

## FSS Funding Notice Application Instructions

1. Are you interested in being funded for FSS coordinator salary, fringe, or training costs?  
**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](https://sam.gov)?
  - a. If not, make sure to register your organization just ONCE with [SAM.gov](https://sam.gov) before proceeding to step 4.
4. Do you have an active Unique Entity Identifier (UEI)?
  - a. If not, reactivate your UEI on [SAM.gov](https://sam.gov) before proceeding to step 5.
5. Can you apply for funding on behalf of your organization?  
**NOTE:** You MUST be authorized by your organization to apply!
6. Do you have an active GrantSolutions account?  
**NOTE:** Please do NOT go to Grants.gov! Check directly with [GrantSolutions](https://grantsolutions.gov).
  - a. If not, please submit a [Recipient User Account Request Form](#) (including your UEI) to the GrantSolutions Help Desk at [help@grantsolutions.gov](mailto:help@grantsolutions.gov) to set up your individual GrantSolutions account before proceeding to step 7.
7. Are you designated as an Authorized Organizational Representative (AOR) for your organization?  
**NOTE:** Your organization may have many AORs who can access grant applications.
  - a. If you're not currently designated as the AOR and you should be, please email a [Recipient User Account Request Form](#) to the GrantSolutions Help Desk at [help@grantsolutions.gov](mailto:help@grantsolutions.gov) to be assigned as an AOR for your organization.
8. 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 run an FSS program. 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](https://grantsolutions.gov). 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.
9. Log into [GrantSolutions](https://grantsolutions.gov). 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. Submit by the Priority Deadline to be considered for Expansion Positions.
14. Respond to any requests from [FSS@HUD.gov](mailto:FSS@HUD.gov) in a timely manner.
15. **You're Done!** Sign up for the [FSS Mailing List](#) to be notified when awards are announced on HUD.gov. You will use GrantSolutions to accept any award.