HUD encourages HAs to undertake additional housing counseling activities that have the potential of expanding housing opportunities for eligible families. HUD will provide funds, in excess of the amount listed in Attachment 5, from the \$10 million setaside retained for this purpose to lead HAs contingent upon documentation of satisfactory performance based on application and administrative guidance, and review and approval by HUD, that propose innovative housing counseling services. HUD will determine the amount of additional funds based on the proposed services to be provided.

(4) Eligible Families

A family is eligible to receive housing counseling services under this set-aside if the family is a current participant in the rental voucher or certificate programs or if the family has received a rental voucher or certificate from the HA to search for a unit. A family is also eligible if it receives rental assistance under the subprograms of this NOFA for Persons with HIV/AIDS, Mainstream Housing, and Homeless Families.

An HA must provide housing counseling services to eligible families, that are current participants or if the family has received a rental voucher or rental certificate from the HA to search for a unit, in the order set forth below:

(a) Families that currently receive income from work;

(b) Families that currently are workready, i.e., enrolled in an education or job training program; and then,

(c) All other eligible families. The other eligible families may be ranked at the HA's discretion to meet the HA's goals for policies established by the HA in its administrative plan.

(5) Program Record Keeping Requirements

In addition to the normal documentation required for the Section 8 program, each HA must maintain separate records for this set-aside as follows:

(a) the amount of time that staff devote to Section 8 counseling activities;

(b) a general description of the amount of landlord outreach effort for the set-aside to include the names and addresses of landlords contacted; the types of units under their control or management; whether the landlord has accepted Section 8 previously, and the outcome of the outreach effort;

(c) the average costs of the housing counseling services per counseled family; (d) periodic surveys to measure the satisfaction of counseled families (customer satisfaction form to be provided by HUD);

(e) a summary of the racial, ethnic and income composition of families counseled under the set-aside and correlated with the number and location of units shown to each family and the neighborhood in which the family successfully leases a unit;

(f) information on the employment or educational training status of families at the time of counseling and any problems encountered;

(g) a record of all housing referrals to landlords and the results of these referrals; and

(h) periodic surveys to measure the satisfaction of landlords participating in this program for families that received housing counseling services (landlord satisfaction forms to be provided by HUD).

Each HA must maintain its records to show that NPO, or in some cases the HA, counselled only those families eligible for these services.

(C) Allocation Amounts for Section 8 Counseling

The availability of HA administrative fees is based on a formula allocation and is not a competition for funding. Each lead HA must submit an approvable application that identifies all the HAs participating in the Section 8 Counseling program to receive the administrative fee funding identified in Attachment 5. The award of Section 8 Counseling funds is contingent upon documentation of satisfactory performance based on application and administrative guidance, and review and approval by HUD.

Section 8 Counseling funds of \$115 million have been allocated to the metropolitan areas with the highest concentrations of persons living in poverty-concentrated census tracts, i.e., census tracts where 30 percent or more of the persons live below the poverty level according to the 1990 census.

HUD allocated the \$115 million Section 8 Counseling funds to the metropolitan areas using the Fair Share factors. The remaining \$10 million will be awarded to eligible HAs, i.e., only those HAs listed on Attachment 5, as bonus funding to supplement the funding for those HAs and NPOs that have demonstrated successes in operating counseling programs of this type and that intend to undertake counseling with unique features such as innovative methods of counseling, metropolitan-wide housing search assistance, and other varied combinations of services. HUD

encourages HAs to propose unique methods for increasing the housing opportunities for Section 8 rental voucher and certificate holders and participant families.

(D) Application Submission Requirements for Section 8 Counseling

Each lead HA must submit the items identified in Section I.(D) of the NOFA, Application Submission Requirements -General, and this section of the NOFA for Section 8 Counseling.

(1) HA Application

Each HA listed in Attachment 5 to this NOFA may submit an application for Section 8 Counseling as the lead HA for the metropolitan area. All other HAs intending to participate in the Section 8 Counseling program must be identified and must submit a letter of support for the lead HA's application.

(2) Counseling Services

The application must describe the HA's proposed counseling program over the five-year ACC term and must include a complete, specific statement outlining the proposed methods of housing counseling, landlord recruitment and data collection. HAs must describe the methods proposed to provide housing counseling services that increase housing opportunities for rental voucher and certificate holders and participant families beyond those normally provided under the Section 8 program. HAs should also identify goals for the housing counseling services, including those performed by an NPO subcontractor, against which their success may be measured.

The application must include information concerning the site at which the housing counseling will be conducted. An HA may provide the housing counseling services through a subcontract with an NPO to perform these functions on its behalf or, under certain circumstances, provide the services itself. Counseling services provided either by the HA or by a nonprofit organization (NPO) must contain, at a minimum, the services described in Section V.(B)(3) of this NOFA.

Any HA that proposes to undertake housing counseling services in excess of those required under this set-aside must separately identify the additional activities and additional funds requested for the innovative services as well as the proposed cost of the additional services during the five-year ACC term. HUD has not established a maximum amount per HA to be provided from the \$10 million of the funding for this set-aside that has been retained for innovative services.