

FSS Funding Notice Application Instructions

1. Are you interested in being funded for FSS coordinator salary and fringe benefits (including training)? **NOTE:** These are the ONLY eligible costs under the FSS grant!
2. Are you a PHA or Multifamily PBRA Owner? **NOTE:** These are the ONLY eligible applicants!
3. Are you registered with SAM.gov?
 - a. If not, make sure to register your organization just ONCE with SAM.gov before proceeding to step 4.
4. Do you have an active UEI?
 - a. If not, reactivate your UEI on SAM.gov before proceeding to step 5.
 - b. You may submit an application without an active UEI, but you WILL NOT be able to accept funding if the UEI you use to apply is not active. PLEASE ensure your UEI is active.
5. Can you apply for funding on behalf of your organization? **NOTE:** You MUST be authorized by your organization to apply! Only the Authorizing Official/Representative (AOR) or Program Director/Principal Investigator (PI/PD) can apply. If you are Support Staff, you can edit your application, but you cannot submit it. Submit a "Recipient User Account Request Form" (including your UEI) to the GrantSolutions Help Desk (help@grantsolutions.gov) to be assigned a role for your organization.
6. Do you have an active GrantSolutions account? **NOTE:** Please do NOT go to Grants.gov! Check directly with GrantSolutions.
 - a. If you don't have an active account, submit a [Recipient User Account Request Form](#) (including your UEI) to the GrantSolutions Help Desk (help@grantsolutions.gov) to set up your individual GrantSolutions account.
7. Is your FSS program currently funded by HUD, or has it been in either of the prior two years?
 - a. If not, you are a NEW applicant. Please complete the following steps:
 - i. Be sure that you have the capacity to administer an FSS program, if you were to receive funding. You can learn more by reviewing HUD's FSS Website resources to see what it takes to run an FSS Program.
 - ii. Log into GrantSolutions. Click "Funding Opportunities" and search / CTRL-F for "FSS". Find "New Applicants" and click "Apply".
 - iii. Submit a complete "Statement of Interest" signed by an executive on organizational letterhead.
 - iv. Once approved, proceed to step 9.
 - v. Please note – we do not anticipate having enough funding to make grants to NEW programs this year. Applying as a NEW applicant is an expression of interest in future funding, if available.

9. Log into GrantSolutions. Click "Funding Opportunities" and search / CTRL-F for "FSS". Find "Renewal Applicants" and click "Apply".
10. Submit SF-424, HUD-2880, and SF-LLL if applicable.
11. Submit HUD-52651 if you are a Joint Applicant, New Applicant, or applying for Expansion Positions.
12. Submit a Funding Modification request if required.
13. Request a link to submit a self-certification if you are eligible.
 - a. If you are a Legacy MTW agency, you must complete the self-certification.
 - b. If you are an MTW Expansion agency and PIC numbers on the Funding Table are not correct you may complete the self-certification
 - c. If you are a standard PHA and your PIC numbers are not correct AND would result in your losing a position(s) and you wish to certify that you qualify for more coordinators than your PIC numbers show, you may complete the self-certification.
 - d. If you are a PBRA owner and you would like to apply for an expansion position and you have the participation numbers to justify, you may complete the self-certification.
14. Submit by the Application Deadline to be considered for renewal and expansion funding.
15. Respond to any requests from FSS@HUD.gov in a timely manner.
16. **You're Done!** Sign up for the [FSS Mailing List](#) to be notified when awards are announced. You will use GrantSolutions to accept any award.