FY21 FSS Agreement

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This grant agreement ("Grant Agreement") is made by and between the United States Department of Housing and Urban Development ("HUD") and the Grantee. The Grantee received a FY2021 Family Self-Sufficiency Grant from fiscal year 2021, for the operation of a Family Self-Sufficiency Program ("FSS Program") that is the subject of this Grant Agreement and that is identified on the award obligation document (Notice of Award).

HUD agrees, subject to the terms of this Grant Agreement, to provide grant funds to the Grantee, in the total amount listed on the Notice of Award, for the activities described in the FY2021 Family Self-Sufficiency Notice of Funds Availability (NOFA) and as defined in Articles II and III. The Grantee will be provided with access to the electronic Line of Credit Control System (e-LOCCS) payment system to draw down these funds.

The assistance that is the subject of this Grant Agreement is authorized by and required to be used in accordance with Section 23 of the United States Housing Act of 1937. Funding for this program is authorized by the Consolidated Appropriations Act, 2021 (Public Law 116-260), enacted 12/27/2020. The Notice of Award and the Exhibits are incorporated into and subject to the terms of this Grant Agreement.

HUD and the Grantee hereby agree to be bound by the following terms and conditions of this Grant Agreement:

ARTICLE I: BASIC GRANT INFORMATION AND REQUIREMENTS

The Family Self-Sufficiency (FSS) program supports the Department’s strategic goal of increasing economic opportunity for HUD-assisted families. FSS provides grants to Public Housing Authorities (PHAs) to support the salaries of FSS Program Coordinators who assist participating families receiving housing assistance through the Housing Choice Voucher (HCV/PBV) and Public Housing (PH) programs, and RAD-affected Project Based Rental Assistance (PBRA). FSS Program Coordinators develop local strategies to connect participating families to public and private resources to increase their earned income and financial empowerment, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency. In the context of the Self Sufficiency account, “self-sufficiency” is defined as a household’s ability to maintain financial, housing, and personal/family stability.

The Grantee agrees to conduct all activities to be assisted with funds provided under this Grant Agreement in accordance with the following requirements, as such requirements now exist or as
they may hereafter be amended (hereafter collectively referred to as the “Family Self-Sufficiency Program Requirements”):

1. Award type: This is a cost-reimbursable, performance-based grant.
2. The Grantee's application including any special conditions, is incorporated into this agreement.
3. This agreement shall be effective immediately upon electronic signature of the Grantee.
4. Period of performance: The period of performance will be 12 months. For FY2021 grants, this will be 1/1/2022 – 12/31/2022. PLEASE NOTE: Funds not expended by the time that the FY2022 grant awards go into effect MAY BE recaptured by HUD.
5. This Grant Agreement will be governed by the following as they may from time to time be amended during the grant term: the HUD Appropriations Acts, the United States Housing Act of 1937 as amended, the FY2021 FSS NOFA dated 8/6/2021, the Code of Federal Regulations (CFR) 24 CFR Part 24, 24 CFR Part 984, 2 CFR Part 200 any applicable OMB Regulations or Circulars, and Handbooks and Notices issued by HUD.
6. In executing this agreement, the Grantee agrees to abide by the provisions contained within all applicable Federal statutes and regulations, Executive Orders, OMB Circulars, and any assurances and certifications in the final HUD-approved application (the original approved application may have required amendments by the field/applicant), as applicable and as may be amended during the grant term. In particular, the Grantee agrees to comply with the United States Housing act of 1937 as amended, the FY 2021 FSS NOFA dated 7/28/2021, updated 8/6/2021, 24 CFR part 984, and 2 CFR part 200.

ARTICLE II: HUD REQUIREMENTS

SUB-ARTICLE A – GRANT ADMINISTRATION, CONDITIONS REQUIRING TERMINATION OF FUNDING

1. The Grantee shall participate in meeting(s) (if requested by HUD) with HUD’s local field office for the purpose of establishing a common understanding and strategy with respect to grant administration, timeline, deliverables, grant objectives, performance measures, and the scope of work necessary to achieve grant objectives.
2. The Grantee shall furnish all necessary personnel, materials, services, equipment, and facilities and shall otherwise do all things necessary for, or incidental to, the performance of the activities and tasks set forth in the approved application, and this Grant Agreement (except as otherwise specified).
3. Pre-award costs. Per 2 CFR 200.458, Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.
   If the performance period of this grant is later than 1/1/2022, Grantees may request reimbursement for eligible costs incurred between 1/1/2022 and the start of the performance
period of this FY2021 FSS grant where such costs were necessary for the efficient and timely performance of eligible activities under a FY21 FSS grant. **Grantees must contact their field office within 60 calendar days of the start of the performance period to request approval for pre-award reimbursement.** Any reimbursements must comply with 2 CFR 200.458 and are at HUD’s sole discretion.

4. The work to be performed under this Grant Agreement is outlined in the FY2021 NOFA.

5. The grant funds shall be used only for eligible activities. Refer to the FY2021 FSS NOFA for more information on eligible and ineligible uses of funds.

   a. **HCV or PH Program Functions:** *Per the FY2021 FSS NOFA,* the FSS Coordinator may perform routine HCV and/or PH program functions, such as annual reexaminations for FSS participants, on a limited basis and only if the use of the FSS funds enhances the effectiveness of the FSS Program. This provision is to be employed only to the extent that these functions do not interfere with the FSS Program Coordinator’s ability to fully fulfill the role of the FSS Program Coordinator as their primary work. Performance of routine HCV and/or PH functions for non-FSS families does not enhance the effectiveness of the FSS program and is therefore an ineligible use of FSS funds. Additionally, *per the FY2021 FSS NOFA,* while FSS funds may be used to perform some homeownership functions for FSS families, this may not be the sole function for which funds are used. Sections IV.F.2.b and IV.F.2.c of the FY2021 FSS NOFA describe the requirements that must be met for these activities to be eligible.

   i. **Grantees requesting to have the FSS coordinator perform HCV/PH program functions must submit, to its local HUD Field Office, a narrative justification, explaining the routine HCV and/or PH program function(s) performed by the FSS Program Coordinator, how it will enhance the effectiveness of the FSS program, and why it does not impede the ability of the FSS Program Coordinator(s) to effectively perform FSS functions. The Grantee must also certify that the function(s) is not performed for non-FSS families. Once the Grantee has received approval from its local HUD Field Office to complete these activities and has certified they will not perform them for non-FSS families, they are not required to submit this justification on an annual basis, i.e. Grantees only need this approval one time.

   b. **Family Self-Sufficiency Guidebook and Online Training:**

      i. HUD strongly encourages Grantees’ executive directors, service coordinators, and resident services leadership to review *Administering an Effective Family Self-Sufficiency Program: A Guidebook Based on Evidence and Promising Practices.* This guidebook provides FSS Coordinators, PHA and HUD staff with guidance on how to develop and administer a successful and effective FSS program. The guidebook and other helpful resources can be found on HUD Exchange [https://www.hudexchange.info/programs/fss/#1-introduction](https://www.hudexchange.info/programs/fss/#1-introduction)

      ii. **Mandatory FSS Training.** **HUD has developed an Online Mandatory Training on the FSS program to provide guidance on how to develop and administer a successful FSS program.** The mandatory training can be found at [https://www.hudexchange.info/trainings/courses/family-self-sufficiency-](https://www.hudexchange.info/trainings/courses/family-self-sufficiency-)
training/. The Grantee is "required" to have at least one person from each PHA complete the FSS online training and submit the "get credit" form. However, HUD encourages every FSS Coordinator and supervisor/administrator to take the training. If the PHA has satisfied this requirement under an earlier FSS NOFA (a requirement since FY18), and the person who took the training is still employed in the FSS program, the PHA continues to meet this requirement. Note that PHAs were not required to submit any documentation with the FY2021 FSS application to show that they have received credit for the training. HUD will review a report of all individuals that received credit for completing the training from HUD Exchange at the time of grant award. However, the field office may request documentation evidencing completion of the training by a current FSS staff member. The field office will not release grant funds until proof of course completion is received.

c. Unexpended Funds. FSS grant funds that remain unexpended by the end of the grant period (e.g., due to FSS coordinator turnover or prolonged absence) will be recaptured and used to make future grants. See Article I-4 to ensure same language for unexpended funds by FY2022 go into effect.

6. Grantees must adhere to the Program Administration provisions on p. 24-26 of the FY2021 NOFA. This includes instructions on PCCs, MTW agencies, portability, RAD and the following:

a. FSS Program Termination Due to Reduced Funding. There are no statutory or regulatory provisions that allow for the wholesale termination of an existing FSS program. Loss of funding for the FSS coordinator position does not relieve a participating PHA of its contractual obligation to families already under an FSS contract.

b. “30% Rule”. Please note that HUD’s Office of General Counsel has determined that 24 CFR 984.303(g)(2), regarding the second method of graduation, wherein 30 percent of the monthly adjusted income of the FSS family equals or exceeds the published existing housing fair market rent for the size of the unit for which the FSS family qualifies based on the PHA’s occupancy standards, was not intended to pertain to PH residents, but is only applicable to HCV residents. PLEASE NOTE this clarification: the PHA’s FMR or Small Area Fair Market Rent (SAFMR), if applicable, is established yearly by HUD, and the PHA uses that FMR or SAFMR determination to adjust its rent calculation. Once they are established and unless the PHA appeals, the PHA must follow the established FMR or SAFMR in its rental calculations, including in its determination of whether to graduate an FSS family. Thus, if a PHA has an established SAFMR, then that PHA must use the SAFMR.

c. Additional Graduation Requirements. As provided under 24 CFR 984.303(g), a family enrolled in FSS is eligible to graduate from the program and receive an amount that has accrued in the escrow account when the family has completed all of its obligations under the Contract of Participation, even if such completion occurs before the expiration of the Contract. These obligations must include the two required goals of suitable employment for the Head of Household and being free from welfare...
cash assistance for at least the last 12 months. PHAs and owners are responsible for
determining what qualifies as suitable employment for each individual” based on the
skills, education, and job training of the individual that has been designated the head
of the FSS family and based on the available job opportunities with the jurisdiction
served by the PHA” (24CFR 984.303(b)(4)(iii)). PHAs shall not require or define a
certain number of hours, tenure of employment or rate of pay as “suitable” for all
FSS participants to adhere to.

d. 120-Day Rule: In an effort to ease barriers to participation for new families enrolling
in the FSS Program pursuant to the FY2021 NOFA and going forward, the income
and rent amounts to be used in the "Program Contract of Participation" shall be
taken from the amounts on the last certification, reexamination or interim
determination before the family's initial participation in the FSS program. Note that
HUD is removing the requirement to do a new rental re-exam if more than 120 days
have elapsed between the last reexamination and the effective date of the contract of
participation. This requirement is found in the instructions for the FSS Contract of
Participation, form HUD-52650.

i. This change shall be in effect for families enrolling in FSS as of 1/1/2020.

Action Requested: Attach a rider with this language onto form 52650:

"Beginning 1/1/2020, income and rent amounts to be used in the "Program Contract of
Participation" shall be taken from the amounts on the last certification, re-examination or interim
determination before the family's initial participation in the FSS program. This replaces the
requirement, ‘FSS Escrow Account The income and rent numbers to be inserted on page one may
be taken from the amounts on the last reexamination or interim determination before the family’s
initial participation in the FSS program, unless more than 120 days will pass between the
effective date of the reexamination and the effective date of the contract of participation. If it has
been more than 120 days, the HA must conduct a new reexamination or interim re-determination’
found in the instructions for the FSS Contract of Participation, form HUD-52650.”

7. Grantees must request prior approvals from HUD consistent with 2 CFR 200.308(c). In
addition, should any of the following conditions arise, Grantees are required to submit in
writing any changes to the previously approved grant to the local HUD field office:

a. Any change in the scope, objective, or conditions of the program.
b. Changes in any subcontracting, or otherwise obtaining the services of a third party
to perform activities that are central to the purposes.
c. Other changes that may adversely affect the program.

8. Grantees needing to extend the term of their grant in order to fully accomplish their goals
should first speak with their Field Office Grant Administrator. Generally, extensions will not
be granted unless the grantee does not receive FSS funding or receives less than needed in
the following year. If a grantee wishes to request an extension, a written justification
explaining why the extension is needed must be submitted to the field office for review and
approval. The justification must include a narrative justification explaining why the
extension is needed, how much additional time will be required, and the circumstances that
require the proposed extension. The local HUD field office may request additional
information or documentation to clarify or verify the items included in the written narrative
submitted by the Grantee to support the extension. The grantee must also have satisfied all
conditions of the grant agreement except those that would be fulfilled in the remaining period
of the grant. This includes the performance and resolution of audit findings in a timely
manner.

Grantees should be aware that any extensions are discouraged and may result in a
negative impact on the Past Performance review in future grant applications.

9. Any changes requested by the Grantee must be in writing (emails are acceptable). HUD will
approve/reject requested changes as appropriate. Generally, HUD will approve such requests
within 30 calendar days of submission. Approved changes will be reflected by an
amendment to the Notice of Award and any other documentation as directed by HUD.
Amendments will become effective when the Grantee has electronically signed the amending
documents.

SUB-ARTICLE B: FINANCIAL RESPONSIBILITIES

1. Prior to initial drawdown of funds, all Grantees must have secured online access to the
Internet as a means to communicate with HUD on grant matters. Applicants shall draw down
funds using the electronic Line of Credit Control System (e-LOCCS)

2. The Grantee agrees to comply with the organizational audit requirements of OMB at 2 CFR
Part 200 including audit requirements. The final audit report must cover the entire period of
the grant. The Grantee must submit the audit to HUD no later than 90 calendar days after
the grant is closed, covering the entire award period originally approved or amended. All
other requirements of 2 CFR Part 200 shall apply. For Grantees where an audit is required, a
single audit or a program-specific audit is acceptable. If a Grantee chooses a single audit, the
final audit report that includes this grant is due no later than 30 calendar days after the
single audit is completed. According to 2 CFR 200.501, Grantees that expend less than
$750,000 in federal awards are exempt from the audit requirement, but records must be
available for review or audit.

3. The Grantee shall minimize the time elapsing between the transfer of funds from HUD and
the disbursement of funds. The HUD funds are to be made available based on actual need.
The Grantee must make a drawdown only for incurred costs. Drawdowns in excess of need
may result in special procedures for payments, or termination of the grant when there are
persistent violations. Funds requisitioned through e-LOCCS must be disbursed within three
calendar days after receipt of funds drawdown.

SUB-ARTICLE C: METHOD OF PAYMENT [FUNDS DRAWDOWN]

1. The Grantee may not draw down grant funds until all pre-conditions listed in the Notice of
Award, this Grant Agreement, the NOFA or in the award letter, are completed by the Grantee
and verified by HUD.
2. Payments of grant funds shall be through electronic funds transfer using e-LOCCS (Line of Credit Control System). Initial drawdown cannot be earlier than the start date of the grant term.

3. **E-LOCCS Program Edits.**
   a. E-LOCCS will automatically perform a series of review edits (both generic and program specific) of each payment request. Failure of one of the program edits will cause the payment request to be referred to the HUD field office for review.
   b. The HUD field office will complete the review. The request will remain in the system and further drawdowns will not be allowed until that review is complete and the drawdowns approved or rejected.
   c. The Grantee shall immediately contact the HUD field office when there is a question regarding the request or when the request has been referred to the HUD program office for review. A request will be referred to the program office for review when:
      i. There are requests for over 10% of total grant funds per calendar month.
      ii. Failure to submit an annual HUD form SF-425 - Financial Status Report, as defined by this agreement and 2 CFR part 200. E-LOCCS shall not accept a request for funds if required reports from the Grantee are ten or more days overdue and will not accept future requests until the HUD field office confirms receipt and approval of the reports in e-LOCCS.
      iii. If the Grantee repeatedly fails to submit required forms, e-LOCCS will be converted to a system in which the HUD Field Office will manually review each drawdown request prior to releasing funds to the Grantee.

**SUB-ARTICLE D: AUTHORIZED FUNDS BY BUDGET LINE ITEM NUMBER**

1. Please see Article II, Sub-Article A, Numbers 4 and 5 above.
2. The Grantee’s budget consists of one Budget Line Item:
   a. 1168 – FSS Coordinator (salary & fringe)

**SUB-ARTICLE E: REPORTING REQUIREMENTS (§ 984.401)**

Grantees must submit a SF-425 to your local HUD field office no later than **90 calendar days** after the end of the performance period. The reporting period will cover the performance period of the grant (see Article I, Number 4 above). Grantees must also ensure that reporting on Section 17 of the HUD-50058 (Section 23 of HUD-50058-MTW for Moving to Work PHAs) is correct and up to date within the PIC system. If the total Federal share of your Federal award includes more than $500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.

1. Progress Determination. HUD shall determine the Grantee’s progress based upon a review of HUD-50058 Section 17 (and HUD-50058-MTW Section 23) data submitted to PIC as well as compliance with financial and reporting requirements.
2. Record Management. The HUD field office shall maintain official records on Grantees’ performance measures and progress reports. However, Grantees must also maintain such records, including the SF-425, HUD review, and/or evaluations.

3. Documentation. You shall maintain documentation in participant files (paper or electronic) that corroborate the achievement of each interim and final goal in the Contract of Participation such that an outside auditor could verify the fulfillment of the Contract of Participation. This could include certificates of completion, test scores, pay stubs, receipts, or other third-party verification as available or personal certifications if third-party verification is not available.

4. Additional Information Requests. You shall comply with all other reporting requirements from time to time established by HUD, in its sole discretion, in connection with FSS. HUD has the authority and total discretion to request the Grantee to report information or produce documents to HUD related to or involving the administration of the grant at any time and without need to establish cause. Failure to comply with such a request may serve as a basis for default and grant termination. You also agree you will:

   a. fully cooperate with all information gathering requests made by HUD or contractors of HUD in the course of authorized evaluations of FSS; and
   b. if requested, submit any post-closeout reports, in the forms prescribed by HUD, for up to three years from the date of the submission of the annual financial report, per 2 CFR 200.333 “Retention requirements for records.”

5. HUD has the authority and total discretion to request the Grantee to report information or produce documents to HUD related to or involving the administration of the grant at any time and without need to establish cause. Failure to comply with such a request may serve as a basis for default and grant termination.

**SUB-ARTICLE F: ADMINISTRATIVE REQUIREMENTS**

1. Grantees must comply with all HUD program rules and regulations, as they may be amended within the grant term.

2. Grantees shall maintain, and have access to, copies of documents relating to the award and administration of this grant for at least three years after final closeout date of the grant for inspection by HUD, the General Accounting Office, or their duly authorized representatives.

3. Grantees’ accounting systems must ensure that HUD funds are not co-mingled with funds from other Federal, State, or local government agencies or other HUD program funds. Funds specifically budgeted and/or received for one program may not be used to support or reimburse another. Where your accounting system cannot comply with this requirement, you must establish a system to provide adequate fund accountability for each program for which you have been awarded funds. Your selection of depository facility (such as a bank for example) shall be compliant with Federal regulations and have insurance from the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund to insure the established account.

4. Grantees agree to comply with the following requirements for which HUD has enforcement responsibility 2 CFR part 200, including procurement requirements and cost principles set forth in 2 CFR part 200, subpart E.
5. Equal Opportunity Requirements. Grant funds must be used in accordance with the following:
   b. The Fair Housing and Civil Rights Laws, which encompass the Fair Housing Act and related authorities (cf. 24 CFR 5.105(a)).
   d. The requirements of Executive Order 11246 (Equal Employment Opportunity) and the implementing regulations issued at 41 CFR Chapter 60.

6. The regulations in 24 CFR 87, related to lobbying, including the requirement that the Grantee obtain certifications and disclosures from all covered persons.

7. Drug-free Workplace Requirements (Grants) in 2 CFR 2424.

8. Restrictions on participation by ineligible, debarred or suspended persons or entities at 2 CFR Part 2424, Subparts A through J, which are applicable to contractors and subGrantees.

Other applicable regulations.

9. Grantees’ computer systems must operate in accordance with HUD’s computer systems and software to facilitate any and all electronic documents for conversion to HUD computer systems and software. That is, when sending/transferring documents, or e-mail to HUD, the systems must be compatible so that we receive an exact copy.

10. Grantees’ computer and information systems must be able to access HUD’s website(s) so that data can be inputted as may be required by the grant; information can be retrieved; and funding through HUD’s e-LOCCS system may be accessed.

SUB-ARTICLE G: GRANT CLOSEOUT

1. 2 CFR 200.343 Closeout prescribes uniform closeout procedures for recipients of Federal grants. It is the Grantee’s responsibility to comply in full with all closeout reporting requirements and to submit closeout reports in a timely manner.

2. The Grantee shall initiate project closeout within 90 calendar days of the grant’s termination date. At HUD’s option, the Grantee may delay initiation of project closeout until the resolution of any HUD monitoring findings. If HUD exercises this option, the Grantee must promptly resolve the findings.

3. The Grantee recognizes that the closeout process may entail review by HUD to determine compliance with the grant agreement. The Grantee shall cooperate with any and all reviews which may include making available records requested for on-site HUD inspection.
4. Within **90 calendar days** after the Period of Performance End Date the grant or any approved extension (revised end-date), you must submit the following documents to the HUD field office:
   a. A certification of project completion, which is a statement written and signed by you
   b. A certification of compliance with all requirements of the grant agreement, which is a statement written and signed by you
   c. **Financial Report (SF-425) (see Sub-Article E).** Grantees must submit an SF-425 for the 12-month period of the grant. This submission also serves as the Grantee’s final report which is a cumulative summary of expenditures to date and must indicate the exact balance of unexpended funds. (The report shall cover the grant start date to the end of grant).

5. The HUD local field office will review Preliminary Close-Out Materials to confirm that:
   a. The amounts on the final FSS Budget and SF-425 agree as to funds approved, obligated, and expended.
   b. The amount of funds approved and disbursed on the SF-425 agrees with HUD records in e-LOCCS.
   c. If HUD disbursed more funds than the Grantee expended, the Grantee will immediately remit to HUD the excess funds, without waiting for completion of the final audit.

6. When the final HUD form SF-425 is approved, the HUD field office will establish the amount due to HUD or recapture any unused grant funds as applicable.

7. When the HUD field office has determined to its satisfaction that the grant activities were completed and all Federal requirements were satisfied, the HUD field office will execute a closeout amendment to the Grant Agreement with the Grantee.

8. The Closeout Agreement or clause will include the Grantee’s agreement to abide by any continuing Federal requirements.

9. Failure to submit the required financial report or any required audit report; or to resolve program, financial or audit issues, may result in a suspension or termination of any and/or all HUD grant payments.

**SUB-ARTICLE H: DEFAULT**

**Unsatisfactory Performance/Default**

1. **Default.** A default under this Agreement shall consist of any failure to comply with Federal statutes, regulations, or the terms and conditions of the FSS grant or any material misrepresentation in the application submissions. If HUD determines that the Grantee has defaulted under this Agreement, HUD may take any remedial action legally available, including remedial actions outlined in 2 CFR part 200. Actions that may constitute a default under this Agreement include, but are not limited to:
   a. use of funds provided under this Grant Agreement for any purpose, in any manner or at any time, other than as authorized by this Grant Agreement;
   b. failure to comply with the FSS Program Requirements or any other Federal, State, or local laws, regulations, or requirements applicable in operating the FSS Program;
c. failure to make any submission under Article II, perform any obligation, or otherwise fail to proceed in a manner consistent with the NOFA application;
d. any material misrepresentation in any of the required submissions, including, without limit, any misrepresentations in any of the submissions required by Article II); or
e. failure to comply with, or any material breach of, any other requirements, conditions, or terms of this Grant Agreement.

1. **Additional Conditions.** If a Grantee defaults under this Agreement, HUD may impose additional conditions, as described in 2 CFR 200.208. Additional conditions will be imposed in compliance with 2 CFR 200.208(c). Additional conditions HUD may impose may include, but are not limited to:

   a. Requiring additional, more detailed financial reports;
   b. Requiring additional grant monitoring;
   c. Requiring the Grantee to obtain technical or management assistance;
   d. Establishing additional prior approvals;
   e. Requiring the Grantee to follow a HUD-approved detailed schedule of grant activities;
   f. Requiring HUD manual review and approval of every drawdown request.

2. **Other Remedies.** If HUD determines that a default cannot be remedied by imposing additional conditions, HUD may, pursuant to 2 CFR 200.339, take one or more of the following actions, as a proportional response:

   a. Temporarily withhold cash payments pending correction of the deficiency by the Grantee or more severe enforcement action by HUD.
   b. Disallow all or part of the cost of the activity or action not in compliance.
   c. Wholly or partly suspend or terminate the grant.
   d. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and HUD regulations.
   e. Withhold further grant awards for the program.
   f. Reduce the FSS Program Grant in the amount affected by the default.
   g. Recapture any FSS Program Grant funds not obligated by the Grantee.
   h. Take action against the Grantee under 2 CFR part 2424 and Executive Order 12549 with respect to future HUD or Federal grant awards.
   i. Take other remedies that may be legally available, including requiring reimbursement by the Grantee for grant amounts used improperly.

3. **Notice of Termination and Opportunity to Object.** If the Grantee materially defaults under this Agreement, HUD may terminate the grant. Any findings regarding a Grantee’s failure to abide by the terms of this grant that would support a termination of funding shall be exclusively within HUD’s discretion. Additionally, pursuant to 2 CFR 200.340(a)(2), this grant may be terminated in whole or in part by HUD, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities. If HUD pursues termination of the grant, HUD will follow the termination process established in 2 CFR part 200, including providing notice of termination pursuant to 2 CFR 200.341. Pursuant to 2 CFR 200.342, HUD will also provide the Grantee an opportunity to object and provide information and documentation challenging a termination.
4. **Delinquent Federal Debts.** Consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), Grantees with an outstanding federal debt must provide to HUD a negotiated repayment schedule which is not delinquent or have made other arrangements satisfactory to HUD. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of selection, HUD will not make an award of funds to the Grantee but offer the award to the next eligible Grantee. Applicants selected for funding, or awarded funds, must report to HUD changes in status of current agreements covering federal debt. If a previously agreed-upon payment schedule has not been adhered to or a new agreement with the federal agency to which the debt is owed has not been signed, the Grantee will be considered to be in default under this Agreement.

**SUB-ARTICLE I: GRANT MODIFICATION OR TERMINATION**
**BY AGREEMENT BETWEEN HUD AND GRANTEE**

1. HUD and the Grantee may mutually agree to modify this agreement as to time, cost, or activity by using the Notice of Award and/or grant agreement in whole or in part, at any time.

2. Pursuant to 2 CFR 200.340(a)(3), HUD and the Grantee may mutually agree to terminate the agreement, including for convenience; if HUD and the Grantee agree to terminate the Agreement, the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. Pursuant to 2 CFR 200.340(a)(4), the Grantee may terminate the Agreement upon sending to HUD written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. If either HUD or the Grantee seeks to terminate this agreement, it must provide at least 30 days’ advance written notice to the other party.

**SUB-ARTICLE J: DISPUTES**

Disputes between the Grantee and HUD shall, to the maximum extent possible, be resolved by mutual agreement between the Grantee and the Public Housing Director in the Field Office (Grant Officer). If agreement cannot be reached, the Grantee can submit, in writing, a disputed issue to the Grant Officer. The Grant Officer will consider the disputed issue and prepare a written decision. The Grantee may appeal the Grant Officer’s decision within 30 days after receipt of notification. Appeals will be reviewed by the Director of Community and Supportive Services, Office of Public Housing Investments, 451 7th Street, SW, Room 4130, Washington, D.C. 20410. The decision of the Director of Community and Supportive Services shall be final. However, the Grantee does not waive any legal remedy by agreeing to this provision.

**SUBARTICLE K: MONEY DAMAGES**

This grant agreement does not contemplate money damages for breach of the agreement by HUD. The Grantee is entitled to any relief against HUD for breach of the agreement that is provided by the Administrative Procedure Act.
ARTICLE III: GRANTEE PERFORMANCE

HUD will judge performance based upon whether the Grantee achieves the agreed upon activities within grant time limits and within budget and whether the Grantee has produced tangible results through the implementation of grant activities.

Program Coordinator. See the FY2021 FSS NOFA for a sample position description of an FSS Program Coordinator.

Public Housing Information Center (PIC). All FSS programs must report activities of their FSS enrollment, progress, and exit activities of their FSS program participants through required submissions of the form HUD-50058 at least annually. HUD’s assessment of the accomplishments of the FSS programs of PHAs funded under this NOFA will be based primarily on PIC system data obtained from forms HUD-50058 and HUD-50058-MTW. HUD requires submission of racial and ethnic data and form (HUD-27061-H) that is often used for that purpose. The HUD-50058 and HUD-50058-MTW forms, which provide racial and ethnic data to HUD’s PIC data system, are comparable program forms that must be submitted annually instead of the HUD-27061-H by PHAs for reporting racial and ethnic data for FSS program participants. See Notice PIH 2016-08, and any subsequent amendments to the notice, for information on FSS reporting requirements in PIC. A webcast training on the provisions of PIH 2016-08 was published on August 12, 2016. Also note that as of May 2015, HUD established a set of warnings and fatal edits related to FSS PIC reporting. All of the preceding documents and information can be found on the FSS webpage at the following address: https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/fss

Voucher Management System (VMS). PHAs must continue to report HCV FSS coordinator expenses into VMS for any HCV FSS funds made available under the FY 2013 (or earlier) HCV FSS NOFA. However, due to the combined funding streams starting with the FY 2014 FSS NOFA, PHAs will no longer use VMS to report HCV FSS coordinator expenses for funds made available under this NOFA. Note that PHAs must continue to enter the amount of HCV FSS escrow deposits and HCV FSS escrow forfeitures into VMS for all funds made available. Also note that amounts expended in excess of the FSS grant for costs associated with the administration of the FSS program which are allocated to the HCV program including the FSS coordinator’s salary and benefits as well as additional eligible costs such as office space, computer costs, office supplies, etc. must be reported in VMS as administrative expenses. PHAs with an FSS program serving both PH and HCV families with costs not chargeable to funds awarded under this NOFA will be required to develop a cost allocation method that allocates these expenses fairly between the two programs. See REAC Accounting Brief #23 and any subsequent revisions for more information on how to record and account for FSS expenses.

ARTICLE IV: GRANTEE MISREPRESENTATION

The Grantee or any subcontractor to the Grantee bound by this instrument who makes or
causes to be made a false statement, claim, or misrepresentation, which the Grantee or entity
knows or has reason to know is false, may be imprisoned and/or fined in accordance with civil or
criminal penalties and/or fines applicable under law, including Title 18 of the United States Code
(U.S.C.), Title 31, et seq. (Program Fraud Civil Remedies Act) and any other applicable
provisions of Federal, State or local law.

ARTICLE V: SF-424-B

With the Execution of this Grant Document, the Grantee certifies that the grantee:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and
financial capability (including funds sufficient to pay the non-Federal share of project cost)
to ensure proper planning, management and completion of the project described in this
application.

2. Will give the awarding agency, the Comptroller General of the United States and, if
appropriate, the State, through any authorized representative, access to and the right to
examine all records, books, papers, or documents related to the award; and will establish a
proper accounting system in accordance with generally accepted accounting standards or
agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that
constitutes or presents the appearance of personal or organizational conflict of interest, or
personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval
of the awarding agency.

relating to prescribed standards for merit systems for programs funded under one of the 19
statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of
Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not
limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits
discrimination on the basis of race, color or national origin; (b) Title IX of the Education
Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits
discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as
amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the
Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits
discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972
(P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the
Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation
Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol
abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C.
§§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse
patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as
amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any
other nondiscrimination provisions in the specific statute(s) under which application for
Federal assistance is being made; and, (j) the requirements of any other nondiscrimination
statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the
Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-
646) which provide for fair and equitable treatment of persons displaced or whose property is
acquired as a result of Federal or federally-assisted programs. These requirements apply to all
interests in real property acquired for project purposes regardless of Federal participation in
purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and
7324-7328) which limit the political activities of employees whose principal employment
activities are funded in whole or in part with Federal funds. Previous Edition Usable
Standard Form 424B (Rev. 7-97) Authorized for Local Reproduction Prescribed by OMB
Circular A-102 9. 10. 11.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to
276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work
Hours and Safety Standards Act (40 U.S.C. §§327 333), regarding labor standards for
federally-assisted construction sub-agreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of
the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special
flood hazard area to participate in the program and to purchase flood insurance if the total
cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the
following: (a) institution of environmental quality control measures under the National
Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b)
notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant
to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988;
(e) assurance of project consistency with the approved State management program developed
under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity
of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the
Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground
sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-
523); and, (h) protection of endangered species under the Endangered Species Act of 1973,

to protecting components or potential components of the national wild and scenic rivers
system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National
and protection of historic properties), and the Archaeological and Historic Preservation Act
of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in
research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7
U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded
animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.)
which prohibits the use of lead-based paint in construction or rehabilitation of residence
structures.

17. Will cause to be performed the required financial and compliance audits in accordance with
the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States,
Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders,
regulations, and policies governing this program.