of the Problem*.

D. Geographic Area/Jurisdiction (describe the area in which assisted households may live) - The geographic area in which the PHA may administer the vouchers awarded under this NOFO. Specify if PHA is partnering with another PHA, and if so, what the combined jurisdiction will be.

Signature of PHA Representative – Please complete. The signature, and other contact information, should be from the lead PHA representative only.

Email Address – Please complete.

Print or Type Name of Signatory – Please complete.

Phone Number – Please complete.

Date – Please enter the date the document was signed.

E. Capacity

In this part, the applicant must submit a narrative description, no longer than 5 additional pages, of the capacity and prior experience of the PHA. The narrative must include a description of the following:

- Experience managing a high-performing voucher program, including monitoring utilization, success rates, landlord participation, on-time reexaminations, timely inspections, and establishing adequate payment standards (including any adoption of SAFMRs or exception payment standards).
- PHA's overall HCV utilization rate for calendar years 2022, 2021, and 2020. If the utilization rate for any year is below 98%, please describe an explanation for the utilization rate. The utilization rate provided should be the higher of the (1) HAP

expenditures compared to available budget authority or (2) units leased compared to authorized voucher levels.

- Implementing and administering Federal, State, local or non-profit grants, programs or activities that demonstrate PHA capacity, which may include, but are not limited to: Special Purpose Vouchers (*e.g.*, HUD-Veterans Affairs Supportive Housing (HUD-VASH), Family Unification Program, Mainstream vouchers, etc.), the Rental Assistance Demonstration (RAD), Low-Income Housing Tax Credit (LIHTC), the Family Self-Sufficiency Program (FSS), Community Development Block Grant (CDBG), HOPE VI or Choice Neighborhoods grants.
- Experience substantively engaging with HCV program participants in the development of PHA programs or policies.
- Experience implementing policies and/or programs that promote housing choice for families with children, particularly expanded choices in opportunity areas and any experience implementing a housing mobility program or other housing mobility-related or similar services. Relevant experience should also include promoting housing choice for families with children who belong to underserved communities, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities, lesbian, gay, bisexual, transgender and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. Experience promoting housing choice includes, but is not limited to:
 - Experience adopting and implementing policies to promote moves to opportunity areas, including streamlining portability procedures, increasing voucher search times, providing adequate payment standards in opportunity areas, and housing locator services;
 - Experience conducting outreach to families in high-poverty, segregated neighborhoods;
 - Recruiting and retaining landlords, particularly landlords in opportunity areas; and
 - Helping voucher families meet landlord screening factors, including but not limited to credit repairs, financial coaching, or security deposit assistance.
- Experience working together with other PHAs on a regional basis through initiatives such as portability, consolidated administrative functions, HCV process or policy alignment, or other collaborations.
- Experience adopting technology enhancements such as landlord or participant portals to modernize the customer experience.
- Experience analyzing PHA and public data sources to evaluate where program participants live.
- Experience developing an opportunity map and using mapping software tools.
- Data and information on the PHAs' program size to support the number of proposed enrollees for the research evaluation. PHAs will propose the number of enrollees in *Part F Need/Extent of the Problem*. In this Part E, PHAs must submit the program data and information to support the number of enrollees proposed in Part F. PHAs also may submit a narrative on any of these data elements to describe program performance, which may include discussion of relevant program operations and performance experience. Data should include:

- Number of families with children on waiting list as of March 31, 2023 or a later date;
- Number of families with children currently under HAP contract in the PHA's tenant-based voucher program as of March 31, 2023 or a later date;
- Number of families with children currently under HAP contract in the PHA's project based voucher program as of March 31, 2023 or a later date;
- Number of families with children that moved with continued assistance in calendar years 2022, 2021, and 2020 by year;
- Voucher program attrition rate for calendar years 2022, 2021, and 2020 by year;
- New program lease-ups in the PHA's voucher program, including SPVs, for calendar years 2022, 2021, and 2020 by year;
- Program-wide voucher success rate as of December 31, 2022; and
- Number of inbound and outbound ports in calendar year 2022, along with a narrative describing the general pattern of portability.

F. Need/Extent of the Problem

In this part, the applicant must submit a narrative description, no longer than 4 additional pages, of the need/extent of the problem. Please address the following information:

- Describe the PHA's overall need for housing mobility-related services funds to implement its housing mobility plan.
- Indicate the number of HCV applicant and/or participant families the PHA proposes to provide housing mobility-related services on an annual basis.
- Indicate the total number of housing mobility program participants the PHA intends to provide services to by the end of the period of performance (60 months).
- Indicate if the PHA intends to develop an RPBVP.
- A narrative that supports the budget submitted on the SF 424-A.

G. Soundness of Approach

In this part, the applicant must submit a narrative description, no longer than 10 additional pages, on the soundness of approach. Applicants must submit the following:

- A narrative draft housing mobility plan that meets the requirements in Section III.F. and includes, but is not limited to, the following:
 - Program goals
 - Description of allowable housing mobility-related services to be offered by the PHA, including any additional proposed services
 - Description of PHA administrative policies, and policy changes, that will increase access to opportunity areas (i.e. payment standards, voucher search time, review and as applicable, revision of criminal history policies, etc.)
 - Proposed number of HCV families with children to be served monthly and rationale (if in partnership with another PHA, please provide these numbers by each participating PHA)
 - How the PHA will recruit and enroll families, as well as manage interest that exceeds capacity
 - Draft opportunity map

- The PHA must submit an opportunity map, along with a listing of the opportunity area census-tracts, that identifies census tract-based opportunity areas in the jurisdiction. An opportunity area is defined as a census tract with a family poverty rate of 10 percent or lower. PHAs may develop their own opportunity map or use HUD's opportunity mapping tool at <https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=aa65e712287240bda9b8438a3935854d>. Step-by-step instructions on how to use the tool, including screen shots, are available at https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/housingmobility.
 - After selection, HUD will work with PHAs to finalize the opportunity map. During the finalization process, HUD, at its sole discretion, may allow up to 10 percent of the PHA's opportunity areas, with substantial available local data, to exceed the 10 percent poverty rate threshold.
 - Listing of program materials the PHA intends to create and offer to program participants
 - Partnerships and referrals the PHA plans on offering to program participants
 - Intended service delivery model for offering housing mobility-related services (*e.g.*, motivational interviewing, trauma-informed care)
 - Process map of how families will be provided services
 - Plan for HCV program participant engagement
 - Description of how the PHA will monitor and oversee the housing mobility-related services
 - Case management software can help PHAs manage the day-to-day operations of the program. Please describe how your PHA will manage information, either electronically or through paper files, to ensure that families are receiving services and the PHA has adequate information to oversee the program.
- An implementation plan that includes, at a minimum, the following information:
 - Activities and timelines to ensure that the PHA begins delivery of housing mobility-related services to HCV families with children no later than nine months after the award date
 - A hiring and training plan for the staff providing housing mobility-related services or a plan for procuring a third-party services provider
 - Documentation that the PHA service area has an adequate number of moderately priced rental units
 - Using a data tool of Zip Code Tabulation Areas (ZCTAs) provided by HUD at <https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=792603eb86cb4433a95e2b9bc34cdc86>https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/webpagesubmit a calculation showing that the PHA's service area (jurisdiction) has an adequate number of moderately priced rental units in opportunity areas. An adequate number of moderately priced rental units means that in the selected service area where at least 20 percent of the standard-quality

rental stock within that service area is located in ZCTAs where the SAFMR is higher than 110 percent of the Metropolitan Area FMR. Step-by-step instructions on how to use the tool, including screen shots, are available at https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/housingmobility.

- PHA certification that it will:
 - Offer all housing mobility-related services to all participants
 - Not establish further criteria for participation beyond voucher families with children
 - Provide a mechanism to do “soft” credit pulls
 - Provide HUD with a final housing mobility plan no later than 9 months after the award date
 - Provide quarterly status updates
 - Submit reports, as required and authorized through an OMB approved form or other information collection, as applicable
 - Cooperate with HUD, or any contractors or grantees affiliated with HUD, in the evaluation of this program

H. Leveraging Resources - Leave Blank

I. Achieving Results and Program Evaluation

In this optional part, the applicant may submit a narrative describing any internal or external research studies the PHA is participating in. This optional part has no page limit.

J. Memorandum of Understanding

In this part, applicants applying jointly with one or more additional PHAs must submit a narrative description of their partnership, including a Memorandum of Understanding. This part has no page limit. HUD reminds PHAs that HUD’s relationship is between HUD and the lead PHA only. Program funds will be disbursed to the lead PHA only.

The MOU should address:

- The name of each PHA under the housing mobility-related services partnership
- The functions to be performed by each partnership member during the term of the grant
- The structure of the partnership, which shall address, at a minimum, the establishment of an oversight structure and key personnel
- The terms under which a PHA may join or withdraw from the partnership
- The process by which the lead PHA will make payments to the partner PHA(s) based on actual costs of implementation of housing mobility-related services
- A statement that HUD’s relationship is between HUD and the lead PHA only. Funds will be disbursed to the lead PHA only. However, HUD may take any of the remedies described in the ACC against an individual member in the partnership, or against the single partnership as a whole, if it determines that either has substantially violated—or is improperly administering—the requirements of the HCV program or the grant

The agreement must be signed by an authorized representative from each PHA under the partnership. Applicants may, but are not required to, submit any memoranda of understanding, letters of commitment on agency letterhead, agreements, board resolutions or contracts in this section.

K. Other Information Required in the NOFO

In this part, the applicant must submit a narrative description, no longer than 5 additional pages, describing the PHA's activities related to Advancing Racial Equity, Affirmative Marketing, Affirmatively Furthering Fair Housing (AFFH), and HUD's Strategic Plan goals. If applicants do not elect to submit these narrative descriptions in the HUD form 52515, then applicants must submit separate narratives attached to their response as these are required for all FY 2023 NOFOs. Applicants must submit the following:

- 1) Advancing Racial Equity: A narrative demonstrating the following (note that any actions taken in furtherance of this section must be consistent with federal nondiscrimination requirements):
 - You analyzed the racial composition of the persons or households who are expected to benefit from your proposed grant activities;
 - You identified any potential barriers to persons or communities of color equitably benefiting from your proposed grant activities;
 - You detailed the steps you will take to prevent, reduce or eliminate these barriers; and
 - You have measures in place to track your progress and evaluate the effectiveness of your efforts to advance racial equity in your grant activities.
- 2) Affirmative Marketing: A narrative demonstrating that the housing, services, or other benefits provided under this grant will be affirmatively marketed broadly throughout the local area and nearby areas to any demographic groups that would be unlikely or least likely to apply absent such efforts. Such demographic groups may include, for example, Black and Brown persons or communities, individuals with limited English proficiency, individuals with disabilities, or families with children. Such activities may include outreach through community contacts or service providers or at community centers serving the target population; and marketing on websites, social media channels, television, radio, and print media serving local members of the targeted group.
- 3) Affirmatively Furthering Fair Housing (AFFH): A narrative discussing how the applicant will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations, and how applicants will meet the requirements of the definition of AFFH at 24 CFR 5.151. Applicants may propose activities that are consistent with their jurisdiction's Analysis of Impediments (AI), an Assessment of Fair Housing (AFH), or other means of fair housing planning that meaningfully supports their AFFH certification. If the applicant will carry out proposed activities in a jurisdiction with an AFH, the proposed activities should be consistent with the AFH's fair housing goals and with fair housing strategies specified in the jurisdiction's Consolidated Plan or Public Housing Agency Plan.
- 4) Strategic Plan Alignment: A narrative describing how your application aligns to the applicable strategic goals and objectives below. Please note that if your project is selected for funding, you are also expected to establish a plan to track progress related to

those goals, objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

- Strategic plan goal 1A advance housing justice – fortify support for vulnerable populations, underserved communities, and Fair Housing enforcement.
- Strategic plan goal 2B rental assistance – improve rental assistance to address the need for affordable housing.
- Strategic plan goal 4C integrate health and housing – advance policies that recognize housing’s role as essential to health.

L. Program Specific Certifications– Leave blank.

V. APPLICATION REVIEW INFORMATION

A. Review Criteria

1. Rating Factors

NOFO Rating Factors			
Rating Factor	Category		Maximum Points
1	Capacity		30
2	PHA Concentration of Voucher Holders in High Poverty Neighborhoods		15
3	Availability of Moderately Priced Rental Units		15
4	Draft Housing Mobility Plan		25
6	Implementation Plan		7
7	Certifications		3
8	HCV Participant Engagement		5
	Total		100

Rating Factor 1. Capacity | Points: 30

This rating factor evaluates the organizational capacity, based on past experience of the PHA to effectively implement housing mobility-related services. Rating factor 1 elements are submitted as part of the HUD 52515, Section E: Capacity. The factor is divided into distinct subfactors.

- Experience managing a high-performing voucher program, including monitoring utilization, success rate, landlord participation, on-time reexaminations, timely inspections, and establishing adequate payment standards (including any adoption of SAFMRs or exception payment standards) (0 or 5 points)

- PHA's overall HCV utilization rate for calendar years 2022, 2021, and 2020. If the utilization rate for any year is below 98%, please provide an explanation for the utilization rate. The utilization rate provided should be the higher of the (1) HAP expenditures compared to available budget authority or (2) units leased compared to authorized voucher levels. (0 or 2 points)
- Implementing and administering Federal, State, local or non-profit grants, programs or activities that demonstrate PHA capacity, which may include, but are not limited to: Special purpose vouchers (*e.g.*, HUD-Veterans Affairs Supportive Housing (HUD-VASH), Family Unification, Mainstream vouchers, etc.), the Rental Assistance Demonstration, Low-Income Housing Tax Credit (LIHTC), the Family Self-Sufficiency Program, Community Development Block Grant (CDBG), HOPE VI or Choice Neighborhoods grants. (0 or 2 points)
- Experience substantively engaging with HCV program participants in the development of PHA programs or policies. (0 or 3 points)
- Experience implementing policies and/or programs that promote housing choice for families with children, particularly expanded choices in opportunity areas and any experience implementing a housing mobility program or other mobility-related or similar services. (0 or 6 points)
- Experience working together with other PHAs on a regional basis through initiatives such as portability, consolidated administrative functions, HCV process or policy alignment, or other collaborations. (0 or 2 points)
- Experience analyzing PHA and public data sources to evaluate where program participants live, developing an opportunity map and using mapping software tools (0 or 4 points)
- Demonstrated capacity to enroll the proposed number of participants. (0 or 6 points)

Rating Factor 2. PHA Concentration of Voucher Holders in High-Poverty Neighborhoods | Points: 15

Rating factor 2 elements are calculated by HUD and PHAs do not submit any additional documentation related to this factor. PHAs can see what their concentration score is by reviewing the documentation on

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/housingmobility. In order to ensure the housing mobility-related services funds are being used in accordance with the statute, HUD must prioritize PHAs that have a concentration of voucher holders with children living in high-poverty neighborhoods. HUD ranked all PHAs that serve over 100 families with children in two separate voucher holder concentration categories. The categories are:

- (1) Number of voucher holders with children in the PHA's jurisdiction living in census tracts that have greater than 30 percent poverty or are qualified census tracts (QCTs) as defined under the Low-Income Housing Tax Credit (LIHTC) program, and
- (2) percentage of voucher holders with children living in census tracts that have greater than 30 percent poverty or are QCTs in the PHA's jurisdiction, as defined under the LIHTC program.

Within these two categories, HUD then ranked PHAs from one to five based on the degree of concentration with five being the highest concentration. HUD will use the highest ranking earned by the PHA in either category.

- For a single PHA applicant, a rank of five earns 15 points; a rank of four earns 10 points; and a rank of three earns 5 points. All others get zero points.
- For joint PHA applicants, if one or more PHA has a rank of five, the application gets 15 points. If no PHA has a rank of five, but one or more has a rank of four, the application gets 10 points. If no PHA has a rank of four or five, but one or more PHA has a rank of three, the application gets 5 points. All others get zero points.

Rating Factor 3. Availability of Moderately Priced Rental Units | Points: 15

This rating factor evaluates whether the PHA has an adequate number of moderately priced rental units. Rating factor 3 elements are submitted as part of the HUD 52515, Section G: Soundness of Approach. A PHA with an adequate number of moderately priced rental units will receive 15 points. A PHA that does not have an adequate number of moderately priced rental units will receive 0 points. As described in Section IV.G.2., an adequate number of moderately priced rental units means a selected service area where at least 20 percent of the standard-quality rental stock within that service area is located in ZCTAs where the SAFMR is higher than 110 percent of the Metropolitan Area FMR.

Rating Factor 4. Draft Housing Mobility Plan | Points: 25

This rating factor evaluates whether the PHA has a comprehensive, compliant, and realistic approach to providing housing mobility-related services to eligible families. Rating factor 4 elements are submitted as part of the HUD 52515, Section G: Soundness of Approach and Section F Need/Extent of the Problem.

1. The PHA’s plan for recruiting and enrolling the proposed number of eligible families, including outreach strategies which are designed to be affirmatively marketed broadly throughout the local area and nearby areas to any demographic group that would be unlikely or least likely to apply absent such efforts to ensure broad participation and proposed enrollment timeline. (0 or 3 points)
2. The PHA’s proposed housing mobility-related services, including any non-mandatory services. (0 or 4 points)
3. The PHA's approach for delivery of housing mobility-related services. (0 or 3 points)
4. The comprehensiveness of the PHA’s housing mobility plan, including all required elements. (0 or 6 points)
5. The PHA’s proposed budget is reasonable and is adequate to support the proposed set of services in the housing mobility plan. (0 or 4 points)
6. The PHA's plan for monitoring, oversight, evaluation and program adjustments. (0 or 3 points)
7. The PHA’s hiring and training plan, and/or plan for procurement of a third-party service provider. (0 or 2 point)

Rating Factor 5. Implementation Plan | Points: 7

This rating factor evaluates whether the activities and timelines to ensure that the PHA begins delivery of housing mobility-related services no later than nine months after the award date is comprehensive, actionable, realistic, and reasonable. Rating factor 5 elements are submitted as part of the HUD 52515, Section G: Soundness of Approach. (0 or 7 points)

Rating Factor 6. Certifications | Points: 3

This rating factor evaluates whether the PHA submitted the required certifications. Rating factor 6 elements are submitted as part of the HUD 52515, Section G: Soundness of Approach. (0 or 3 points)

Rating Factor 7. HCV Participant Engagement | Points: 5

This rating factor evaluates the PHA’s plan for substantively engaging HCV program participants throughout the finalization and implementation of the housing mobility plan. Rating factor 7 elements are submitted as part of the HUD 52515, Section G: Soundness of Approach. (0 or 5 points)

Maximum Points: 0

This program does not offer points for Section 3.

2. Other Factors

Preference Points

This program does not offer any preference points.

You may choose to voluntarily commit to address policy initiatives in your application. Addressing these policy initiatives is not a requirement to apply for or receive an award. If you choose to address a voluntary policy initiative in your application, however, you will be required to adhere to the information submitted with your application should you receive an award. The proposed information will be included as a binding requirement of any federal award you receive as a term and condition of that award.

This program does not offer Promise Zone preference points.

B. Review and Selection Process

1. Past Performance

In evaluating applications for funding, HUD will consider an applicant’s past performance in managing funds. Items HUD will consider include, but are not limited to:

OMB-designated repositories of governmentwide data, as noted in [2 CFR 200.206\(a\)](#)

The ability to account for funds in compliance with applicable reporting and recordkeeping requirements

Timely use of funds received from HUD

Timely submission and quality of reports submitted to HUD

Meeting program requirements

Meeting performance targets as established in the grant agreement

The applicant's organizational capacity, including staffing structures and capabilities

Timely completion of activities and receipt and expenditure of promised matching or leveraged funds

The number of persons served or targeted for assistance

HUD may reduce scores based on the past performance review, as specified under V.A. Review Criteria. Whenever possible, HUD will obtain and review past performance information. If this review results in an adverse finding related to integrity of performance, HUD reserves the right to take any of the remedies provided in the [Pre-Selection Review of Performance section of the Eligibility Requirements for Applicants of HUD Financial Assistance Programs](#).

2. Assessing Applicant Risk

In evaluating risks posed by applicants, HUD may use a risk-based approach and may consider any items such as the following:

- (1) Financial stability;
- (2) Quality of management systems and ability to meet the management standards prescribed in this part;
- (3) History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- (4) Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- (5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

3. Experience Promoting Racial Equity

In evaluating applications for funding, HUD will consider the extent to which the application demonstrates that the applicant has the experience and the resources to effectively address the needs of underserved communities, particularly Black and Brown communities. This may include experience successfully working directly with such groups, experience designing or operating programs that equitably benefit such groups, or experience successfully advancing racial equity in other ways. This may also include experience soliciting, obtaining, and applying input from such groups when designing, planning, or implementing programs and activities.

Please see section IV.G.2. for instructions on how applicants submit this information as part of the HUD 52515.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the

deadline but were not chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

1. Final Grant

After HUD has made selections, HUD will finalize specific terms of the award and budget in consultation with the selected applicant. If HUD and the selected applicant do not finalize the terms and conditions of the award in a timely manner, or the selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. HUD may also impose specific conditions on an award as provided under [2 CFR 200.208](#).

2. Adjustments to Funding

To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD may fund no portion of an application that:

- (1) Is ineligible for funding under applicable statutory or regulatory requirements;
- (2) Fails, in whole or in part, to meet the requirements of this notice;
- (3) Duplicates activities funded by other federal awards; or
- (4) Duplicates activities funded in a prior year.

b. HUD may adjust the funding for an application to ensure funding diversity, geographic diversity, and alignment with HUD administrative priorities.

c. If an applicant turns down an award offer, or if HUD and an applicant do not finalize the terms and conditions of the award in a timely manner, HUD may withdraw the award offer and make an offer of funding to another eligible application.

d. If funds remain after all selections have been made, remaining funds may be made available within the current fiscal year for other competitions within the program area, or be held for future competitions (if allowable in accordance with the applicable appropriation or authorizing statute), or be used as otherwise provided by authorizing statute or appropriation.

e. If, after announcement of awards made under the current NOFO, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may, in accordance with the appropriation, use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

3. Funding Errors

If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFO, HUD may select that applicant for funding, subject to the availability of funds. If funding is not available to award in the current fiscal year, HUD may make an award to this applicant during the next fiscal year, if funding is available.

4. Negotiation

HUD may negotiate with applicants to ensure an adequate funding award that allows the PHA to meet its commitments under Section III.F. The negotiation may result in a higher or lower amount than the amount requested by the PHA.

B. Administrative, National and Departmental Policy Requirements and Terms for HUD Applicants and Recipients of Financial Assistance Awards

Unless otherwise specified, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply. Failure to comply with these requirements may impact your ability to receive or retain a financial assistance award from HUD. Read the requirements carefully as the requirements are different among HUD's programs.

1. Compliance with The Fair Housing Act ([42 U.S.C. 3601-3619](#)) and implementing regulations at [24 CFR part 100 et seq](#)
2. Compliance with Title VI of the Civil Rights Act of 1964, [42 U.S.C. 2000d-2000d-4](#) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at [24 CFR part 1](#)
3. Compliance with the Age Discrimination Act of 1975 ([42 U.S.C. 6101-6107](#)) and implementing regulations at [24 CFR part 146](#)
4. Compliance with Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)) and implementing regulations at [24 CFR part 8](#)
5. Compliance with the Americans with Disabilities Act, [42 U.S.C. 12101 et seq](#)
6. Compliance with Affirmatively Furthering Fair Housing (AFFH) requirements, including those listed on HUD's [Affirmatively Furthering Fair Housing](#) webpage
7. Compliance with Economic Opportunities for Low-and Very Low-income Persons (Section 3) requirements, including those listed at [24 CFR part 75](#)
8. Compliance with Improving Access to Services for Persons with Limited English Proficiency (LEP) requirements, including those listed within [Federal Register Notice, FR-4878-N-02](#) (also see [HUD's webpage](#))
9. Compliance with Accessible Technology requirements, including those listed on in [HUD's Policy on Section 508 of the Rehabilitation Act and Accessible Technology](#)
10. Compliance with Equal Access Requirements (see [24 CFR 5.105\(a\)\(2\)](#) and [5.106](#))
11. Compliance with Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business requirements at [2 CFR 200.321](#)
12. Compliance with Energy Efficient, Sustainable, Accessible, and Free from Discrimination by Design
13. Compliance with Real Estate Acquisition and Relocation requirements (see [49 CFR part 24](#) and applicable program regulations)
14. Compliance with Participation in HUD-Sponsored Program Evaluation (see [Federal Register Notice, FR-6278-N-01](#))
15. Compliance with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (see [2 CFR part 200](#))
16. Compliance with Drug-Free Workplace requirements (see [2 CFR part 2429](#), which is HUD's implementation of [41 U.S.C. 701, et seq.](#))
17. Compliance with the requirements related to safeguarding resident/client files

18. Compliance with the Federal Funding Accountability and Transparency Act of 2006 ([2 CFR part 170](#)) (FFATA), as amended
19. Compliance with Eminent Domain
20. Compliance with Accessibility for Persons with Disabilities requirements on [HUD's Disability Overview](#) webpage
21. Compliance with Violence Against Women Act at [24 CFR part 5](#), subpart L and applicable program regulations
22. Compliance with Conducting Business in Accordance with Ethical Standards/Code of Conduct, including [2 CFR 200.317](#), [2 CFR 200.318\(c\)](#) and other applicable conflicts of interest requirements
23. Compliance with the [Build America, Buy America \(BABA\) Act](#) procurement requirements and [implementing guidance available on HUD's dedicated webpage](#)
24. Compliance with System for Award Management and Universal Identifier Requirements at [2 CFR part 25](#)
25. Compliance with [section 106\(g\) of the Trafficking Victims Protection Act of 2000 \(TVPA\), as amended \(22 USC 7104\(g\)\)](#) and implementing regulations at [2 CFR part 175](#) (Award Term for Trafficking in Persons)
26. Compliance with Award Term and Condition for Recipient Integrity and Performance Matters (see [Appendix XII to 2 CFR part 200](#))
27. Compliance with Suspension and Debarment (see [2 CFR part 2424](#) and [2 CFR part 180](#))
28. Compliance with environmental justice requirements under Executive Orders [12898](#) and [14008](#), and OMB Memorandum [M-21-28](#), which implements the Justice40 Initiative, section 223 of Executive Order [14008](#).
29. Compliance with Eliminating Barriers That May Unnecessarily Prevent Individuals with Criminal Histories from Participation in HUD Programs (see [HUD Secretary Fudge's April 12, 2022 memorandum](#))
30. Compliance with equity requirements, which include compliance with racial equity and underserved communities and LGBTQ+ requirements under Executive Orders [13985](#) and [13988](#)
31. Compliance with waste, fraud, and abuse requirements, including whistleblower protections (see [HUD's webpage](#))

Environmental Review

In accordance with 24 CFR 50.19(b)(1), (3), (11), and 12; 58.35(b)(1) and (2); activities funded under this NOFO are exempt or categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to environmental review under related laws and authorities.

Prohibition on Surveillance

Compliance with [2 CFR 200.216, Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment](#) is required.

Remedies for Noncompliance

HUD may terminate a Federal award, in whole or in part, for any of the reasons specified in [2 CFR 200.340, Termination](#).

HUD may also terminate the award for the following reasons:

- Failure to submit final housing mobility plan within nine (9) months of award

- Failure to provide housing mobility-related services as specified within the final approved housing mobility plan
- Use of funds for ineligible purposes

Lead-Based Paint Requirements

When providing education or counseling on buying or renting housing that may include pre-1978 housing under your grant you must inform clients of their rights under the Lead Disclosure Rule ([24 CFR part 35, subpart A](#)), and, if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subparts B, R, and, as applicable, F - M).

C. Reporting

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

1. Recipient Integrity and Performance Matters

You should be aware that if the total Federal share of your federal award includes more than \$500,000 over the period of performance, the award will be subject to post award reporting requirements reflected in [Appendix XII to 2 CFR part 200, Award Terms and Conditions for Recipient Integrity and Performance Matters](#).

2. Race, Ethnicity and Other Data Reporting

HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. These authorities prohibit discrimination in housing and in programs receiving financial assistance from the Department and direct the Secretary to administer the Department's programs and activities in a manner affirmatively to further these policies and to collect certain data to assess the extent of compliance with these policies. Each recipient shall keep such records and submit to the Department timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the Department may determine to be necessary to enable it to ascertain whether the recipient has complied or is complying with 24 CFR parts 1 and 121. In general, recipients should have available for the Department data showing the demographics of beneficiaries of federally-assisted programs.

The PHA will report race, ethnicity, and other data as part of its PIC (or successor system) reporting obligations.

3. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA)

FFATA requires information on federal awards be made available to the public via a single, searchable website, which is www.USASpending.gov. Accordingly, each award HUD makes under this NOFO will be subject to the requirements provided by the Award Term in Appendix A to [2 CFR part 170](#), "REPORTING SUBAWARD AND EXECUTIVE COMPENSATION

INFORMATION,” unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month following the month in which the recipient awards any sub-grant equal to or greater than \$30,000.

4. Program-Specific Reporting Requirements

50058 Reporting. When available in the PIC (or successor system), PHAs will be required to report on any applicant or participant that receives housing mobility-related services.

VMS Reporting. When available in the Voucher Management System, (or successor system), the PHA must report on its housing mobility-related services expenditures.

Housing Mobility Plan and Mobility-Related Services Report. HUD will require PHAs to submit timely reports on their housing mobility programs. HUD may seek Paperwork Reduction Act (PRA) and OMB approval for reporting purposes.

D. Debriefing

For a period of at least 120 calendar days, beginning 30 calendar days after the public announcement of awards under this NOFO, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the AOR whose signature appears on the SF-424 or by his or her successor in office and be submitted to the POC in Section VII Agency Contact(s) of this NOFO. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

VII. AGENCY CONTACT(S)

HUD staff will be available to provide clarification on the content of this NOFO. Questions regarding specific program requirements for this NOFO should be directed to the POC listed below.

Name:

Phone:

Email:

housingmobility@hud.gov

Individuals who are deaf or hard of hearing, or who have speech and other communication disabilities may use a relay service to reach the agency contact. To learn more about how to make an accessible telephone call, visit the webpage for the [Federal Communications Commission](#). Note that HUD staff cannot assist applicants in preparing their applications.

VIII. OTHER INFORMATION

1. Compliance of this NOFO with the National Environmental Policy Act (NEPA)

This NOFO does not direct, provide for assistance or loan and mortgage insurance for, or otherwise govern or regulate, real property acquisition, disposition, leasing (other than tenant-based rental assistance), rehabilitation, demolition, or new construction, or establish revise or provide for standards for construction or construction materials, manufactured housing, or occupancy. Accordingly, under [24 CFR 50.19\(c\)\(1\)](#), this NOFO is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

2. Web Resources.

- [Affirmatively Furthering Fair Housing](#)
- [Assistance Listing \(formerly CFDA\)](#)
- [Climate Action Plan](#)
- [Climate and Economic Justice Screening Tool \(CEJST\)](#)
- [Code of Conduct Requirements and E-Library](#)
- [Environmental Review](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Fair Housing Rights and Obligations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [Federal Funding Accountability and Transparency Act \(FFATA\) Subaward Reporting System](#)
- [Grants.gov](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [Historically Black Colleges and Universities \(HBCUs\)](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [HUD Reform Act](#)
- [HUD Reform Act: HUD Implementing Regulations](#)
- [Limited English Proficiency \(LEP\)](#)
- [NOFO Webcasts](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Real Estate Acquisition and Relocation](#)
- [Unique Entity Identifier](#)
- [USA Spending](#)

3. Program Relevant Web Resources

[Technical Toolkit for Delivery of Housing-Mobility Services](#)

[Housing Mobility Webpage](#)

APPENDIX

Appendix I. HUD's Guidance for Preparing a Budget Request and Narrative

To fill out the budget information requested on the SF-424A, review the general instructions provided for the SF-424A and follow the instructions outlined below. The budget reported on SF-424A must include a yearly breakdown of costs for the entire project period. Specifically, the budget reported on SF-424A should provide a detailed cost breakdown for each line item outlined in the SF-424A by year, including a breakdown of costs for each activity/cost within the line item. The budget must separate out funding that is administered direct the applicant from any funding that will be subcontracted.

SF-424A Instructions

Section A – Budget Summary

- Grant Program Function or Activity (column a) = grant activity means the type of financial assistance expected under this NOFO: 1) grant/cooperative agreement; 2) non-cash contribution or donation of property; 2) direct appropriation; 4) food commodity; 5) other assistance, including: loan, loan guarantee, interest subsidy, and insurance.
- New or Revised Budget, Federal (column e) = Enter the Total Federal Budget Requested by grant activity for the project period, in rows 1 through 4. In row 5, reflect the sum of the amount for the Federal Total.
- New or Revised Budget, Non-Federal (column f) = Enter Total Amount of any Non-Federal Funds Contributed (if applicable), by grant activity for the project period, in rows 1 through 4. In row 5, reflect the sum of the amount for the Non-Federal Total.
- New or Revised Budget, Total (column g) = Enter Total Budget Proposed by grant activity for the project period in rows 1 through 4. In row 5, reflect the sum of the amount for the Federal and Non-Federal Totals.

Section B – Budget Categories

- Enter the total costs requested for each Object Class Category (Section B, number 6) for all years of the total project period.
- If the class categories are not known at the time of application, include the expected budget under row h.
- Unless the program section of the NOFO indicates otherwise, if indirect charges are expected and included on the form, the charges must be calculated based on either the federal-approved negotiated indirect cost rate, or the 10 percent de minimis rate, as allowed by [2 CFR 200.414](#).

Section D – Forecasted Cash Needed

- Enter each quarter in the first year of the project period, enter the cash needs anticipated.

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project

- Column (b)First = Enter the total federal funds needed for the second year of the project period, for each grant activity. Reflect the sum of funds from all activities for the second year in row 20.
- Column (c)Second = Enter the total federal funds needed for the third year of the project period, for each grant activity. Reflect the sum of funds from all activities for the third year in row 20.
- Column (d)Third = Enter the total federal funds needed for the fourth year of the project period, for each grant activity. Reflect the sum of funds from all activities for the fourth year in row 20.
- Column (e)Fourth = Enter the total federal funds needed for the second year of the project period, for each grant activity. Reflect the sum of funds from all activities for the second in row 20.
- If the NOFO is for a period longer than five years, complete a second SF-424A form and upload it as an attachment to the application (this specific attachment will not be counted towards the page limit). Year 6 information should be included in column (b)First of Section E. Then enter the total for years 1-5 (per the first SF-424A form) in column (c)Second of Section E. The second SF-424A form will compute columns (b) and (c), reflecting total costs for the entire project period. This total should be consistent with the total Federal costs requested on the SF-424, Application for Federal Assistance. A blank SF-424A form can be found at Grants.gov: <https://www.grants.gov/web/grants/forms/sf-424-individualfamily.html#sortby=1>

Applicants should follow the above instructions for completing the SF-424A. Additionally, applicants should adhere to the instructions related to the object class category h “Other.”

Under 6. Object class categories h. “Other” please provide the individual budget items for the following:

- Soft-pull credit reports
- Flexible financial assistance for HCV families
- Security deposit
- Landlord incentives
- Resident engagement activities
- Any other allowable activities proposed by the PHA. The form should only have budget proposals in columns 1, 2, 3, 4, and 5 (covering the 60-month performance period). Column 1 (year 1) should include start-up costs, not to exceed \$150,000.