

# Housing Mobility-related Services Notice of Funding Opportunity (NOFO)

**FR-6700-N-87**

June 22, 2023



# Agenda

- Welcome
- Application dates
- Application package and related tools
- Award information

- Eligibility information
- Program-specific requirements
- Submission requirements
- Rating Factors

# Application Dates

- NOFO published on Thursday, June 1, 2023
- Applications are due Wednesday, August 30, 2023 at 11:59 PM eastern time

# Application Package

- Application package available at Grants.gov
  - <https://www.grants.gov/web/grants/view-opportunity.html?oppld=348474>

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Print Related Documents List ?

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File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - Full Announcement	<a href="#">FR-6700-N-87-Full Announcement - Full Announcement.zip</a>	Jun 01, 2023 10:22:47 AM EDT	699.4 KB
Full Announcement_FR-6700-N-87.pdf	<a href="#">Full Announcement_FR-6700-N-87.pdf</a>	Jun 01, 2023 10:22:47 AM EDT	813.3 KB
Folder: Other Supporting Documents - Other Supporting Documents	<a href="#">FR-6700-N-87-Other Supporting Documents - Other Supporting Documents.zip</a>	Jun 01, 2023 10:22:53 AM EDT	113.1 KB
HUD-52515.pdf	<a href="#">HUD-52515.pdf</a>	Jun 01, 2023 10:22:53 AM EDT	118.0 KB

# Application Related Tools

- Related tools located on HUD Housing Mobility webpage
  - [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/housingmobility](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/housingmobility)

## Housing Mobility-related Services NOFO

On June 1, 2023 HUD published the [Housing Mobility-Related Services Notice of Funding Opportunity \(NOFO\)](#). Applications are due August 30, 2023.

Through this NOFO, HUD is making available \$25,000,000 for housing mobility-related services for voucher families with children modeled after services provided in connection with the [Community Choice Demonstration](#). 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.

### Webinars

HUD is hosting two webinars for the Housing Mobility-related Services NOFO.

- On June 22nd from 2-3 pm eastern, HUD will be conducting an overview of the NOFO.
  - Register [here](#)
- On July 13th from 2-3 pm eastern, HUD will be conducting an overview of the data tools for the NOFO.
  - Register [here](#)

### Data Tools

- [Opportunity Map Tool](#)
  - [Instructions](#)
- [Adequate Number of Moderately Priced Rental Units Tool](#)
  - [Instructions](#)
- [PHA Concentration of Voucher Holders in High Poverty Neighborhoods Tool](#)
  - [Instructions](#)

# Award Information

- Available funds: \$25 million
- Anticipated number of awards: 11
- Minimum award amount: \$750,000
- Maximum award amount: \$5,000,000
- Period of performance:
  - November 1, 2023-November 2, 2028

# Eligibility Information

## Eligible Applicants

- Only PHAs that have an existing Annual Contributions Contract (ACC) with HUD for HCVs
  - 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.
  - HUD will only consider funding one application per PHA.

## Ineligible Applicants

- 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
- Nonprofit administrators of HCV Mainstream assistance, which by statute are classified as PHAs solely for the purpose of administering HCV Mainstream assistance
- PHAs participating in the Community Choice Demonstration
  - HUD will issue a separate Federal Register notice describing an allocation process for remaining CCD funds.
- Individuals and entities not designated as PHAs.

# Other Eligibility Requirements

- Pages 12-14 describe other eligibility requirements
  - Threshold
    - Resolution of civil rights matters
    - Timely submission of application
  - Statutory and regulatory requirements affecting eligibility



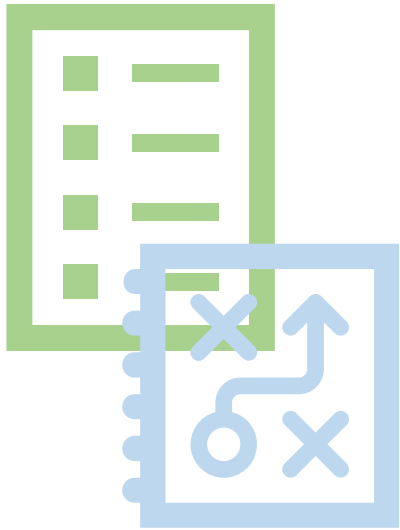
# Program-specific Requirements

# Comprehensive housing mobility program and caseloads

- PHAs will implement a comprehensive housing mobility program for up to five years
- Services for voucher families with at least one child aged 17 or younger
  - 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

- PHAs must provide housing mobility-related services to a minimum of 300 families, up to a maximum of 1,000 such families over five-year period
  - PHAs' average annual caseloads would range between a minimum of 50, up to a maximum of 200 families
  - 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

# Housing Mobility Plan



- PHAs will submit a detailed housing mobility plan as part of their application
  - Includes the housing mobility-related services, including financial assistance, in addition to the administrative policies, that the PHA will implement
- 6-month planning period for implementation, with option to extend up to 6 months
- HUD will review 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 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
  - 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

# Minimum Set of Services

- The PHA must provide a minimum set of housing mobility related services
  - Can elect to offer additional allowable housing mobility-related services and/or propose additional housing mobility-related services

- Participating families 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

# Pre-move Services

- 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
- Offering the ability to complete a **"soft" credit pull** so the program can help identify opportunities to address credit challenges

# Housing Search Assistance

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.

# Direct Landlord Outreach and Lease-up Assistance

- Proactive landlord outreach
- Development and maintenance of a listing of available rental units in opportunity areas
- Landlord education about housing mobility program benefits.
- 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
- Expediting the PHA leasing process

# Security Deposit Assistance

- The program must offer security deposit assistance for the participating families that lease a rental unit in an opportunity area.
  - 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.
  - 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.
- 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.
  - Rental unit application fees, administrative fees, bus or train passes, and up to \$200 for moving expenses
  - An individual family may receive a maximum of \$600 (or a lower amount, as established by the PHA) 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.
  - PHAs may propose other uses of flexible family financial assistance. HUD will approve or deny these uses on a case-by-case basis.

# Motivational Interviewing and Participant Engagement

- Program should have qualified staff trained in motivational interviewing, trauma-informed care, or a similar service delivery framework

- PHAs must substantively engage HCV program participants in the finalization and implementation of the housing mobility plan

# Allowable Services

- PHAs may, but are not required to, implement the following:
  - 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
    - Owner post-move check-ins
    - Subsequent move services
  - Landlord incentives or other eligible activities described in section 3.b in PIH Notice 2022-18.
  - Landlord engagement events, landlord symposiums Workshops
    - 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

# Administrative Policies

- PHAs must adopt certain administrative policies.
  - 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;
  - Minimum voucher search time policy of at least 90 days, with at least one 30-day extension
    - HUD strongly encourages PHAs to provide at least 180 days total search time
  - 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.

# Enrolling Families into the 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.
    - 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.
  - 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.
    - 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.

# 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.

# Administrative Plan

- 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 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.
  - 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.
  - 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.

# Data tracking

- 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
  - New admission or existing voucher holder



# Reporting

## 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

## Other Reporting

- 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

# Technical Assistance and Evaluations

- 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/>
  - 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.

# Cost Proposal/Budget Narrative

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

- PHAs will submit a detailed cost proposal as part of their application in Standard Form 424A
- To fill out the budget information requested on the SF-424A, review the general instructions provided for the SF-424A and follow instructions in Appendix I.
- 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.

# 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
  - The 15 percent cap does not include any in-kind or leveraging resources contributed by the PHA
- 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
- There are three categories of administrative costs:
  - Implementation planning
  - Direct administrative costs
  - Indirect costs

# Services Costs

- 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.

# Ineligible uses of funds

- Funds may only be used for eligible purposes described in Section III.F of the NOFO
- Funding under this NOFO is not eligible for fungibility under the Moving to Work (MTW) demonstration
- 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
  - 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

# Submission Requirements



# Registrations

- System for Award Management (SAM) Registration Requirement
  - You must register with <https://www.sam.gov/> before submitting your 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.
- Unique Entity Identifier (UEI) Requirement
  - As of April 4, 2022, entities doing business with the federal government must use the UEI created in SAM.gov.
  - You must provide a valid UEI, registered and active at [www.sam.gov/](http://www.sam.gov/) in the application.
- 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

# Forms

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Application for Federal Assistance (SF-424)

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Applicant and Recipient Assurances and Certifications (HUD 424-B)

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Applicant/Recipient Disclosure/Update Report (HUD 2880)

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Disclosure of Lobbying Activities (SF-LLL)

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Standard Form 424A (SF-424A)

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Funding Application (HUD-52515)

# Application for Federal Assistance - Standard Form 424

- 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.

# Applicant Assurances and Certifications (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 and Recipient Disclosure/Update Report – 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).

# Budget Information for Non-Construction Programs - Standard Form 424A

- 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 SF424A, 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

<b>Funding Application</b> Housing Choice Voucher Program	<b>U.S Department of Housing and Urban Development</b> Office of Public and Indian Housing	OMB Approval No. 2577-0169 (exp. 7/31/2022)
<p>The public reporting burden for this information collection is estimated to be up to 5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number.</p>		
A. Name and Mailing Address of the Public Housing Agency (PHA)		B. PHA Code
C. Number of Vouchers Requested	D. Geographic Area/Jurisdiction (describe the area in which assisted may live)	
<p>If directed in the NOFA or Funding Notice, complete additional fields on the next page of this form.</p> <p><b>HUD is committed to protecting the privacy of individual's information stored electronically or in paper form in accordance with federal privacy laws, guidance and best practices. HUD expects its third-party business partners including public housing authorities who collect, use, maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable law.</b></p>		
<b>PHA Signature</b> Signature of PHA Representative		Print or Type Name of Signatory

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 and date

# HUD 52515: Funding Application

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E. Capacity of the Organization

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F. Need/Extent of the Problem

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G. Soundness of Approach

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H. Leveraging Resources

---

I. Achieving Results and Program Evaluation

---

J. Memorandum of Understanding

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K. Other Information Required in the NOFA or Funding Notice

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L. Program Specific Certifications (enter here any certification required in the NOFA or Funding Notice)



# HUD 52515

## E. Capacity

- 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.

# HUD 52515

## E. Capacity (Continued)

- The narrative will also describe:
  - Implementing and administering Federal, State, local or non-profit grants, programs or activities that demonstrate PHA capacity
  - 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. 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;
    - 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.

# HUD 52515

## E. Capacity (Continued)

- Data and information on the PHAs' program size to support the number of proposed enrollees for the research evaluation.
  - 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
    - Number of inbound and outbound ports in calendar year 2022, along with a narrative describing the general pattern of portability

# HUD 52515

## F. Need/Extent of the Problem

- Submit a narrative description, no longer than 4 additional pages, of the need/extent of the problem.
- Narrative should 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

# HUD 52515

## 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

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## G. Soundness of Approach: 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
  - 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.

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## G. Soundness of Approach Continued

- 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
  - 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

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## J. MOU for Joint Applicants

- 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.



# HUD 52515

## K. Other Information Required

- Submit a narrative description, no longer than 5 additional pages
  - 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 narratives on the following:
  - Advancing Racial Equity
  - Affirmative Marketing
  - Affirmatively Furthering Fair Housing (AFFH)
  - Strategic Plan Alignment

# Rating Factors

## 1. Rating Factors

<b>NOFO Rating Factors</b>			
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

# Resources

- Housing Mobility Webpage
  - [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/housingmobility](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/housingmobility)
- NOFO
  - <https://www.grants.gov/web/grants/view-opportunity.html?oppld=348474>
- Data Tools Webinar Registration
  - On July 13th from 2-3 pm eastern, HUD will be conducting an overview of the data tools for the NOFO.
    - <https://ems8.intellor.com/?do=register&t=1&p=848030>

# Additional Resources

- Community Choice Demonstration
  - [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/communitychoicedemo](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/communitychoicedemo)
- Housing Mobility Toolkit
  - <https://www.hudexchange.info/programs/public-housing/housing-mobility-toolkit/>
- Housing Mobility Toolkit Webinar Series
  - Program Overview | June 27 at 3 pm Eastern
    - [https://us06web.zoom.us/webinar/register/WN\\_1jJuUqDMSuSxafUtpZOQ1w#/registration](https://us06web.zoom.us/webinar/register/WN_1jJuUqDMSuSxafUtpZOQ1w#/registration)
  - Program Set-Up | August 1 at 3 pm Eastern
    - [https://us06web.zoom.us/webinar/register/WN\\_1KaU2fFHSuGB2aeTlKnZuQ#/registration](https://us06web.zoom.us/webinar/register/WN_1KaU2fFHSuGB2aeTlKnZuQ#/registration)
  - Program Framework | August 15 at 3 pm Eastern
    - [https://us06web.zoom.us/webinar/register/WN\\_kSocFoalRG2Q2qGcUwpEEw#/registration](https://us06web.zoom.us/webinar/register/WN_kSocFoalRG2Q2qGcUwpEEw#/registration)
  - Updating Program Materials | September 12 at 3 pm Eastern
    - [https://us06web.zoom.us/webinar/register/WN\\_1Q7SaY8YSbSpZloHNMCXVw#/registration](https://us06web.zoom.us/webinar/register/WN_1Q7SaY8YSbSpZloHNMCXVw#/registration)

# PIH Notice 2023-07

- Implementation of the Federal Fiscal Year (FFY) 2023 Funding Provisions for the Housing Choice Voucher Program
  - Planning for housing Mobility-related Services: HUD is making available Special Fees for PHAs to develop a housing mobility-related services plan.
    - A forthcoming PIH notice will describe the housing mobility-related services planning requirements as well as the application process.

The background features a light green circular graphic with a white border, centered on a white background. Scattered around and inside the circle are numerous small, light-colored wooden blocks, each with a dark green question mark printed on it. The blocks are arranged in a somewhat circular pattern, mirroring the central graphic.

# Questions?

Email all questions to:  
[housingmobility@hud.gov](mailto:housingmobility@hud.gov)