(i) Determine the salary level, taking into consideration salaries for comparable jobs, modified by the hours worked.

(ii) Set the annual salary, including any fringe benefits that pertain to the job.

(d) Evidence that demonstrates salary comparability with similar positions in the local jurisdiction.

(e) Joint applicants must indicate which HA will be the lead applicant and will receive and administer the FSS program coordinator funding.

(2) Required Certification Form

The HA must submit the Certification Regarding Fair Housing and Equal Opportunity included as Attachment 6B to this NOFA.

(E) Corrections to Deficient FSS Service Coordinators Applications

(1) Acceptable Applications

See Section I.(G)(1) of this NOFA.

(2) Unacceptable Applications

See Section I.(G)(2) of this NOFA.

(F) Application Selection Process for FSS Service Coordinators

The funds available under this subprogram are not being awarded on a competitive basis. The Department anticipates that there may be sufficient funds available under the NOFA to fund all applications that meet the NOFA requirements. Applications will be reviewed by the HUD Office to determine whether or not they are technically adequate based on the NOFA requirements.

Upon completion of the HUD Office review, a list of all technically adequate applications, each applicant's total program size and FSS program size, and the amount approved for each applicant will be forwarded by the HUD Office to the Rental Assistance Division in HUD Headquarters which will then allocate the available funding among approvable applications. All technically adequate applications will be funded to the extent funds are available. If HUD receives applications for funding greater than the amount made available under this NOFA, HUD will fund applications from the smallest HAs first (i.e., those HAs with the smallest combined rental voucher and certificate programs, or, in the case of state and multi-county regional HAs, smallest FSS program size) and will not fund applications from the larger HA applicants. The size of a State or multi-county regional HA's program will be determined based on the number of FSS slots it plans to administer with the funds for the FSS Coordinator.

V. Section 8 Counseling

(A) Application Due Date for Section 8 Counseling

Applications for Section 8 Counseling are to be submitted directly to HUD Headquarters at the following address: Mr. Laurence Pearl, Office of Program Standards and Evaluation, Fair Housing and Equal Opportunity, Room 5226, 451 Seventh Street, SW, Washington, DC 20410. The deadline date for applications for the subprogram for Section 8 Counseling is listed in Section I.(B) of the NOFA.

(B) Purpose and Substantive Description of Section 8 Counseling

(1) General

This NOFA announces the availability of approximately \$150 million for HA administrative fees for Section 8 Counseling to facilitate a wide range of housing options for rental voucher and certificate holders and program participants. HUD has determined that families assisted under the Section 8 program frequently have a lack of knowledge of the rental market and this has limited the housing options of these families. HUD has decided to set-aside a portion of the FY 95 Section 8 funding (See Attachment 5) for administrative fees for housing agencies (HAs) to establish counseling services programs to assist families in expanding housing opportunities for families. The set-aside is designed to provide eligible families with information about a wide range of housing options in neighborhoods throughout a metropolitan area so that the families may make informed decisions about the selection of housing units. This goal will be accomplished by a combination of intensive counseling and outreach to landlords. Each HA funded under this NOFA for Section 8 Counseling must use the counseling funds only for those families eligible under this NOFA and may not counsel families for which the HA is funded from other sources, e.g., funds provided by HUD to assist and to counsel families benefiting from the settlement of litigation or involving desegregation.

(2) Housing Agency/Non-Profit Organization Partnership

The HA identified on Attachment 5 is designated as the lead HA for the metropolitan area for which funds are allocated. The lead HA must form a partnership with other HAs within the metropolitan area that have a high proportion of families living in poverty concentrated census tracts and with a non-profit organization (NPO) in order to undertake the housing counseling

services on a metropolitan-wide basis unless the HAs believe they can perform the housing counseling. The lead HA will submit an application to HUD on behalf of all the HAs participating in the Section 8 Counseling provided by the NPO or in some cases the HAs and, the lead HA will be responsible for budgeting and financial management activities. HUD will allow HAs to undertake the housing counseling services without an NPO only if the HA can demonstrate in its application that the HA has the capability and the experience to perform the required services on a metropolitan-wide basis. HUD will not consider requests for "preapproval" of HA capability and experience to perform these services under this set-aside. An HA without sufficient capability and experience that submits an application without an NPO must modify its application (i.e., add an NPO) during the 30 calendar day correction period or the HA will not be funded under this set-aside.

(3) Housing Counseling Services

The housing counseling services to be provided must be consistent with current program rules and, at a minimum, must include the services identified below; however, it is not necessary that each of these services be provided to every family:

(i) Outreach to private landlords in low-poverty neighborhoods (i.e., neighborhoods where the concentration of families at or below the poverty is less than 10 percent) throughout the metropolitan area, and counseling and referral services for eligible families consistent with a policy of avoiding unduly concentrating assisted families in a particular neighborhood;

(ii) Review eligible families for credit, housekeeping and criminal backgrounds to ensure suitability for counseling services;

(iii) Conduct home visits and escort families to potential units selected by the families;

(iv) Assist families in negotiating rent incentives and inducements from landlords during housing search;

(v) Coordinate support services and provide counseling on opportunities for educational, child care, medical care and employment after families move to new units;

(vi) Monitor activities for compliance with fair housing laws; and,

(vii) Monitor rents in low poverty neighborhoods and compare with the Section 8 fair market rents (FMRs) every six months to determine the impact of the FMRs on the range of housing opportunities on families.