



SERVICE COORDINATOR NOFO WEBINAR PART 2

APRIL 29, 2024



AGENDA

- Housekeeping Rules
- Introductions
- Eligible Property Types
- Eligible Applicants
- Office Space
- Expansion Only Applicants
- Application Submission
- 91186 Form
- Supportive Service Plan
- Rating Factors

HOUSEKEEPING RULES

- All attendees will be muted during the presentation
- If you have questions during the presentation, please place them in the chat.
- The webinar is being recorded and will be made available on HUD.GOV

INTRODUCTIONS

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THE SERVICE COORDINATOR NOFO



OVERVIEW

- NOFO will award up to \$40 million in funds to support service coordinator programs
- We expect to make 160 NOFO awards
- Due date for the NOFO has been extended to **May 23, 2024 11:59:59pm**

WHAT ARE THE ELIGIBLE PROPERTY TYPES?

ELIGIBLE PROPERTY TYPES

- Section 202 Direct Loan
- Project Based Rental Assistance (PBRA)
- Section 221 (d) (3)

Section III. A.

ELIGIBILITY

Eligible Properties	Ineligible Properties
Section 202 Direct Loan	Section 811 PRAC
Project-Based Rental Assistance (PBRA) (including PBRA properties that have USDA, FHA-insured mortgages, or LIHTC)	Section 202 PRAC
Section 221(d)(3)	Public Housing
	Project Based Vouchers (PBV)
	RAD/Section 18 Blended
	Tenant Based Vouchers
	Housing without HUD rental assistance

WHO ARE ELIGIBLE APPLICANTS?

WHO ARE ELIGIBLE APPLICANTS?

Only the ownership entity that directly owns the property is an eligible applicant.

- Management agents are not eligible
- Service providers are not eligible
- General or limited partner in a limited partnership or LLC are not eligible

Both for-profit and non-profit organizations are eligible as long as you meet the criteria listed in Section III. A. of the NOFO.

CAN A PROJECT QUALIFY IF THE PROPERTY IS 100% DEDICATED TO SENIORS AND PEOPLE WITH DISABILITIES, BUT THE PROJECT DOES NOT HAVE 202 DIRECT LOAN, PBRA OR 221(D)(3)

- No. According to section III. A. :

Be assisted or financed through any of the following programs:

- (1) Section 202 Direct Loan, 12 USC 1701q, as such section existed before the enactment of the Cranston-Gonzalez National Affordable Act
- (2) Project-based Section 8 (including Section 8 Moderate Rehabilitation), or
- (3) Section 221(d)(3) below-market interest rate

Property was designed or designated for the elderly persons or persons with disabilities and continue to operate as such. This includes any building within a mixed-use development that was designed for occupancy by elderly persons or persons with disabilities at its inception and continues to operate as such, or consistent with title VI, subtitle D of the Housing and Community Development Act of 1992 (Pub. L. 102-550). If not so designed, a property in which the owner gives preferences in tenant selection (with HUD approval) to eligible elderly persons or persons with disabilities for all units in that property.

If FHA insured or financed with a Section 202 Direct Loan, are current in mortgage payments or are currently under a work agreement.

MY PROPERTY HAS A SECTION 8 PROJECT-BASED CONTRACT, WE ARE A FAMILY PROPERTY WITH MOSTLY OLDER ADULTS, AM I ELIGIBLE?

- No. Section III.A.
- PBRA property must be designed or designated for older adults or persons with disabilities.

Do RAD for PRAC NEED TO HAVE CLOSED ON THE CONVERSION TO BE ELIGIBLE?

- RAD for PRAC properties need to have closed on the conversion as a PBRA property to be eligible for funding under this NOFO

OFFICE SPACE

OFFICE SPACE

- HUD recommends that the office space provided is a minimum of 350 square feet
- The office space must be private and accessible to persons with disabilities, including those who use an assistive device such as a wheelchair. The office space must meet all applicable federal accessibility requirements

EXPANSION ONLY

EXPANSION ONLY

- Currently have an active service coordinator program that was set in place by a previous NOFO
- Requesting an increase in the total number of Service Coordinator hours by:
 - Requesting a change from a part-time to a full-time Service Coordinator; or
 - Requesting an additional Service Coordinator Aide or a part-time Service Coordinator to programs that already have a full-time Service Coordinator.
- Must provide an analysis in Supportive Services Plan:
 - Number of residents
 - Why you are requesting an aide, part-time, or full-time Service Coordinator
 - Number of resources available to the residents and their effectiveness

APPLICATION SUBMISSION

- **If I have several eligible buildings, do I have to submit several applications or can I submit one application for the all the buildings?**
 - Your application submission should be based on how you want to use your service coordinator.

GRANTS.GOV CONTACT INFORMATION

- Grants.gov customer support at:
 - 800-518-GRANTS or
 - support@grants.gov.
- They are open 24 hours a day.

91186

Multifamily Housing Service Coordinator
First-Time Funding Request

U.S. Department of Housing
and Urban Development
Office of Housing

OMB Approval No.2502-0447
(expires 8/31/2024)

**Multifamily Housing Service Coordinator
First-Time Funding Request**

The public reporting burden for this collection of information for the Multifamily Housing Service Coordinator Programs is estimated to average 40 hours per response for applicants, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information and preparing the application package for submission to HUD. When providing comments, please refer to OMB Approval No. 2502-0447. HUD may not conduct, and a person is not required to respond to, a collection of information unless the collection displays a valid control number. The information submitted in response to the Notice of Funding Availability for the Service Coordinator Program is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Public Law 101-235, approved December 16, 1989, 42 U.S.C. 3546).

Name and Address of Applicant/Owner: **This must match information in SAM.GOV (Business Partner/Organization)**

I. Project Information: List the information for the lead project in your application; provide information for additional projects on "More Projs" worksheet.

a. Project Name and Address	b. Project Type (I.e. Sec. 202, 236, 221(d)(3)BMR, or Sec. 8)	c. FHA or Project Number	d. Section 8 Number	e. # of Subsidized Rental Units
Property where the SC will be (not HQ)	SEC 8(PBRA), SEC 202	PLEASE MATCH WHAT IS IN iREMs	PLEASE MATCH WHAT IS IN iREMs	PLEASE MATCH WHAT IS IN iREMs

f. Resident Information	Number of Residents	% of Total Residents	g. If the SC will serve multiple eligible projects, give proportionate amount of time planned for each site.	
Estimate # of Frail Elderly	0	#DIV/0!	Project Name(s)	# of Hours per week
Estimate # of at Risk Elderly	0	#DIV/0!	Where sc will provide service	5, 15, or 30
Estimate # Non-Elderly People w/ Disabilities	0	#DIV/0!		
Remaining Residents	0	#DIV/0!		
Total	0	#DIV/0!		#VALUE!

h. Is there an SC currently working at this project?		
	Yes	No
If yes: 1. How many hours per week does the Service Coordinator currently work?	2. How many hours per week do you want to add to your program?	3. Will you extend current employees hours or hire additional staff?
5	30	yes or no

II. Budget Information**						
a. Personnel (Direct Labor/Salary) Identify Position - SC or Aide	Annual Hours	Rate per Hour	Year1	Year 2	Year 3	Tot 3-Year
Aide(Assistant to the SC)	1000	\$30	\$30,000	\$30,900	\$31,827	\$92,727
Service Coordinator	1000	\$45	\$45,000	\$46,350	\$47,741	\$139,091
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
Total Direct Labor Cost			\$75,000	\$77,250	\$79,568	\$231,818

form HUD-91186

First-Time Funding Request

and Urban Development
Office of Housing

b. Fringe Benefits	Rate (%)	Base	Year1	Year 2	Year 3	Tot 3-Year
taxes, unemployment, medical	30%	\$30,000	\$9,000	\$9,270	\$9,548	\$27,818
taxes, unemployment, medical	30%	\$45,000	\$13,500	\$13,905	\$14,322	\$41,727
	0%	\$0	\$0	\$0	\$0	\$0
	0%	\$0	\$0	\$0	\$0	\$0
	0%	\$0	\$0	\$0	\$0	\$0
	0%	\$0	\$0	\$0	\$0	\$0
Total Fringe Benefits Cost			\$22,500	\$23,175	\$23,870	\$69,545
c. Quality Assurance/Program Evaluation (cap - 10% of line "a", Personnel)	Annual Hours	Rate Per Hour	Year1	Year 2	Year 3	Tot 3-Year
Aide(Assistant to the SC) not required	100	\$20	\$2,000	\$2,060	\$2,122	\$6,182
Service Coordinator	100	\$20	\$2,000	\$2,060	\$2,122	\$6,182
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
Total Quality Assurance			\$4,000	\$4,120	\$4,244	\$12,364

Total Quality Assurance		\$4,000	\$4,120	\$4,244	\$12,364	
d. Training	Annual Hours	Rate Per Hour	Year 1	Year 2	Year 3	Tot 3-Year
Conferences	24	\$32	\$768	\$791	\$815	\$2,374
Local trainings	10	\$32	\$320	\$330	\$339	\$989
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
Total Training			\$1,088	\$1,121	\$1,154	\$3,363
e. Travel (Indicate local private vehicle, (mileage and rate per mile) airfare (trips and fare), other (quantity and unit cost), per diem (days and rate per day).			Year 1	Year 2	Year 3	Tot 3-Year
Must relate to training (airfare to conference)			\$800	\$824	\$849	\$2,473
Commute from one site to another for work (should be mileage)			\$500	\$515	\$530	\$1,545
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
Total Travel			\$1,300	\$1,339	\$1,379	\$4,018

g. Start-up Costs						
1. Creating Private Office Space	Quantity	Unit Cost	Year 1	Year 2	Year 3	Tot 3-Year
construction cost estimate	1	\$15,000	\$15,000			\$15,000
	0	\$0	\$0			\$0
	0	\$0	\$0			\$0
	0	\$0	\$0			\$0
	0	\$0	\$0			\$0
	0	\$0	\$0			\$0
Subtotal for Private Office Space			\$15,000			\$15,000
2. Office Furniture/Equipment	Quantity	Unit Cost	Year 1	Year 2	Year 3	Tot 3-Year
laptop	1	\$700	\$700			\$700
desk	1	\$200	\$200			\$200
	0	\$0	\$0			\$0
	0	\$0	\$0			\$0
	0	\$0	\$0			\$0
	0	\$0	\$0			\$0
Subtotal Cost of Furniture/Equipment			\$900			\$900
Total Start-Up Costs			\$15,900			\$15,900

f. Supplies and Materials	Quantity	Unit Cost	Year 1	Year 2	Year 3	Tot 3-Year
printing paper	6	\$20	\$120	\$124	\$127	\$371
Ink/toner	3	\$100	\$300	\$309	\$318	\$927
pens	12	\$10	\$120	\$124	\$127	\$371
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
Total Supplies and Materials			\$540	\$556	\$573	\$1,669

h. Other Direct Costs	Quantity	Unit Cost	Year 1	Year 2	Year 3	Tot 3-Year
computer software	3	\$100	\$300	\$309	\$318	\$927
internet	12	\$50	\$600	\$618	\$637	\$1,855
phone	1	\$70	\$70	\$72	\$74	\$216
Membership Fees	1	\$300	\$300	\$309	\$318	\$927
Liability Insurance	1	\$400	\$400	\$412	\$424	\$1,236
	0	\$0	\$0	\$0	\$0	\$0
Total Other Direct Costs			\$1,670	\$1,720	\$1,772	\$5,162
Subtotal of Direct Costs			\$121,998	\$109,281	\$112,559	\$343,838
I. Indirect Costs (Only 10 percent of total direct cost)	Quantity	Unit Cost	Year 1	Year 2	Year 3	Tot 3-Year
Accounting	12	\$100	\$1,200	\$1,236	\$1,273	\$3,709
Utilities (SC portion not the whole office)	12	\$40	\$480	\$494	\$509	\$1,484
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
Total Indirect Costs			\$1,680	\$1,730	\$1,782	\$5,193
j. Total Estimated Costs			\$123,678	\$111,011	\$114,342	\$349,031

** Please note: You may increase costs from year to year by no more than 3%.

SUPPORTIVE SERVICE PLAN

- **What is a Supportive Services Plan?**
- A Supportive Services Plan describes how the property will provide the range of services that is both tailored to the needs of the residents and essential for maintaining independent living .
- See Section III.D.g and Section V. A. of the NOFO under Rating Factor 3.

CAN HUD CLARIFY THE MAXIMUM PAGE NUMBERS?

- Your Supportive Services Plan should not exceed 10 pages. Your total number of pages submitted in response to the NOFO should not exceed 40 pages.
- See Section IV.B Content and Form of Application Submission for full details of the submission requirements.

RATING FACTORS

Rating Factor 1: Past performance - 10 Points

- Sub-factor 1: Risk Rating- 5 points
- Sub-factor 2: Timely response to communications and request for documentation -5 points
 - New applicants will be scored by their Account Executives.
 - Expansion program applicants will be scored by their Grant Specialist.

Rating Factor 2: Continuing Education Plan - 10 Points

- 5-page narrative on how you plan to address continuing education.

Rating Factor 3: Supportive Services Plan - 10 Points

- 10 Page Maximum

Please see Section V.A.

THANK YOU!