

Responding to HUD's NOFA: *Rental Assistance for Non-Elderly Persons with Disabilities*

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Welcome

Who We Are

- TAC is a national non-profit that provides policy development, consultation, & technical assistance to expand housing & service options for vulnerable populations (homeless individuals & families, people with disabilities & other special needs)
- Works with other partner agencies, including Ascillon and Advocates for Human Potential, to help PHAs and disability advocates take advantage of this unique opportunity
- Use philanthropic funding from the Melville Charitable Trust

Purpose of Webinar

- Provide Overview of NOFA
- Review Key NOFA Concepts
- Discuss Partnerships Between PHAs and Service Providers
- Review Application Components and the Process for Submitting an Application
- Highlight TA Resources
- Respond to email questions
 - Submit questions via email during the webinar to NOFA@tacinc.org

TAC Materials

- Available online at

www.tacinc.org/Program_Policy/NonElderlyPWDNOFA.html

- *Funding Alert*
- *Applying for New HCVs for Non-Elderly Disabled Households*
- *PHA Guidance on Partnering to Access Support Services*
- *Frequently Asked Questions*
- *Instructions for Completing Application Components*
- *Using Grants.Gov: Helpful Hints*

Overview

NOFA Overview

- Final NOFA published by HUD on April 7, 2010
 - Available online at http://portal.hud.gov/portal/page/portal/HUD/program_offices/administration/grants/fundsavail/nednofa.pdf
 - Made some small changes from DRAFT NOFA published on 6/22/09
- \$40 million available for approximately 5,300 vouchers
 - \$10 million for approximately 1,000 vouchers left over from FY08 funds
- Applications due **July 7, 2010**
- Funding awards made by HUD in October, 2010 (estimated)
- HCVs awarded through this NOFA subject to all requirements of 24 CFR Part 982
- Administrative Fees will be made available to administering PHAs

HUD/HHS Collaboration

- NOFA represents one of the first HUD-HHS collaborations that are part of President Obama's *Year of Community Living*
 - More information available at www.hhs.gov/news/press/2009pres/06/20090622b.html
- NOFA makes available HCVs to non-elderly people with disabilities
 - Including those people transitioning from nursing homes and other health care institutions

Medicaid Money Follows the Person (MFP) Demonstration Program

- HHS Initiative to assist states in their efforts to reduce reliance on institutional health care and reduce costs, while developing community-based long-term care opportunities
- 29 states and DC awarded MFP grants to transition people with disabilities from nursing homes and health care institutions into the community
 - List of MFP contact people available online at www.taformfp.com/aboutus.aspx
- NOFA represents a unique opportunity to link some vouchers to non-elderly people with disabilities receiving MFP supportive services
- More information about MFP available at www.cms.gov/CommunityServices/20_MFP.asp

MFP States

- Arkansas
- California
- Connecticut
- District of Columbia
- Delaware
- Georgia
- Hawaii
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maryland
- Michigan
- Missouri
- Nebraska
- New Hampshire
- New Jersey
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Texas
- Virginia
- Washington
- Wisconsin

NOFA Funding Categories

- Category 1:
 - Approximately \$32.5 million for 4,300 vouchers for non-elderly disabled households on PHA waiting lists
- Category 2
 - Approximately \$7.5 million for 1,000 vouchers to enable non-elderly people with disabilities to transition from nursing homes and other health care institutions into the community
 - PHAs must partner with an MFP agency or similar state partner to provide supportive services to transitioning persons

Application

- A PHA may submit an application under Category 1, or Category 2, or both

Maximum Number of Vouchers

| # Vouchers in PHA 's Current HCV Program | Maximum # HCVs Permitted under both Category 1 and/or Category 2 Applications |
|--|---|
| 2000 or more | 200 |
| 500 to 1,9999 | 100 |
| Less than 500 | 50 |

- PHAs are limited to the maximum number of vouchers whether the PHA submits an application for Category 1, Category 2, or both

Maximum Number of Vouchers – Category 2

- Also, Category 2 applicants are limited to applying for the number of vouchers for the number of people that can be transitioned in a 12 month period

Submitting the Application

- Must complete a separate application for each Category
- Must be submitted electronically through [Grants.gov](https://www.Grants.gov)
- Each application consists of 9 standard forms and a brief narrative

Funding Decisions

- All applications that meet the required threshold criteria will be funded to the extent that funds are available
- If there is not enough funding for all eligible applications, HUD will use a lottery to make funding decisions
- If funding remains in either Category, it will be used to fund approved applications from the other Category

Key NOFA Concepts

Eligible Applicants

- PHAs must already administer an HCV program to be eligible to apply for vouchers through this NOFA
- Cannot be a non-profit disability organization that administers 5-year Mainstream vouchers

Applicant Threshold Criteria

1. Must meet PIC reporting requirements of 95% under *PIH Notice 2007-29* for June 2010
 - Moving to Work (MTW) PHAs must meet an 85% reporting requirement
2. Achieved at least 15 points under SEMAP leasing indicator and not be designated as troubled
 - MTW agencies not required to report under SEMAP will be held to the 95% lease-up and budget authority utilization too
 - Applications must include a certification that they are not required to report under SEMAP and that they meet the leasing and budget authority requirements
3. Not have any unresolved program management findings or significant program compliance problems
4. Must not be involved in litigation that HUD determines will impede the ability of the PHA to administer these vouchers

5. Code of Conduct

- All PHAs awarded vouchers under this NOFA must develop and maintain a written Code of Conduct in the Administrative Plan
 - Compliance with conflict of interest requirements in 24 CFR982.161; and
 - Prohibits solicitation or acceptance of gifts or gratuities in excess of a nominal value by PHA staff or contracts or agents
- Check to determine if PHA already has an approved Code of Conduct on file with HUD at www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm

6. Admin Plan Addendum

- PHA must:
 - Inform applicants how to file complaint
 - Comply with 24 CFR 903.7(o):examine programs, identify and address impediments, work with local jurisdiction, maintain records
- PHA encouraged to:
 - assist with accessing supportive services
 - identify funds for accessibility
 - provide housing search assistance
 - approve higher rents for accessible units
 - provide technical assistance to owners regarding program access

6. Admin Plan Addendum (cont.)

- Addendum must be submitted to Field Office (FO) prior to application due date
- PHA Admin Plan may already include required language
 - Required application component of other recent HUD HCV NOFAs
- PHA will want to leave sufficient time for processing Addendum as necessary
 - Some PHAs may require a Board vote
- Contact HUD Field Office to request examples of approved Addenda

7. Experience and Resources for Supportive Services

- 2 components
 1. Experience
 2. Resources for Supportive Services
 - Different resources and commitments if applying for Category 1 or Category 2 vouchers

Experience

- To be eligible, a PHA must confirm that it meets one of the 3 experience criteria:
 1. At least 20% of the PHAs HCVs are used by non-elderly people with disabilities
 2. PHA operates a non-HCV program that serves non-elderly people with disabilities
 3. PHA has previously been awarded one of 4 specific HCV special purpose voucher allocations
- Applicants that do not demonstrate one of the 3 experience criteria above will not meet the NOFA's threshold standards for funding

Experience Criteria #1

- At least 20% of the PHAs HCVs are used by non-elderly people with disabilities
 - As reflected in PIC for the 6-month period prior to the submission date

Experience Criteria #2

- PHA operates a non-HCV program that serves non-elderly people with disabilities
- Doesn't have to only serve non-elderly people with disabilities
- Examples could include:
 - McKinney-Vento Shelter Plus Care, Section 8 Moderate Rehab, or Supportive Housing Program
 - HOME tenant-based rental assistance
 - Section 811 Supportive Housing for Persons with Disabilities
 - HOPWA tenant-based rental assistance
 - State-funded rental assistance program

Experience Criteria #3

- PHA has previously been awarded one of 4 specific HCV special purpose allocations
 - Rental Assistance for Non-Elderly Persons with Disabilities in Support of Designated Housing Plans (*Designated Housing*)
 - Rental Assistance for Non-Elderly Persons with Disabilities Related to Certain Types of Section 8 Project Based Developments (*Certain Developments*)
 - Mainstream Housing Opportunities for Persons with Disabilities (both 5-year and 1-year contracts)
 - Project Access Pilot Program

Finding Experience Criteria #3 Information

- TAC database of PHAs that administer these special purpose voucher allocations can be found online at <http://vouchers.tacinc.org>
- Based on HUD data and federal funding award notices

Eligible Participants to be Served

- Category 1: Non-elderly disabled households
- Category 2: Non-elderly disabled households transitioning from nursing homes or other health care institutions into the community

Non-Elderly Disabled Households

- Non-elderly: head, spouse, or sole member is 61 years or younger
- Disabled household (as defined at 24 CFR Part 5.403): a family whose head, spouse, or sole member is a person with disabilities.
 - May include two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides
 - Does not include those households where the only disabled member is a minor child

Person with Disabilities

- i. Has a disability, as defined in 42 U.S.C. 423;
 - ii. Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
 - a) Is expected to be of long-continued and indefinite duration;
 - b) Substantially impedes his or her ability to live independently, and
 - c) Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
 - iii. Has a developmental disability as defined in 42 U.S.C. 6001
- Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome
 - Does not include a person whose disability is based solely on any drug or alcohol dependence
 - Means individual with handicaps, as defined in 8.3 of this title, for purposes of reasonable accommodation and program accessibility for persons with disabilities.

Category 2 Applicants

- Non-elderly disabled households transitioning from a nursing home or other health care institution
 - Includes: intermediate care facilities and specialized institutions (including private and state-owned psychiatric facilities) that care for persons with mental retardation, developmental disabilities, or mental illness
 - Excludes: board and care facilities, adult homes, adult day care, adult congregate living, residential services, and community-based congregate settings

People At Risk of Institutionalization

- NOFA encourages PHAs to establish a preference for people at risk of institutionalization for Category 1 or their general HCV program in accordance with HCV regulations
- Category 2 vouchers targeted to non-elderly disabled persons transitioning from an institution only

Waiting Lists

- All non-elderly disabled households are required to be selected from a PHA's tenant-based HCV waiting list
 - Not considered a special admission
 - No local waiting list preference required
- PHA will be required to obtain the information necessary to identify a Category 1 or Category 2 eligible family on the general HCV waiting list

Waiting List - Closed

- If the PHA does not have a sufficient number of applicants on the waiting list that qualify for these HCVS, the PHA must open the waiting list
- In such a case, the PHA may open its waiting list for families eligible for HCV assistance under this NOFA under Category 1, Category 2, or both based on the PHA's funding award(s)

Turnover

- PHAs with both Category 1 and 2 vouchers:
 - Category 1 voucher turns over and is issued to a Category 1 applicant on the waiting list
 - If no Category 1 applicants are on the waiting list:
 - PHA can issue the voucher to a Category 2 applicant AND
 - Next Category 2 voucher to turn over issued to a Category 1 applicant
 - Same rules apply when Category 2 vouchers turn over

Partnerships with Service Providers

Threshold Criteria #7

- To be eligible for funding, all PHAs must demonstrate experience and resources for supportive services
- These resources must be described in a narrative in Section D of HUD Form 52515
- May require forming or strengthening partnerships with local and state human service agencies and disability organizations

Category 1 – Supportive Services

- PHAs required to demonstrate resources for supportive services for non-elderly disabled families and describe those resources in full detail
- PHAs should anticipate households with a broad range of disabilities and supportive services needs are on their HCV waiting list and may be eligible to receive a Category 1 voucher
- Some participants may need significant supports to live independently in the community while others may need very few supportive services

Category 1 - Examples of Supportive Services

- Housing search
- Case management
- Mental health counseling
- Substance abuse counseling and detoxification
- Health care
- Personal care assistance
- Transportation
- Educational support
- Vocational support
- Equipment and home modification
- Money management and budgeting
- Medication management
- Legal assistance
- Tenant-landlord mediation
- Social and recreational activities

Category 1 - Description of Services

- No guidance in the NOFA as to what information should be included in the description of services
- To meet the threshold requirement and ensure PHA can meet needs, PHA may want to:
 - Describe existing relationships with service providers
 - Develop new relationships with community based service providers
 - Demonstrate multi-functional services will be available
- Provide detail and specificity on agency experience and commitment to types and amounts of services

Category 2 – Supportive Services

- Supportive services for Category 2 vouchers must include the provision of care/case management
- PHAs required to identify a partnering resource agency and describe the provision of supportive services for a transitioned person
- PHA must specify the number of vouchers that the partnering resource agency is projecting will be needed to assist transitioning individuals over a 12-month period and how this estimate was calculated
 - Number of vouchers requested under Category 2 can't exceed this number

Category 2 – MFP States

- For Category 2 applications in MFP states, the PHA must partner with the state MFP agency
- Only resource documentation that is needed in the application regarding services is:
 - Evidence of MFP participation by partnering resource agency
 - Description of how individual referrals can be made
- For help completing a Category 2 application in partnership with an MFP program contact adenton@ahpnet.com

Category 2 – Non-MFP States

- In the non-MFP states and territories:
 - PHAs must partner with the relevant state health and human service and/or Medicaid agency for carrying out a state-sponsored institutional transitional program comparable to MFP that includes dedicated supportive services funded through the State Medicaid program and/or state appropriations
 - List of state agencies available at www.hud.gov/offices/pih/programs/hcv/pwd/ned.cfm

Category 2 – Non-MFP States (cont.)

- Category 2 application in non-MFP state must identify
 - The partnering agency
 - Describe how individual referrals will be made to the PHA
 - Describe how the supportive services resources will be made available to the transitioning individual by the partnering resource agency
 - specify the number of vouchers that the partnering resource agency is projecting will be needed to assist transitioning individuals over a 12-month period and how this estimate was calculated
 - Number of vouchers requested under Category 2 can't exceed this number

Category 2 – MFP State and Non-MFP Participants

- Some MFP states may also have transition initiatives for persons who are not receiving MFP services
 - Example: most public psychiatric facilities are not usually covered by Medicaid and therefore individuals transitioning from there would not be eligible for MFP funded services.
 - A State Mental Health Authority as part of its *Olmstead* Plan may have dedicated support services through a formal initiative to transition persons with disabilities from these psychiatric institutions into the community
- For these Category 2 applications the PHA must partner with:
 - The relevant state health and human service and/or Medicaid agency for carrying out a state-sponsored institutional transitional program comparable to MFP, but for non-MFP eligible persons, that includes dedicated supportive services funded through the State Medicaid program and/or state appropriations

Application Components

Overview

- 9 forms per application
 - Not all required/applicable
- If a PHA applies for both Category 1 and Category 2 vouchers, will have to submit 2 applications
 - 2 copies of each form = 18 forms
- One narrative on form 52515

Forms

1. Form SF-424, Application for Federal Assistance
2. Form HUD-52515, Funding Application
3. Form HUD-2880, Applicant/Recipient Disclosure/Update Report
4. Form HUD-2993, Acknowledgement of Application Receipt
 - Only required for paper applications
5. Form HUD-2991, Certification of Consistency with the Consolidated Plan
 - Or a copy of a signed PHA Certification of Compliance for its current Annual PHA Plan (if applicable)
6. SF-LLL, Disclosure of Lobbying Activities (if applicable)
7. MTW Certification (if applicable)
8. HUD-2994-A You Are Our Client Grant Application Survey (optional)
9. HUD-96011, HUD Facsimile Transmittal
 - Required for all applications, even though nothing is being faxed

Forms Included in Application Package from Grants.gov

- SF-424, Application for Federal Assistance
- HUD - 96011, Facsimile Transmittal
- HUD – 2880, Applicant/Recipient Disclosure/Update Report
- HUD – SF- LLL, Disclosure of Lobbying Activities (*if applicable*)
- Attachment Form - to identify the additional required forms for submission with application

Additional Forms to be Attached to Application

- All forms can be found at www.hud.gov/forms
 - HUD – 52515, Funding Application
 - www.hud.gov/offices/adm/hudclips/forms/files/52515.pdf
 - HUD – 2991, Certification of Consistency with the Consolidated Plan
 - www.hud.gov/offices/adm/hudclips/forms/files/2991.pdf
 - Form HUD-2993, Acknowledgement of Application Receipt
 - www.hud.gov/offices/adm/hudclips/forms/files/2993.pdf
 - Only required for paper applications
 - HUD – 2994-A Your are our Client Survey (*optional*)
 - www.hud.gov/offices/adm/hudclips/forms/hud2.cfm

HUD-52515

- A separate Form HUD-52515 must be submitted for Category 1 and Category 2 if the PHA wants to request vouchers under each category
- Section A: do not complete
- Section B: only complete box for total dwelling units
- Section C: do not complete

Section D of HUD-52515

- Section D: Provide the following information
 - Category of Funding
 - Number of authorized baseline units
 - Number of HCVs requested
 - For Category 2, must not exceed the estimate of the number of persons to be transitioned in a 12-month period
 - Minimum number of vouchers the PHA is willing to accept
 - Confirm that PHA meets one of the 3 experience criteria described earlier

Section D of HUD-52515 (continued)

- Describe supportive services for non-elderly people with disabilities
 - Category 1 applications:
 - Describe the supportive services available to non-elderly disabled participants and the roles of any partner agencies.
 - Category 2 applications:
 - Services must include case/care management in addition to the needed health and social services
 - The partnering agency
 - Describe how individual referrals will be made to the PHA
 - Describe how the supportive services resources will be made available to the transitioning individual by the partnering resource agency
 - Describe how the estimated number of people to be transitioned over a 12-month period was calculated

How to Submit an Application

Electronic Submission Through Grants.gov

- Download application package at www.grants.gov
 - Funding Opportunity Number = FR – 5332 – N – 02
 - CFDA Number = 14.871
- Download all additional required forms from www.hud.gov/forms
- Complete forms and attach to Attachments Form
- To submit application package click on “sign and submit”
 - Must get a “received” statement from Grants.gov

Waiver request

- Must request a waiver to electronic submission from HUD
 - Submit waiver requests in writing via fax or email no later than 15 days prior to July 7, 2010
 - Paper applications will not be accepted by HUD from applicants that have not been granted a waiver

Next Steps

What Do I Do Now?

- Read NOFA and other written documents
- Determine which PHAs meet threshold criteria
- Find partners and firm up basics of partnership
- Decide which applications will be submitted – Category 1, Category 2, or both
- For Category 2, establish a methodology and calculate the number of non-elderly disabled persons that will be transitioned in a 12-month period
- Start the Admin. Plan Addendum process
- Make sure PHA is registered in Grants.gov

Using the Vouchers

- *Strategies to Help People with Disabilities Be Successful in the Housing Choice Voucher Program* online at www.tacinc.org/downloads/AbtPHABook.pdf
- New HUD Guidance:
 - *PIH 2010-11: Requests for Exception Payment Standards for Persons with Disabilities as a Reasonable Accommodation*
 - *PIH 2009-36: Supplemental Information to Application for Assistance Regarding Identification of Family Member, Friend or Other Person or Organization Supportive of a Tenant for Occupancy in HUD Assisted Housing*

Useful Websites

- TAC NOFA information:
www.tacinc.org/Program_Policy/NonElderlyPWDNOFA.html
- HUD NOFA page:
www.hud.gov/offices/pih/programs/hcv/pwd/ned.cfm
- PHA contacts: www.hud.gov/offices/pih/pha/contacts/
- Grants.gov: www.grants.gov
- MFP information:
www.cms.gov/CommunityServices/20_MFP.asp
- MFP contacts: www.taformfp.com/aboutus.aspx
- Assistance for applicants for Category 2 funding in MFP states:
adenton@ahpnet.com

Available TA

- TAC will sponsor a series of interactive webinars on different topics
- Watch website for information and get on our list serve
- Email questions to NOFA@tacinc.org
 - FAQs will be updated on TAC's NOFA website
 - Questions will be forwarded to HUD
- Contact HUD with questions at [Phyllis.A. Smelkinson@hud.gov](mailto:Phyllis.A.Smelkinson@hud.gov)
- For help with Category 2 applications in MFP states email adenton@ahpnet.com

Questions and Answers

Submit questions via NOFA@tacinc.org