

Frequently Asked Questions

UPDATED June 10, 2010

Notice of Funding Availability (NOFA) for Rental Assistance for Non-Elderly Persons with Disabilities

GENERAL

How many Housing Choice Vouchers are available through this NOFA?

The NOFA makes available \$30 million in funding for approximately 4,000 HCVs for non-elderly disabled households. Funds unobligated under previous FY08 HUD NOFAs will also be made available as part of this NOFA, bringing the total funds available to \$40 million for approximately 5,300 vouchers.

Is there an Administrative Fee available for PHAs that awarded these vouchers?

Yes. Administrative Fees will be made available to administering PHAs.

What is the difference between the Draft NOFA that was published in June 2009 and the final NOFA published in April 2010?

Prior to the publication of this final NOFA, HUD published a DRAFT NOFA to solicit public comments regarding this innovative funding opportunity. The DRAFT NOFA can be found online at <http://edocket.access.gpo.gov/2009/pdf/E9-14651.pdf>. As a result of public comments received, HUD made several changes to the final NOFA published on April 7, 2010. The most significant changes include:

- *The final NOFA requires that Category 2 vouchers be re-issued upon turnover to Category 2 families, although a Category 1 family may be served in the interim if no Category 2 family can be identified. The DRAFT NOFA permitted Category 2 vouchers to go to any eligible non-elderly disabled family upon turnover.*
- *The DRAFT NOFA provided that a PHA could demonstrate experience by having a waiting list preference for non-elderly disabled families. The final NOFA removes this as a method to demonstrate experience. Instead the final NOFA adds a third method of demonstrating experience: a PHA can demonstrate experience if they operate a non-HCV program that serves non-elderly disabled families*
- *The final NOFA requires PHAs applying for Category 2 vouchers in non-MFP states to describe how referrals will be made to the program by the partner agency.*

- *The final NOFA modified the number of maximum vouchers a PHA would be awarded. See page 12.*
- *Total number of vouchers awarded in the Final NOFA is estimated at 5,300 not 4,000 as in the DRAFT NOFA.*

FUNDING CATEGORIES

What are Category 1 vouchers?

Category 1 vouchers are targeted to non-elderly disabled households on a Public Housing Agency (PHA) waiting list. The NOFA will fund an estimated 4,300 Category 1 vouchers.

What are Category 2 vouchers?

Category 2 vouchers are targeted to non-elderly households with disabilities transitioning from nursing homes and other health care institutions into the community. These institutions could include intermediate care facilities and specialized institutions that care for people with mental retardation, developmental disabilities, or mental illness. The NOFA will fund an estimated 1,000 Category 2 vouchers.

Where do people need to be transitioning from to be eligible for Category 2 vouchers?

Up to 1,000 of the HCVs available will be awarded to PHAs to enable non-elderly people with disabilities to transition from nursing homes and other health care institutions into the community. This definition includes intermediate care facilities and specialized institutions that care for persons with mental retardation, developmental disabilities, or mental illness, but excludes board and care facilities (e.g., adult homes, adult day care, adult congregate living), residential services, and community-based congregate settings. Psychiatric hospitals (private or state-owned) are included in this definition if there is funding available to provide the needed services and support for the people who are transitioning.

What is Money Follows the Person?

The Money Follows the Person Initiative (MFP) is a five-year grant award to shift Medicaid Long-Term Care from its emphasis on institutional care to home and community-based services. Currently, there are MFP demonstration grants in 29 states and the District of Columbia that provide services to assist people – both elderly and non-elderly – as they move from nursing homes and institutions into the community. It is important to note that although MFP serves all transitioning individuals, these vouchers by law are specifically targeted to non-elderly (i.e.,

under age 62) people with disabilities. For more information on MFP go to http://www.cms.gov/CommunityServices/20_MFP.asp.

Can a PHA apply for both Category 1 and Category 2 vouchers?

A PHA may submit an application for funding under Category 1 and an application for funding under Category 2. For each category, HUD will only fund one application per PHA. This one-application-per-PHA limit under each category applies regardless of whether the PHA is a State or regional PHA.

Can a PHA in a non-MFP state apply for Category 2 vouchers?

Yes. PHAs in non-MFP states can apply for Category 2 vouchers. It is important to note that many states that are not MFP states have formal programs to transition persons with disabilities from institutional settings and nursing facilities and therefore will be willing and able partners for PHAs. For PHAs in non-MFP states that desire to apply for Category 2 vouchers, the partnering agency for the PHA must be the relevant state health and human service or Medicaid agency responsible 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. A list of some of these agencies in each state is available on the HUD website at www.hud.gov/offices/pih/programs/hcv/pwd/ndc.cfm. The Category 2 Application for PHAs in these non-MFP states must identify the partnering agency and describe how individual referrals will be made to the PHA and the supportive services resources that will be made available to the transitioned individual by the partnering resource agency.

Technical assistance for PHAs interested in applying for Category 2 vouchers in non-MFP states is available from TAC at www.tacinc.org/Program_Policy/NonElderlyPWDNOFA.html.

Can a PHA in an MFP state apply for Category 2 vouchers to target those non-elderly disabled households that are transitioning but are not eligible for MFP?

Yes. PHAs in MFP states can apply for Category 2 vouchers for households that are transitioning but are not eligible for MFP. It is important to note that many states that have formal programs to transition persons with disabilities from institutional settings and nursing facilities, including those persons that are not eligible for Medicaid nor MFP services. For example, a state may provide services for persons aged 21-65 who are transitioned from a psychiatric facility, under the state's regular Medicaid plan or under the State Mental Health Authority for those individuals who are not Medicaid -eligible.

Technical assistance for PHAs interested in applying for Category 2 vouchers for non-MFP-eligible persons in MFP states is available from TAC at www.tacinc.org/Program_Policy/NonElderlyPWDNOFA.html.

Can a PHA use Category 1 vouchers to serve Category 2 households?

If a PHA wishes to serve additional Category 2 households, it could do so by establishing a preference under its HCV program for non-elderly disabled households transitioning from institutions into the community. Any such preference would need to be adopted in accordance with regular HCV program requirements.

If a PHA applies for and is awarded Category 1 vouchers and decides to implement a waiting list preference for non-elderly people with disabilities transitioning from nursing homes or other institutions, can this preference apply to only the Category 1 vouchers that the PHA was awarded or must it apply to the PHA's entire HCV waiting list? (Answer provided by HUD)

The PHA can establish a limited preference for the number of vouchers the PHA intends to use for transitioning families out of its Category 1 award.

Can Category 1 vouchers be targeted to one subgroup of non-elderly disabled households that are eligible for the services provided by the partner agency? For example if a PHA partners with a local mental health authority in an application for Category 1 vouchers, can the vouchers be given to only those households? (Answer provided by HUD)

Although PHAs may establish and apply preferences among non-elderly disabled families in Category 1, in accordance with regulatory requirements, PHAs may not adopt a preference for admission of persons with a specific disability.

ELIGIBLE PARTICIPANTS

Once funded, what people are eligible for these vouchers?

Non-elderly disabled families that are income eligible under 24 CFR 982.201(b)(1) are the only eligible participants for vouchers awarded through this NOFA.

***Elderly Family** is defined as a family whose head, spouse, or sole member is 62 years or older. It may include two or more elderly persons living together, or one or more elderly persons living with one or more persons determined under the public housing agency plan to be essential to their care or well being.*

***Non-Elderly Disabled Family** is defined as a family that does not meet the definition of an elderly family whose head, spouse, or sole member is a person with disabilities.*

A Person With Disabilities is defined at 24 CFR 5.403 as a person who:

- *Has a disability, as defined in 42 U.S.C. 423;*
 - *Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:*
 - *Is expected to be of long-continued and indefinite duration;*
 - *Substantially impedes his or her ability to live independently, and*
 - *Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or*
- *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*
- *For purposes of qualifying for low-income housing, this definition does not include a person whose disability is based solely on any drug or alcohol dependence.*

Are the non-elderly disabled households subject to the same screening criteria applicable to regular HCVs?

HCVs awarded under this NOFA will be subject to all of the requirements under 24 CFR Part 982.

Are these vouchers just for non-elderly disabled families? What about non-elderly disabled individuals?

The NOFA uses the term families and households to mean both non-elderly disabled individuals and families that have a head or spouse that are disabled adults.

Do two or more non-elderly disabled persons living together, or one or more non-elderly disabled persons living with one or more persons determined under the PHA plan to be essential to their care or well being considered a non-elderly disabled family?

Yes. The definition of disabled family in the HCV regulations (24 CFR 5.403) includes two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides. For the vouchers available under this NOFA, all disabled families must have a head, spouse or sole member who is non-elderly (i.e., under 62 years of age).

Is a family whose sole disabled member is a minor child eligible for these vouchers?

No. The definition of disabled family in the HCV regulations (24 CFR 5.403) includes a family whose head, spouse, or sole member is a person with disabilities.

If a PHA is awarded Category 2 vouchers, can it limit referrals of applicants to only those non-elderly disabled households that are eligible for services from the identified state partner agency? *(Answer provided by HUD)*

Yes, since it will be the responsibility of the partnering agency to refer eligible families to the PHA for voucher assistance.

For Category 2 vouchers, how much time must a non-elderly disabled person reside in an institution before being eligible for the voucher? *(Answer provided by HUD)*

There is no time limit.

For Category 2 vouchers, what type of verification is needed to confirm that the non-elderly disabled persons was institutionalized? *(Answer provided by HUD)*

The referral from the partnering agency should serve as confirmation of institutionalization.

Do the non-elderly disabled people have to be on the PHA waiting list to get one of these vouchers?

Yes. Under HCV regulations, all families are required to be selected from a PHA's waiting list.

For Category 2, do the non-elderly disabled people have to be on the PHA waiting list to get one of these vouchers?

Yes. The HCV regulations [24 CFR Part 982.204(a)] require that all families are to be selected from a PHA's waiting list. This should not prevent persons who are residing in institutions from participating in the program. PHAs can establish procedures to accommodate the needs of this population. For example, since this is a relatively small group of persons, the PHA may open the waiting list for Category 2 eligible households referred by the state partnering agency only.

What are the requirements for leasing Category 2 vouchers?

All Category 2 vouchers must be initially leased by a person transitioning from a nursing home or other health care institution into the community. HUD encourages the PHA and the partnering service agency to maintain an ongoing dialogue to ensure that all eligible Category 2 households are placed on the PHA's waiting list.

What if the PHA waiting list is closed?

If the PHA waiting list is closed and 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 limit the families that may apply to only those families that meet the eligibility requirements for the allocated Category 1 or Category 2 HCVs.

What type of outreach is required when a PHA opens the wait list? Can a PHA only conduct outreach to those agencies that may serve eligible Category 1 or Category 2 applicants? *(Answer provided by HUD)*

A PHA would have to open its waiting list to Category 1 families if it did not have a sufficient number of these families on its waiting list. The waiting list would be open in accordance with 24 CFR Section 982.206 which requires public notice. Applications can be limited to non-elderly disabled families. However, outreach cannot be limited to only agencies that serve non-elderly disabled families. Outreach for Category 2 families is not required since these families will be referred to the PHA's waiting list by the partnering agency.

Are people at-risk of institutionalization eligible for these vouchers?

*Non-elderly people with disabilities at-risk of institutionalization **are not** eligible for Category 2 vouchers. Non-elderly people with disabilities at-risk of institutionalization are eligible for Category 1 vouchers. HUD encourages PHAs to consider establishing a selection preference to make some or all of its Category 1 allocation available to disabled families and individuals who, without housing assistance, are at risk of institutionalization.*

What happens when a voucher turns over?

Upon turnover, Category 1 and Category 2 HCVs must be made available only to non-elderly disabled people on the PHA's waiting list. However, a Category 2 HCV must be issued to another Category 2 family upon turnover (after initial leasing) if a Category 2 family is on the PHA's waiting list. If there are no Category 2 families on the PHA's waiting list upon such turnover, the HCV must be re-issued to a non-elderly disabled family. If at any time a PHA is serving fewer Category 2 families than the number of Category 2 vouchers awarded under the NOFA, the PHA, upon turnover of the next non-elderly disabled vouchers (Category 1 or 2) must issue the voucher to a Category 2 family if there is such a family on the PHA's waiting list. All Category 2 vouchers must be initially leased by a family transitioning from a nursing home or other health care institution into the community.

For Example:

An eligible Category 2 family leaves the program and a voucher is now available to serve a new family. If the issuing PHA does a diligent search through their waitlist and determines there are no eligible Category 2 families at that time the voucher can then go to an eligible category 1 family on the waitlist. The next voucher to be turned over (Category 1 or Category 2) must then be issued to a Category 2 eligible family. The PHA may need to open its waiting list in order to bring a new Category 2 family on to the program.

ELIGIBLE APPLICANTS

Does a PHA have to administer an HCV program to apply for these vouchers?

Yes. A PHA needs to already administer an HCV program in order to be eligible to submit an application in response to this NOFA. PHAs must also meet the threshold criteria listed below.

Can multiple PHAs apply to HUD as a consortium or as a joint application?

Yes, but one PHA must take the lead and be considered the official applicant and fill out the forms with that PHA's relevant information. Keep in mind that the maximum number of vouchers and the threshold criteria will be determined by looking at the lead PHA's information.

What are the threshold criteria?

1. ***PIC Reporting Requirements.*** *Each PHA applicant must meet the PIC reporting requirements of 95 percent under PIH Notice 2007-29. Moving To Work (MTW) agencies must meet a reporting requirement of 85 percent, consistent with existing MTW reporting requirements.*
2. ***Section 8 Management Assessment Program (SEMAP).*** *Each PHA applicant must have achieved at least 15 points under the SEMAP leasing indicator (24 CFR 985.3(n)) and not be designated as troubled for its most recent assessed fiscal year. MTW agencies that are not required to report under SEMAP shall be held to the 95 percent lease-up and budget authority utilization requirements referenced above.*
3. ***Program Management Findings.*** *The PHA applicant must not have any major unresolved program management findings from an Inspector General audit, HUD management review or Independent Public Accountant (IPA) audit for the PHA's HCV program, or other significant program compliance problems (such as fair housing and/or civil rights violations or findings) that were not resolved or in the process of being resolved (as determined by the local HUD Field Office) prior to this NOFA's application deadline.*

4. **Litigation with HUD.** The PHA applicant must not be involved in litigation where HUD determines that the litigation may seriously impede the ability of the applicant to administer the vouchers.
5. **Code of Conduct.** To reflect core values, all PHA applicants awarded under this NOFA shall develop and maintain a written code of conduct in the PHA's Administrative Plan
6. **Administrative Plan Addendum on Affirmatively Furthering Fair Housing.** Prior to the application due date under this NOFA, each applicant must submit to the Public Housing Director in the applicant's local HUD Field Office an addendum to the applicant's HCV Administrative Plan that outlines reasonable steps the applicant will take to affirmatively further fair housing in regard to the vouchers awarded under this NOFA. These steps are detailed in the NOFA and in Guidance for Applying for New Housing Choice Vouchers for Non-Elderly Disabled Households available online at http://www.tacinc.org/Program_Policy/NonElderlyPWNNOFA.html.
7. **Experience and Resources for Supportive Services.** The PHA must demonstrate experience and resources for supportive services. See below for more information.

One of the threshold criteria for eligible applicants under this NOFA is that each PHA applicant must meet the PIC reporting requirements of 95 percent under PIH Notice 2007-29 (with Moving To Work (MTW) agencies must meet a reporting requirement of 85 percent, consistent with existing MTW reporting requirements. For which months will these data be assessed? *(new question. Answer provided by HUD)*

According to HUD's NOFA Correction (available online at <http://www.hud.gov/offices/adm/grants/nofa09/nednofacorection.pdf>), these data will be assessed for April, May, and June of 2010.

One of the threshold criteria for eligible applicants under this NOFA is that each PHA applicant must have achieved at least 15 points under the Section 8 Management Assessment Program (SEMAP) leasing indicator (24 CFR 985.3(n)) and not be designated as troubled for its most recent assessed fiscal year. Which fiscal years will be assessed by HUD when meeting these criteria? *(new question. Answer provided by HUD)*

According to HUD's NOFA Correction (available online at <http://www.hud.gov/offices/adm/grants/nofa09/nednofacorection.pdf>), these data will be assessed for the fiscal years ending March 31, 2009, June 30, 2009, September 30, 2009 and December 31, 2009.

If a PHA's Administrative Plan already has a fair housing portion, including the mandatory notification to applicants of the housing complaint hotline, does the PHA need to file an additional addendum? *(new question. Answer provided by HUD)*

Yes

How does a PHA meet the Experience Criteria?

The NOFA provides that PHAs must demonstrate experience in one of the following three ways:

- (1) PHA must confirm that at least 20% of the PHA's HCVs are used by non-elderly disabled families as reflected in PIC for the 6-month period prior to the submission date; **OR***
- (2) The PHA must confirm that it operates a non-HCV program that serves non-elderly disabled families and fully describe that program; **OR***
- (3) The PHA must confirm that it has previously been awarded one of the special purpose voucher allocations listed below.*
 - 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 (Mainstream Housing)*
 - Project Access Pilot Program*

Where can I find information about PHAs that administer special purpose voucher allocations?

A database of PHAs that administer these special purpose vouchers can be found on TAC's website at <http://vouchers.tacinc.org>. This database is based on information from HUD and Federal notices. Any discrepancies should be verified by the PHA with their local HUD Field Office.

Does an award of VA Supportive Housing (VASH) or Family Unification Program (FUP) Housing Choice Vouchers count as a special purpose voucher allocation? (Answer provided by HUD)

No. VASH vouchers are not considered special purpose vouchers for the purpose of demonstrating PHA experience under section IV(B)(e)(3) nor does administering VASH vouchers count as operating a non-HCV program that serves non-elderly disabled families (section IV(B)(e)(2)). However, under section IV(B)(e)(1), VASH vouchers are counted when determining PHA's percentage of HCVs that are used by non-elderly disabled families, if the family is a non-elderly disabled family

What if a PHA was previously awarded one of these special purpose voucher allocations, but the vouchers were absorbed into the PHA's regular HCV portfolio? Is this PHA eligible to apply for these vouchers? (Answer provided by HUD)

Yes.

In the past, some non-profit disability organizations were awarded Mainstream Housing Opportunities for Persons with Disabilities vouchers. Are these non-profits eligible to apply for vouchers under this NOFA? *(Answer provided by HUD)*

No. By law, HCVs awarded under Section 8(o) of the United States Housing Act (USHA) of 1937 must be administered by PHAs. 5-year Mainstream vouchers are authorized under Section 811 of the Cranston Gonzalez Act as opposed to section 8(o), which is why non-PHAs are ineligible to apply for and administer the tenant-based assistance under this NOFA.

Should the PHA attach the award letter for a previous award of special purpose voucher allocations? *(new question. Answer provided by HUD)*

No, HUD would have a record of such awards

One criteria for experience listed above is that a PHA must confirm that it operates a non-HCV program that serves non-elderly disabled families. Does the non-HCV program have to target non-elderly disabled families or just serve them? For example, if a PHA has a Shelter Plus Care program that serves individuals with serious mental illness, of which 60% of them are non-elderly, would that qualify as meeting the experience criteria in this NOFA? *(Answer provided by HUD)*

The intention of this criteria is for the PHA to show it has experience serving non-elderly disabled families. Therefore, the program should focus on serving this particular population. The program does not have to be limited to serving only non-elderly disabled families, but serving such families needs to be a goal of the program.

Another example, if a PHA administers a HOME-funded tenant-based rental assistance program for homeless families and 20% of the families are headed by a non-elderly person with a disability, would that qualify as meeting the experience criteria in this NOFA? *(Answer provided by HUD)*

See answer to previous question.

How does HUD define a non-HCV program that serves non-elderly people with disabilities? *(new question. Answer provided by HUD)*

According to HUD's NOFA Correction (available online at <http://www.hud.gov/offices/adm/grants/nofa09/nednofacorrection.pdf>), a PHA must confirm that at least 20 percent of the families served under the non-HCV program are non-elderly people with disabilities.

The NOFA provides that PHAs must demonstrate experience in one of three ways including confirming that at least 20% of the PHA's HCVs are used by non-elderly disabled families as reflected in PIC for

the 6-month period prior to the submission date. How will this PIC information be certified? *(new question. Answer provided by HUD)*

HUD will confirm this factor. However, PHAs should know how many non-elderly disabled families they are serving. They can get this information through ad hoc reports in PIC.

How do I know if my agency has a HUD-approved Code of Conduct?

A complete listing of HUD-approved Codes of Conduct can be found online at www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm.

SUPPORT SERVICES

Does a PHA applying for Category 1 vouchers have to partner with a support service agency?

PHAs applying for Category 1 vouchers are not required to partner with a service agency, nor are they required to demonstrate that they can provide services directly. A PHA applying for Category 1 vouchers must only describe in full detail the resources that are available for supportive services for non-elderly disabled families.

PHAs are not expected to provide these services with their own resources but will want to look to community-based organizations with experience providing the relevant support services. Some PHAs already have relationships in place with service agencies and can draw or expand upon these relationships for this NOFA. Other PHAs will want to consider outreach to community agencies.

For Category 1 vouchers, can a PHA partner with a particular service provider and then only award vouchers to those disabled households on the wait list who are eligible for those services? For example, can a local PHA contract with the providers of services for persons with intellectual and developmental disabilities and thus only take those eligible households from the wait list? *(Answer provided by HUD)*

For category 1, the PHA is not required to partner with an agency. Non-elderly families without regard to a specific disability should be selected from the waiting list.

Does a PHA applying for Category 2 vouchers have to partner with a support service agency?

Yes. PHAs applying for Category 2 HCVs must fully describe the resources for supportive services for non-elderly people with disabilities. Support services for Category 2 vouchers must include the provision of care/case management, in addition to the needed health and social services.

What agencies provide services for non-elderly people with disabilities transitioning from nursing homes and health care institutions under Category 2?

Support services such as the provision of care/case management, in addition to needed health and social services are usually funded through a state Medicaid program and provided by local home-care agencies. In 29 States and the District of Columbia there is a Medicaid Money Follows the Person (MFP) demonstration grant (see below).

In those states that have not received MFP grants, the NOFA requires that PHAs 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. The application must identify the partnering agency and describe how individual referrals will be made to the PHA and the supportive services resources that will be made available to the transitioning individual.

HUD has developed [a comprehensive list of state Support Services and Partner Agencies](#) that includes a listing of contact people in each state.

What is Money Follows the Person?

The Money Follows the Person Initiative (MFP) is a five-year grant award to shift Medicaid Long-Term Care from its emphasis on institutional care to home and community-based services. For more information on MFP go to http://www.cms.gov/CommunityServices/20_MFP.asp.

How do I know if my State has a Money Follows the Person grant?

There are MFP grants in 29 states and the District of Columbia. These states include: AR, CA, CT, DE, DC, GA, HI, IL, IN, IA, KS, KY, LA, MD, MI, MO, NC, ND, NE, NH, NJ, NY, OH, OK, OR, PA, TX, VA, WA, and WI . To receive free assistance developing applications for Category 2 vouchers in an MFP state, go to www.taformfp.com/grantees.aspx?id=1892.

How can I find out who the contact person is for MFP in my state?

Contact information for MFP Project Directors can be found online at <http://taformfp.com/contactList.aspx>.

As part of a Category 2 application, can a PHA in a non-MFP state partner with a local agency that provides support services to a transitioning individual? (Answer provided by HUD)

For PHAs applying for Category 2 vouchers in non-MFP states, 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 that includes dedicated supportive services funded through the State Medicaid program and/or state appropriations.

For Category 2 funding, can a PHA partner with more than one partnering agency? If so, how do they describe this partnership in the application? *(new question. Answer provided by HUD)*

The NOFA does not specify that PHAs partner with only one partnering resource agency. The NOFA only requires that the partnering resource agency be the relevant state health and human service and or Medicaid agency, and that for individuals transitioning under the MFP demonstration, the partnering resource agency is the MFP program within the State Medicaid program. If a PHA in a state with the MFP demonstration would like to partner with the MFP program agency, for persons transitioning under the MFP demonstration, and also with a different state health agency, for those persons NOT covered under the MFP demonstration, this would be accepted, as long as the total number of vouchers requested by the PHA does not exceed the combined number that both agencies are projecting will be needed to assist transitioning individuals over a 12-month period. To describe these partnerships, the PHA must identify the agencies, and describe how individual referrals will be made by each agency. Additionally, for persons not transitioning under the MFP demonstration, the PHA must describe the supportive services resources that each agency will make available to the transitioning individuals.

APPLICATION PROCESS

How many vouchers can a PHA apply for?

PHAs with 2,000 or more authorized baseline units may apply for a maximum of 200 HCVs.

PHAs with 500-1,999 authorized baseline units may apply for maximum of 100 HCVs.

PHAs with less than 500 authorized baseline units may apply for a total of 50 HCVs.

Do Mainstream and VASH vouchers count in the determination of a PHA's authorized baseline units? *(Answer provided by HUD)*

Baseline units do not include 5-year mainstream vouchers since they are from another funding source than all other vouchers.

Is there a minimum number of vouchers a PHA must apply for?

According to the NOFA, in Section D of Form HUD-52515, Funding Application, Section 8 Tenant-Based Assistance, Rental Certificate Program, Rental Voucher Program (a required component of the application), a PHA must indicate the minimum number of vouchers the PHA is willing to accept under this category if selected. PHA applicants should consider the administrative costs to administering vouchers and the PHA capacity when determining the minimum number of voucher it is willing to accept.

How will funding determinations be made?

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.

Will there be a separate lottery for Category 1 applications and Category 2 applications?

If there are more Category 1 applications than there is available funding, HUD will hold a lottery. If there are more Category 2 applications than there is available funding, HUD will hold a lottery.

What happens if there are more applications received by HUD for one of the funding categories?

If funding remains in either Category, it will be used to fund approved applications from the other Category

Does a PHA have to submit the application electronically?

Yes. Applicants are required to submit applications through the online www.grants.gov system. See TAC's [Using Grants.Gov: Helpful Hints](#) for more guidance for submitting the application online.

How does a PHA register in the grants.gov system?

Before submitting an application, applicants must complete the following 5 steps to register in the Grants.gov system (see [Using Grants.Gov: Helpful Hints](#) for more information):

- 1. Obtain a Data Universal Number System (DUNS) Number;*
- 2. Register with the Central Contractor Registration (CCR) system;*
- 3. Complete a profile with Grants.gov to create a username and password;*
- 4. Approve each Authorized Organization Representative (AOR) to submit applications on behalf of the organization; and*

5. *Track AOR status to check if they have been approved.*

If a PHA has a DUNS Number and have registered in CCR in the past, is there anything more the PHA needs to do in order to apply?

Even if the PHA has already registered with CCR and has received a number, the organization needs to renew their CCR registration once a year.

Where can I get a copy of the application?

Once you have completed the 5 steps for registering on grants.gov detailed in TAC's [Using Grants.Gov: Helpful Hints](#), you can download the NOFA application packet from Grants.gov that includes all the required forms. You should save the packet to your computer. You will now be able to work on the forms, save them, edit them, and review them before submitting the final copies electronically.

Are there any required forms?

The application is made up of 9 standard forms. These forms can be found online as part of the Grants.gov application package.

1. *Form SF-424, Application for Federal Assistance. Every application must contain a SF-424 as the cover page to the application.*
2. *Form HUD-52515, Funding Application, Section 8 Tenant-Based Assistance, Rental Certificate Program, Rental Voucher Program. A separate Form HUD-52515, Funding Application must be submitted for Category 1 and Category 2 if the PHA wants to request HCVs under both categories.*
3. *Form HUD-2880, Applicant/Recipient Disclosure/Update Report;*
4. *Form HUD-2993, Acknowledgment of Application Receipt, only required if paper application;*
5. *Form HUD-2991, Certification of Consistency with the Consolidated Plan, or a copy of the signed PHA Certification of Compliance for its current Annual PHA Plan;*
6. *SF-LLL, Disclosure of Lobbying Activities, if applicable;*
7. *MTW Certification, if applicable;*
8. *You Are Our Client Grant Application Survey HUD-2994-A (optional); and*
9. *HUD Facsimile Transmittal (HUD-96011, Third Party Documentation Facsimile Transmittal).*

Are there any specific instructions for completing these forms?

Yes. Section IV(B) of the NOFA includes the specific instructions for completing these forms. You can also review [Instructions for Completing Application Components](#) for more detailed instructions, available online at

www.tacinc.org/downloads/NOFA/Instructions%20for%20Completing%20Application%20Components.pdf.

There are currently two versions of the HUD-52515 forms – which version should a PHA submit as part of the application? *(new question. Answer provided by HUD)*

The forms are the same and currently either one will do as neither has expired.

Question 1 of Part I of Form HUD -2880, Applicant/Recipient Disclosure/Update Report asks if the PHA is applying for assistance for a specific project or activity. How should a PHA answer this question? *(new question. Answer provided by HUD)*

Answer “yes”

How should a PHA answer Part II of Form HUD -2880, Applicant/Recipient Disclosure/Update Report? Is this where a PHA should request administration fees? *(new question. Answer provided by HUD)*

Part II would be blank – admin fees are discussed in the NOFA.

How should a PHA answer Part III of Form HUD -2880, Applicant/Recipient Disclosure/Update Report? Should the PHA be identifying “interested parties” in this section? *(new question. Answer provided by HUD)*

Part III – there should be no interested parties.

LEASING AND OPERATIONS

Can a PHA that has over-issued their HCVs and are consequently running a deficit, use the new vouchers awarded through this NOFA to cover the deficit rather than assist new individuals? *(new question. Answer provided by HUD)*

These vouchers would be for new families – definitely not to cover a deficit in funding in the voucher program. Money under this NOFA is to enable non-elderly disabled families to access affordable housing. Therefore, the funding cannot be used to cover families that are already housed.

Will there be portability of Category 1 vouchers? *(Answer provided by HUD)*

Yes.

Will there be portability for Category 2 vouchers? Can the PHA limit the voucher holders to living in a certain area/state for Category 2 vouchers if there are limits to the service area of the partnering state service agency? *(Answer provided by HUD)*

A Category 2 voucher holder cannot be denied portability; however, if the partnering service agency determines that there are limits to services that will be provided in the area where the family wishes to move that would put the family

at risk of losing their housing, the partnering service agency should counsel that family of those risks.

The NOFA implies that there is a 12-month lease-up time frame for Category 2 vouchers. Is this correct? *(Answer provided by HUD)*

For Category 2 vouchers, the Department expects partnering agencies to refer eligible families and for PHAs to lease-up these families as quickly as possible. However, given the known difficulties of finding and securing housing for this population, the Department recognizes that it may take longer to lease-up these vouchers. In no case should it take longer than 12 months.

Is there a lease-up time frame for Category 1 vouchers? *(Answer provided by HUD)*

Typically, the Department expects vouchers to be leased-up within three months of the effective date of the ACC. Because Category 1 vouchers are not contingent on a referral from a partnering agency, the Department would expect these to be leased in the same timeframe as a regular voucher.

How will leasing of category 1 and 2 vouchers be incorporated into a PHA's leasing rate/SEMAP score? Will these be treated differently than other HCVs in such calculations? *(Answer provided by HUD)*

No, under SEMAP these vouchers will not be treated differently than any other voucher in the HCV program. However, like any other voucher, they will not be counted in the PHA's fiscal year in which they were awarded. For example, if the vouchers are awarded in October 2010, and the PHA's fiscal year begins in January, the vouchers will be counted for the PHA's fiscal year starting 1/1/2011.

Can these vouchers be project-based? *(Answer provided by HUD)*

Yes, in accordance with the Project-Based Voucher Program regulations at 24 CFR Part 983.