

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-4484-N-01]

Notice of Funding Availability for the Welfare-to-Work Section 8 Tenant-Based Assistance Program Set-Aside Sites for Fiscal Year 1999

AGENCY: Office of Public and Indian Housing, HUD.

ACTION: Notice of Funding Availability (NOFA).

SUMMARY: *Purpose of Program.* To provide Section 8 Welfare-to-Work rental voucher program funding, as provided by the VA/HUD and Independent Agencies Appropriations Act, 1999, (99 App. Act), for local self-sufficiency/welfare-to-work initiatives in San Bernardino County, California; Cleveland, Ohio; Kansas City, Missouri; Charlotte, North Carolina; Miami/Dade County, Florida; Prince Georges County, Maryland; New York City, New York; and Anchorage, Alaska.

Available Funds. At least \$4 million to each of the eight sites identified above.

Eligible Applicants. Housing agencies (HAs) currently administering Section 8 rental certificate and voucher programs in any of the eight locations identified above in this NOFA and in the 99 App. Act.

Application Deadline. The application deadline for Section 8 Welfare-to-Work Rental Vouchers under this NOFA is May 7, 1999, at the time described in section I. of this NOFA, below.

Match. None

SUPPLEMENTARY INFORMATION: If you are interested in applying for funding under this NOFA, please review carefully the following information:

I. Application Due Date, Application Kits and Technical Assistance

Application Due Date: May 7, 1999.

Address for Submitting Applications: The application and two copies must be submitted to your local HUD Field office HUB (Attention: HUB, Director of Public Housing) or local HUD Field Office Program Center (Attention: Program Center Coordinator). Throughout this NOFA, the Field Office HUBs and Program Centers will be referred to as the local HUD Field offices. Applicants should not submit the original or any copies of their applications to HUD Headquarters.

(1) *Mailed Applications (Other than Overnight or Express Mail Delivery).* Your application will be considered timely filed if postmarked before midnight, local time, on the application

due date and received by the appropriate local HUD Field Office on or within ten (10) days of the application due date.

(2) *Applications Sent by Overnight/Express Mail Delivery.* Applications sent by overnight delivery or express mail will be considered timely filed if received by the appropriate local HUD Field Office before or on the application due date, or upon submission of documentary evidence that they were placed in transit with the overnight delivery service by no later than the specified application due date.

(3) *Hand Carried Applications.* Applications must be delivered to the appropriate local HUD Field Office by 6:00 pm local time on the due date. Hand carried applications will be accepted during normal business hours before the application due date. On the application due date, business hours will be extended to 6:00 pm.

For Application Kits, Further Information and Technical Assistance: When preparing applications under this NOFA, applicants must follow the instructions for completing and organizing their applications that are found in the application kit that has been developed for the Section 8 Welfare-to-Work Rental Voucher Program under the NOFA for the national competition for Section 8 Welfare-to-Work rental vouchers which was published in the **Federal Register** on January 28, 1999 (64 FR 4495). For an application kit and any supplemental information, please call the Public and Indian Housing Information and Resource Center at 1-800-955-2232. An application kit will also be available on the Internet through the HUD web site at <http://www.hud.gov>. When requesting an application kit, please refer to the Section 8 Welfare-to-Work Rental Voucher Program, and provide your name, address (including zip code) and telephone number (including area code).

For answers to your questions, you may also contact the Public and Indian Housing Information and Resource Center at 1-800-955-2232, or contact the Director of Public Housing, the Program Center Coordinator in your local HUD Office. Hearing-or speech-impaired individuals may call 1-800-877-8339 (the Federal Information Relay Service TTY). (Other than the "800" number, these numbers are not toll-free.) Information can also be accessed via the Internet through the HUD web site at <http://www.hud.gov>.

The HUD web site will also provide a text link to HUD's Welfare-to-Work home page, and the Welfare-to-Work related websites of the Departments of

Health and Human Services, Labor, and Transportation, to assist you in coordinating your proposed program with the efforts sponsored by these Departments.

Prior to the application deadline, staff at the numbers given above will be available to provide general guidance, but not guidance in actually preparing the application.

II. Amount Allocated

Of the \$283 million appropriated in Fiscal Year (FY) 1999 to fund Section 8 Welfare-to-Work Rental Vouchers, at least \$4 million each shall be made available under this NOFA for local self-sufficiency/welfare-to-work initiatives in San Bernardino County, California; Cleveland, Ohio; Kansas City, Missouri; Charlotte, North Carolina; Miami/Dade County, Florida; Prince Georges County, Maryland; New York City, New York; and Anchorage, Alaska as provided by the VA/HUD and Independent Agencies Appropriations Act, 1999.

III. Program Description; Eligible Applicants; Eligible Activities

(A) *Program Description.* The Section 8 Welfare-to-Work Rental Voucher program provides tenant-based Section 8 rental assistance to help eligible families make the transition from welfare to work. Tenant-based Section 8 rental assistance is to be provided in connection with programs where the HA has demonstrated that tenant-based rental assistance is critical to the success of eligible families to obtain or retain employment. No additional funding is provided under this NOFA for welfare-to-work services for families. Funding is only for Section 8 Welfare-to-Work rental voucher housing assistance and regular Section 8 administrative fees for administration of such housing assistance. If appropriate, HAs may project base a portion of the funding following the applicable Section 8 Project-Based Certificate (PBC) program regulations (24 CFR part 983). The Section 8 Welfare-to-Work Rental Voucher program must take into account the particular circumstances of the local community. The rental assistance provided to families through the Section 8 Welfare-to-Work Rental Voucher program must be coordinated with other welfare reform and welfare-to-work initiatives.

Under this NOFA, at least \$4 million will be available to fund Section 8 Welfare-to-Work Rental Vouchers in each of the eight set-aside sites identified in section II. of this NOFA, above, and in the 99 App. Act. If more than one eligible HA that administers a tenant-based Section 8 program at a set-

aside site applies, the number of rental vouchers each HA receives under this NOFA will be based on the percentage of the tenant-based Section 8 program each HA administers in the set-aside location.

If you are an HA at a set-aside site that would receive fewer rental vouchers under this set-aside competition than would be available to you under the national competition for the Section 8 Welfare-to-Work rental vouchers and you wish to apply for the maximum number of vouchers you could receive under the formula for the national competition, you must also apply under the January 28, 1999 NOFA for the national competition. The number of rental vouchers that you receive under this set-aside NOFA plus any vouchers funded through the national competition for Section 8 Welfare-to-Work rental vouchers may not exceed the maximum that would be available to you in the national competition.

An HA seeking welfare-to-work rental vouchers under this NOFA may use some of its current pool of other Section 8 voucher funding to augment the welfare-to-work vouchers in order to enlarge the pool of vouchers available to those families qualifying for its approved welfare-to-work program.

(B) *Eligible Applicants.* HAS administering Section 8 rental certificates or rental vouchers at any of the eight set-aside sites identified in section II. of this NOFA, above, may apply. Each applicant HA must develop a program in consultation with the State or local entity administering the Temporary Assistance to Needy Families (TANF) program and the entity, if any, administering the Welfare-to-Work formula and/or competitive grants allocated by the United States Department of Labor.

(C) *Eligible Activities.* You may only use funds available under this NOFA to administer a Section 8 Welfare-to-Work rental voucher program in a set-aside site identified in section II of this NOFA, above. In the Section 8 Welfare-to-Work Rental Voucher Program, you will perform all normal rental voucher program activities, but you may only provide rental assistance to families that meet all normal Section 8 program requirements and also meet the specific requirements of the Welfare-to-Work Rental Voucher Program and of this NOFA. The specific requirements of the Section 8 Welfare-to-Work program are stated in section IV.(A) of this NOFA, below.

IV. Program Requirements

(A) *Eligibility of Families.* (1) *Section 8 Welfare-to-Work Rental Voucher*

eligible families. The term "Section 8 Welfare-to-Work rental voucher program eligible family" means a family that, in addition to meeting the eligibility requirements of the normal tenant-based Section 8 assistance program, also meets the following additional requirements:

(a) When initially selected for welfare-to-work rental voucher assistance, families must be eligible to receive, be currently receiving, or shall have received> within the preceding two years, assistance or services funded under the TANF program;

(b) Tenant-based housing assistance must be determined to be critical to the family's ability to successfully obtain or retain employment; and

(c) The family shall not already be receiving tenant-based assistance under Section 8 of the United States Housing Act of 1937 (1937 Act—42 U.S.C. 1473f).

(2) To be eligible for selection for the Section 8 Welfare-to-Work Rental Voucher Program, families must be on the waiting list used by the HA for its tenant-based Section 8 program.

(B) *HA Responsibilities.* If your application is funded: (1) You must modify your selection system to require the selection of Section 8 Welfare-to-Work Rental Voucher program eligible families for the program;

(2) Families on your Section 8 waiting list must be selected in accordance with the established selection policies in your HA's administrative plan;

(3) If you have a closed Section 8 waiting list and do not have a sufficient number of welfare-to-work eligible families on your waiting list, you must reopen the waiting list to accept an application from any Section 8 Welfare-to-Work eligible applicant family that is not currently on your waiting list for your tenant-based Section 8 program;

(4) You must administer the rental assistance in accordance with applicable voucher program regulations and requirements and your Section 8 administrative plan;

(5) During the term of this welfare-to-work funding, if Section 8 rental assistance for a family under this program is terminated, available welfare-to-work rental assistance must be provided to another Section 8 Welfare-to-Work eligible family selected from your tenant-based Section 8 program waiting list. The term of welfare-to-work funding is the term of the welfare-to-work ACC funding increment.

(6) *Welfare-to-Work Evaluation Participation.* HUD is seeking 5 to 9 HAS to participate, on a voluntary basis, in the evaluation that HUD intends to conduct on the Section 8 Welfare-to-

Work Rental Voucher Program. HAS who volunteer to participate as a special evaluation site for purposes of this evaluation, if they are selected for an award under this NOFA, will be compensated for any additional administrative burden from the \$2.83 million evaluation provided in the 99 App. Act. In order to participate as a special evaluation site, you and your partners must:

(a) Be awarded at least 450 units under this NOFA.

(b) Fully cooperate with random assignment of your welfare-to-work applicants to treatment and control groups. You will be required to follow an established protocol for determining that some eligible families receive and some eligible families do not receive welfare-to-work vouchers on a random basis.

(c) Assist in data collection and retrieval for the evaluation through administration of special forms and extraction of data from management systems.

(d) Submit a budget with reasonable and necessary costs once HUD specifies the required activities for the evaluation.

(C) *TANF and Welfare-to-Work Support.* Your application must include certifications from the State or local entity administering assistance under the TANF program and from the entity, if any, administering the Welfare-to-Work formula and/or competitive grants allocated by the United States Department of Labor that these entities support your proposed Section 8 Welfare-to-Work program and will cooperate with you, as the administrator of the housing assistance, to assure that the rental assistance is coordinated with other welfare reform and welfare-to-work initiatives. If any of these entities does not respond to your request for this certification within a reasonable time period, its concurrence shall be assumed but you will be required to submit a copy of your request for this certification with your application. If any of these entities objects to the application, their concerns must accompany the application when it is submitted to HUD so that HUD can take the concerns into account in its funding decision.

(D) *Waiver requests.* Your proposed Section 8 Welfare-to-Work program must be workable without any waivers, and will be rated and ranked without the waiver of any requirements. Statutory waivers will not be granted. However, your application may include requests for waivers of any regulatory, handbook or directive requirements along with an explanation of how the

waivers would improve your program. If you are selected for an award, HUD will consider whether or not to grant your waiver request. Among other considerations, waivers will not be granted if they have an adverse impact on fair housing and civil rights.

(E) Program Compliance and Designation of Subcontractor.

Immediately after the publication of this NOFA, the local HUD field office will notify, in writing, those HAs that are not eligible to apply without a subcontractor acceptable to HUD or a proposal for management improvements acceptable to HUD, as explained in this section.

(1) *Program compliance.* Your application must designate a subcontractor acceptable to HUD to administer the new funding increment on your behalf, in accordance with paragraph (2) of this section, if you have:

(a) Material weaknesses or reportable conditions outstanding from Inspector General audit findings, or HUD management review findings for one or more of your Section 8 rental voucher, rental certificate or moderate rehabilitation programs;

(b) Serious underutilization evidenced by fewer than 85 percent of budgeted rental certificates or vouchers under lease; or

(c) Significant findings in program compliance reviews.

(2) *Designation of Subcontractor.* If you have any of the compliance problems listed in paragraph (1) of this section, you must designate a subcontractor acceptable to HUD to administer the new funding increment under this NOFA on your behalf. In such instances, your application must include:

(a) An agreement by the subcontractor to administer the new funding increment; and

(b) A statement that outlines the steps you are taking to resolve the compliance problems, which may be a proposal for management improvements that you will implement to remedy the problems.

(F) *Statutory Requirements.* To be eligible for funding under this NOFA, you, the applicant, must meet all applicable statutory and regulatory requirements. If you need copies of regulations, they are available at the HUD web site located at <http://www.HUD.gov>.

(G) *Threshold Requirements—Compliance with Fair Housing and Civil Rights Laws.* All applicants must comply with all fair housing and civil rights laws, statutes, regulations, and executive orders as enumerated in 24 CFR 5.105(a). If an applicant: (a) has been charged with a systemic violation

of the Fair Housing Act by the Secretary alleging ongoing discrimination; (b) is the defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or (c) has received a letter of noncompliance findings under Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, or section 109 of the Housing and Community Development Act of 1974, the applicant's application will not be evaluated under this NOFA if, prior to the application deadline, the charge, lawsuit, or letter of findings has not been resolved to the satisfaction of the Department. HUD's decision regarding whether a charge, lawsuit, or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken necessary to address allegations of ongoing discrimination in the policies or practices involved in the charge, lawsuit, or letter of findings.

(H) *Additional Nondiscrimination Requirements.* You, the applicant, must comply with the Americans with Disabilities Act, and Title IX of the Education Amendments Act of 1972.

(I) *Affirmatively Furthering Fair Housing.* If you are a successful applicant, you will have a duty to affirmatively further fair housing. You, the applicant, should include in your application or work plan the specific steps that you will take to:

(1) Address the elimination of impediments to fair housing that were identified in the jurisdiction's Analysis of Impediments (AI) to Fair Housing Choice;

(2) Remedy discrimination in housing; or

(3) Promote fair housing rights and fair housing choice.

Further, you, the applicant, have a duty to carry out the specific activities provided in your responses to the NOFA rating factors that address affirmatively furthering fair housing.

(J) *Forms, Certifications and Assurances.* You, the applicant, are required to submit signed copies of the Funding Application, form HUD-52515, which includes all the necessary certifications for Fair Housing, Drug-Free Workplace and Lobbying Activities and the certification required by 24 CFR 24.510. (The provisions of 24 CFR part 24 apply to the employment, engagement of services, awarding of contracts, subgrants, or funding of any recipients, or contractors or subcontractors, during any period of debarment, suspension, or placement in ineligibility status, and a certification is required.)

(K) *Environmental Requirements.* In accordance with 24 CFR 50.19(b)(11) of the HUD regulations, tenant-based activities assisted under this program are categorically excluded from the requirements of the National Environmental Policy Act and are not subject to environmental review under the related laws and authorities. In accordance with 24 CFR 983.11(b), you must have a responsible entity complete an environmental review and obtain a HUD release of funds before entering into any agreement to provide project-based assistance.

(L) *Notice of Repeal of Local Government Comment Requirements.* Local government comments that HUD was previously required to obtain from the unit of general local government on HA applications for Section 8 rental assistance under Section 213(c) of the Housing and Community Development Act of 1974 are no longer required. Section 551 of the Quality Housing and Work Responsibility Act of 1998 (Pub.L. 105-276, 112 Stat. 2461, approved October 21, 1998) (QHWRA) repealed the provisions of Section 213(c) of the Housing and Community Development Act of 1974. Although section 503 of QHWRA establishes an effective date of October 1, 1999, for its provisions unless otherwise specifically provided, section 503 also permits any QHWRA provision or amendment to be implemented by notice, unless otherwise specifically provided. Accordingly, HUD's Notice of Initial Guidance on the QHWRA, published on February 18, 1999 (64 FR 8192), provided the notice of immediate implementation of section 551 of QHWRA, as permitted by section 503 of QHWRA.

V. Application Selection Process

(A) *Overview of Process.* Local HUD field offices will initially review applications to ensure that they are complete. When applications are complete, they will be forwarded to the Grants Management Center where they will be reviewed based on the criteria listed below in section V.(C). Although HUD expects to fund applications from all eligible HAs currently administering Section 8 rental certificate and rental voucher programs in any of the eight set-aside locations, an HA will not receive funding until its application receives a rating of at least 55 points. Scoring of applications using the five factors in section V.(C) of this NOFA will give HUD a method of ensuring that the HA has developed a workable plan for administering its Section 8 Welfare-to-Work Rental Voucher program.

(B) *Threshold Requirements.* (1) The application is complete and contains all required certifications, including those described in section IV.(J), above, of this NOFA.

(2) You meet the requirements of section IV.(G) of this NOFA, *Compliance With Fair Housing and Civil Rights Laws.*

(3) The application designates a subcontractor in accordance with section IV.(E), above, of this NOFA, if necessary under that section.

(C) *Rating Factors.* (1) *Factor 1: Need for Welfare-to-Work Voucher Program (20 points)*

(a) *Description:* This factor examines the extent to which you identify the community need that your proposed activities will target and the urgency of meeting this need. You must provide evidence of the housing need of the eligible population that will be served by this program and demonstrate that tenant-based assistance is essential to assist these families obtain/retain employment. If the HA plans to project-base any of the Welfare-to-Work rental voucher funding, the HA must explain how this would benefit the HA's Welfare-to-Work rental voucher program. Applicants with jurisdiction outside of metropolitan areas must address the needs of rural areas.

(b) *Submission Requirements for Factor 1:* You must submit a narrative that documents that tenant-based rental assistance for which you are applying is necessary to assist Welfare-to-Work eligible families to obtain/retain employment. If you plan to project-base a portion of the Welfare-to-Work rental voucher funding, the need to develop project-based units must be explained and how this would best meet the needs of welfare-to-work eligible families, and you must provide an estimate of the time to occupancy.

(2) *Factor 2: Soundness of Approach (20 Points).*

(a) *Description:* This factor examines the quality of your Welfare-to-Work voucher program. You must describe in narrative form the proposed program developed in coordination with the TANF program and other welfare-to-work programs and how the proposed program design encourages and aids Welfare-to-Work eligible families to move from welfare to work. In evaluating this factor, HUD will consider the extent to which your application demonstrates that tenant-based assistance is critical to the success of assisting eligible families to obtain or retain employment. HUD will also consider the extent to which your application lays out an effective plan, with a fully developed strategy of

outreach to eligible families to ensure that all Welfare-to-Work vouchers are under lease within a year of award, including how your analysis of need in Factor 1 affects your outreach to families and targeting of assistance. You should describe any innovative approaches that will be included in your proposed program. You must address your strategy for tenant counseling, housing search, and landlord outreach, and specify the criteria for selecting among eligible families.

HUD will also consider the extent to which, and how well, your plan of proposed activities is described in detail in your application; addresses the goals and purposes of the Welfare-to-Work voucher program; addresses the need for a Welfare-to-Work program that was identified under Factor 1, above; will be carried out in a timely manner, conducted in a manner that will reach and benefit members of the target group, and will make use of services and materials that are accessible to all persons, including persons with disabilities; and will yield long-term results and innovative strategies or "best practices" that can be readily disseminated to other organizations and State and local governments.

(b) *Submission Requirements for Factor 2:*

(i) A detailed narrative describing your proposed Welfare-to-Work voucher program developed in coordination with the TANF program and other welfare-to-work programs; the specific tasks and subtasks to be performed, including innovative approaches and plans for tenant counseling, housing search and landlord outreach.

(ii) A discussion of how your application demonstrates that tenant-based assistance is critical to the success of assisting eligible families to obtain or retain employment.

(iii) A discussion of how your proposed activities address the goals and purposes of the Welfare-to-Work voucher program including how the program design encourages and aids the move to self-sufficiency, and the criteria for selecting among eligible families.

(iv) A discussion of how your application lays out a fully developed and effective plan with outreach to eligible families to ensure that all Welfare-to-Work vouchers are under lease within a year of award. Your discussion must specify how your analysis of need in Factor 1 affects your outreach to families and targeting of assistance, including families in rural areas if your jurisdiction includes rural areas, unless you provide justification for not addressing rural areas.

(v) A description of the immediate benefits of your proposed activities and how the benefits will be measured. You must describe the methods you will use to determine the effectiveness of Welfare-to-Work program activities.

(vi) A Section 8 Leasing Schedule.

(vii) A discussion of how the activities will reach and benefit members of the target group and will make use of services and materials that are accessible to all persons, including persons with disabilities;

(viii) A description of how the proposed activities will yield long-term results and innovative strategies or "best practices" that can be readily disseminated to other organizations, communities, and State and local governments.

(3) *Factor 3: Capacity of Applicant and Relevant Organizational Experience (20 Points)*

(a) *Description:* This factor examines the extent to which your organization (including individuals or organizations, such as subcontractors or consultants, if any, that will be your partners in carrying out the proposed activities) have the organizational resources necessary to carry out your proposed activities in a timely manner. In evaluating this factor, HUD will consider the extent to which you demonstrate recent and relevant experience in, and knowledge about, carrying out the same or similar activities as those proposed. The overall quality of your staff, administrative ability, and fiscal management ability will be evaluated by HUD. HUD may also rely on information from performance reports, financial status information, monitoring reports, audit reports and other information available to HUD in making its determination under this factor.

Your overall administrative ability is evidenced by factors such as leasing rates, MTCS reporting, correct administration of housing quality standards, compliance with fair housing and equal opportunity program requirements, assistance computation and rent reasonableness and, if you have a mandatory Family Self-Sufficiency Program, implementation of an FSS program of at least the minimum program size or a smaller program size approved by HUD. Your relevant organization experience would be evidence of a successful implementation of an FSS program, Family Unification program, or other program that involved coordination with other agencies and/or coordination of services for families.

(b) *Submission Requirements for Factor 3:*

(i) Narrative description of past performance in carrying out activities that are the same as, or similar to, the activities proposed for funding, and demonstrate reasonable success in carrying out those activities. You may demonstrate such reasonable success by showing that your previous activities have been carried out as proposed and in a timely manner. You must show that benchmarks in operation were met and performance reports were prepared as required. You must also describe any delays that were encountered, and the actions you took to overcome such delays.

(ii) You must submit the proposed number of staff years necessary to carry out the proposed activities, identifying the employees and partners, such as co-applicants, subgrantees, contractors, consultants, and volunteers, to be allocated to the project; the titles and relevant professional background and experience of each employee and partner proposed to be assigned to the project; and the roles to be performed by each identified employee and partner. If you do not presently have the employees and partners necessary to carry out all of the proposed activities, you must identify the gaps in your current staffing and describe in detail your proposed method for securing the necessary employees and partners to carry out the project in a timely manner.

(iii) You must provide a comprehensive description of the project's management structure. You must also describe how staff and partners relate to the project's administrator or manager, including the lines of authority and accountability for all the proposed activities.

(iv) You must demonstrate ability in handling financial resources with adequate financial control procedures and accounting procedures by providing a comprehensive description of the fiscal management structure for the proposed project, including budgeting, fiscal controls and accounting. HUD will also consider findings identified in your most recent audits; internal consistency in the application of numeric quantities; accuracy of mathematical calculations; and other available information on financial management ability.

(4) Factor 4: Leveraging Resources. (20 Points)

(a) *Description:* This factor addresses the commitment of public and private resources that will support your Welfare-to-Work voucher program. HUD will consider the extent to which you can document firm, written commitments of resources from the local TANF agency, and, if applicable,

from the entity administering the Department of Labor Welfare-to-Work formula and/or competitive grant; other Federal, State and local sources; and from other entities, such as private industry, and for-profit and not-for-profit organizations to provide services and assistance in the form of cash funding, in-kind contributions, services or personnel. Such commitments may include, but are not limited to: child care, transportation necessary to receive services or maintain employment, remedial education, education for completion of secondary or post-secondary schooling, job training, preparation and counseling; substance abuse treatment and counseling; training in homemaking and parenting skills; training in money management; counseling in homeownership responsibilities and opportunities available for rental and homeownership in the private housing market; and job development and placement.

(b) Submission Requirements for Factor 4:

(i) Describe all firm commitments to the Welfare-to-Work voucher program including cash funding, in-kind contributions, services or personnel from other Federal, State, local and private sources.

(ii) Provide evidence of leveraging/partnerships by including in the application, letters of firm commitments, memoranda of understanding, or agreements to participate from those entities identified as partners. To be firmly committed, there must be a written agreement to provide the resources. The written agreement may be contingent upon an application receiving funding under this NOFA. Each letter of commitment, memorandum of understanding, or agreement to participate should include the partner organization's or individual's name, proposed level of commitment and responsibilities as they relate to the proposed activities. The commitment must also be signed by an official legally able to make commitments on behalf of the organization.

(5) Factor 5: Comprehensiveness and Coordination (20 Points)

(a) *Description:* This factor addresses the extent to which your proposal reflects a coordinated, comprehensive process of identifying needs and building a system to address needs on an ongoing basis by using available HUD funding and other resources. You must describe the extent to which assistance under your proposed Welfare-to-Work program will be coordinated with welfare reform and with other welfare-to-work initiatives,

including the U.S. Department of Transportation's Job Access program. The application must include certifications from the TANF agency and the entity, if any, administering the Welfare-to-Work formula and/or competitive grants of the Department of Labor agency of their cooperation and support of the proposed program or evidence of your request for the certification of those agencies and of their failure to respond within a reasonable time, or, if either agency objects to your proposed Welfare-to-Work program, the objections must be included in your application.

In evaluating this factor, HUD will consider:

(i) The extent to which you demonstrate the support and participation of the TANF agency and the entity, if any, administering the Department of Labor Welfare-to-Work formula and/or competitive grant and the commitment of other public and private organizations in the community.

(ii) The specific steps you will take to share with others information on solutions and outcomes resulting from the Welfare-to-Work voucher program, if funded.

(iii) The specific steps you have taken or will take to become active in the community's Consolidated Plan process; Analysis of Impediments to Fair Housing Choice process; Continuum of Care Homeless Assistance planning process, if homeless persons are to be served by the proposed activities; and to address, through these processes, the needs that are the focus of the Welfare-to-Work voucher program.

(iv) The specific steps you have taken or will take to coordinate, through meetings, information networks, planning processes, or other mechanisms, your activities with other welfare-to-work activities in the community, including the appropriate local transportation entity (i.e., transit properties, metropolitan planning organizations, State departments of transportation).

(b) Submission Requirements for Factor 5:

(i) Describe what role families, community leaders and organizations and government and private entities in communities you serve have had in planning the activities described in your application and what role they will have in carrying out such activities.

(ii) Describe how you will share with others information on solutions and outcomes resulting from the Section 8 Welfare-to-Work voucher program, if funded.

(iii) Describe specific steps you have taken or will take to become active in

the community's Consolidated Plan process; or the process for the Analysis of Impediments to Fair Housing Choice; or the community's Continuum of Care Homeless Assistance planning process, if homeless persons are to be served by the proposed welfare-to-work activities; and to address, through these processes, the needs that are the focus of your proposed activities.

(iv) Describe the specific steps you have taken or will take to coordinate, through meetings, information networks, planning processes, or other mechanisms, your activities with other proposed or on-going activities in the community funded by HUD or other Federal, State, local or private sources, including the appropriate local transportation entity (i.e., transit properties, metropolitan planning organizations, State departments of transportation).

VI. Application Submission Requirements

(A) *Form HUD-52515*. Funding Application, form HUD-52515, must be completed and submitted for the Section 8 Welfare-to-Work voucher program. This form includes all the necessary certifications for Fair Housing, Drug-Free Workplace and Lobbying Activities. An application must include the information in Section C, Average Monthly Adjusted Income of form HUD-52515 in order for HUD to calculate the amount of Section 8 budget authority necessary to fund the requested number of voucher units. You may obtain a copy of form HUD-52515 from the local HUD Field Office or may download it from the HUD Home page on the internet's world wide web (<http://www.HUD.gov>).

(B) *Response to Threshold Requirements*. Your application must respond to the threshold requirements that apply to you in paragraphs V.(B)(1) through (3), above, in this NOFA.

(C) *Narrative response to Factors for Award*. Your application package must include the narrative description and any letters, certifications or other materials required for the each of the ranking and rating factors from Section V.(C) of this NOFA.

(D) *Waiver Requests*. Your application may include requests for waivers of any administrative requirements in HUD regulations or directives (handbooks and notices). Statutory waivers will not be granted. Waiver requests must include an explanation of how the waivers would improve your program. Your proposed program must be workable without any waivers, and waiver requests will not be considered in rating and ranking your application.

Your waiver requests will only be considered if you receive an award under this NOFA.

(E) *Program Evaluation Participation*. If you would like to participate in HUD's Welfare-to-Work program evaluation, your application should also include a statement that you are willing to participate as a special evaluation site in accordance with the conditions described in section IV.(B)(6) of this NOFA, above.

VII. Corrections to Deficient Applications

After the application due date, HUD may contact you to clarify an item in your application or to correct deficiencies.

VIII. Findings and Certifications

(A) *Paperwork Reduction Act Statement*. The information collection requirements related to this program have been approved by the Office of Management and Budget (OMB) in accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520), and have been assigned OMB approval number 2577-0169. *An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.*

(B) *Environmental Impact*. Except to the extent that recipients may project base assistance provided under this NOFA, this NOFA does not direct, provide for assistance or loan and mortgage insurance for, or otherwise govern or regulate, real property acquisition, disposition, leasing (other than tenant-based rental assistance), rehabilitation, alteration, demolition, or new construction, or establish, revise or provide for standards for construction or construction materials, manufactured housing, or occupancy. To the extent that recipients project base assistance provided under this NOFA, that assistance is subject to 24 CFR part 983, including the environmental review provisions set out at 24 CFR 983.11. Accordingly, under 24 CFR 50.19(c)(1) and (5), this NOFA is categorically excluded from environmental review under the National Environmental Policy Act (42 U.S.C. 4321).

(C) *Federalism, Executive Order 12612*. The General Counsel, as the Designated Official under section 6(a) of Executive Order 12612, Federalism, has determined that the policies contained in this NOFA will not have substantial direct effects on States or their political subdivisions, or on the relationship between the Federal Government and the States, or on the distribution of

power and responsibilities among the various levels of government. Specifically, the NOFA solicits applicants to help eligible families make the transition from welfare to work, and does not impinge upon the relationships between the Federal government and State and local governments. As a result, the NOFA is not subject to review under the Order.

(D) *Prohibition Against Lobbying Activities*. You, the applicant, are subject to the provisions of section 319 of the Department of Interior and Related Agencies Appropriation Act for Fiscal Year 1991, 31 U.S.C. 1352 (the Byrd Amendment), which prohibits recipients of Federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, or loan. You are required to certify, using the certification found at Appendix A to 24 CFR part 87, that they will not, and have not, used appropriated funds for any prohibited lobbying activities. In addition, you must disclose, using Standard Form LLL, "Disclosure of Lobbying Activities," any funds, other than Federally appropriated funds, that will be or have been used to influence Federal employees, members of Congress, and congressional staff regarding specific grants or contracts.

(E) *Section 102 of the HUD Reform Act; Documentation Requirements*.

Publication of Recipients of HUD Funding. HUD's regulations at 24 CFR 4.7 provide that HUD will publish a notice in the **Federal Register** on at least a quarterly basis to notify the public of all decisions made by the Department to provide:

(1) Assistance subject to section 102(a) of the HUD Reform Act; or

(2) Assistance that is provided through grants or cooperative agreements on a discretionary (non-formula, non-demand) basis, but that is not provided on the basis of a competition.

(F) *Catalog of Federal Domestic Assistance Numbers*. The Federal Domestic Assistance numbers for this program are 14.855 and 14.857.

IX. Authority

The VA/HUD and Independent Agencies Appropriations Act, 1999 appropriated \$283 million for the Welfare-to-Work Tenant-Based Assistance Program.

Dated: March 3, 1999.

Harold Lucas,

*Assistant Secretary for Public and Indian
Housing.*

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