

# FSS FY25 Funding Notice FAQs

*Current as of September 29, 2025*

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## 1. General Q&A

### **Q1-1. What happened to the Notice of Funding Opportunity (NOFO)? Are you still funding FSS?**

**A1-1.** FSS switched to a new PIH Notice format last year (FY24). It's the same as last year:

1. **General FSS Funding Notice**, which is intended to remain in place indefinitely, until changes are needed
  - a. **PIH Notice 2025-15** was slightly re-written from PIH Notice 2024-32. PIH Notice 2025-15 remains as the General FSS Funding Notice this year,
2. **Annual FSS Funding Notice**, which may be updated each year based on program changes and improvements and Congressional funding and directives.

It is important that you read the General and Annual Funding Notices together; these two FSS Funding Notices replace our previous NOFO. You can find them and other funding resources on the FSS Resources Page! (We aren't having a separate FSS Funding page this year.)

### **Q1-2. Wait, we're using GrantSolutions to apply now? What about Grants.gov?**

**A1-2.** Last year, we switched from Grants.gov to GrantSolutions. To reduce administrative burden, we have consolidated our process entirely within GrantSolutions. That means you will not find FY25 applications for FSS funding on Grants.gov.

### **Q1-3. When is the Application Deadline?**

**A1-3.** The application is due October 29, 2025  
(see Section II.B.2 of the Annual Notice)

**Q1-4. Are you funding New Applicants this year?**

**A1-4.** We do not expect to fund New Applicants this year. We are always required to fund Renewal Positions first, per our statute. This year, like last year, as directed by Congress, and as explained in the Annual Notice, we are prioritizing Expansion Positions with any remaining funding. That means ***we do not anticipate having funding available for New Programs this year.*** However, you are welcome to apply via the NEW application in GrantSolutions (not the renewal), and we will keep your application on file for the next time we are able to fund new applicants.

**Q1-5. Where is the FSS Funding Page?**

**A1-5.** Please visit the [FSS Resources page](#) for our Funding Notice information and resources.

## **2. Positions Q&A**

**Q2-1. I have heard the term Expansion Position, what do you mean?**

**A2-1.** Generally, Renewal grantees qualify for the same number of positions as your previous award, as long as the number of participants you have in your program is the same as or larger than the previous year. Expansion Positions are additional positions beyond your Renewal Positions. If funds are available after funding Renewal Positions, this year, we invite eligible programs to “expand” the number of positions you are being funded for. This will allow for us to continue to increase the capacity of programs who are serving more participants than their minimum, allowing for smaller coordinator-to-participant ratios. See Section VI.B of the Annual Notice for more information.

For Example: You served 130 participants in 2024. This would qualify you for 3 coordinators. However, last year, you were only funded for 2 coordinators. This year, you can apply for 2 Renewal Positions AND one Expansion Position. When we make funding determinations, we’ll fund your two Renewal Positions first, then if we have enough funding left, we’ll grant you an additional Expansion Position. This “Expansion” Position will become a Renewal Position going forward, assuming that you continue to qualify for 3 positions in the future.

If you qualify for (see the Funding Table) and want Expansion Positions, your SF-424 should reflect the WHOLE amount you are asking for (we can always fund you for LESS than you ask for, if there’s not enough funding, but we can’t fund you for MORE than you ask for.) Also, you must complete and submit the HUD-52651 to ask for Expansion Positions.

**Q2-2. How many positions should we apply for?**

**A2-2.** As many as you are eligible for, but we won't fund you for more than that! We will fund all Renewal Positions first, and we will fund as many Expansion Positions as possible, starting with programs going from 1 to 2 positions, then 2 to 3, etc. See Section VI and Section VII.B of the Annual Notice for more information.

If you qualify for (see the Funding Table) and want Expansion Positions, your SF-424 should reflect the WHOLE amount you are asking for (we can always fund you for LESS than you ask for, if there's not enough funding, but we can't fund you for MORE than you ask for.) Also, you must complete and submit the HUD-52651 to ask for Expansion Positions.

**Q2-3. We are eligible for more Renewal Positions than we want! How can we ask for fewer?**

**A2-3.** You can ask for fewer Renewal Positions by emailing a Funding Modification Request with the number of positions you are requesting to [FSS@HUD.gov](mailto:FSS@HUD.gov), Subject Line: "FSS FY25 Renewal - Funding Modification Request - [your PHA code/Property number] [your org name]."

**Please Note:** You do not need to do this if you are requesting your full number of Renewal Positions.

**Q2-4. We are eligible for more Expansion Positions than we want! How can we ask for fewer?**

**A2-4.** If you qualify for Expansion Positions but don't want any, simply do not fill out the HUD-52651 (or if you have to submit it for other reasons, just indicate that you do not want any Expansion Positions on the form when asked). Otherwise, you can ask for as many (or as few) Expansion Positions as you want on your HUD-52651. **Just make sure the amount you request on your SF-424 reflects the Total Number of Positions you are requesting.**

**Please Note:** You will be responsible for maintaining a Participant Count to support your Renewal Positions in future years, so please apply for positions that you can reasonably expect to keep in the future.

**Q2-5. We own a Multifamily PBRA Property with at least 75 FSS participants in 2023 or 2024, and we want to be considered for Expansion Positions or as a Joint Applicant.**

**What can we do?**

**A2-5.** You may complete a Self-Certification Form with your actual 2023 or 2024 Participant Count to be considered for Expansion Positions. We will send all multifamily grantees a link to this form (if you do not receive it, or you are a Joint Applicant, please send a request to [FSS@HUD.gov](mailto:FSS@HUD.gov)). You also will need to indicate the number of Expansion Positions you want on your HUD-52651.

**Q2-6. We are losing a Renewal Position (or all of our positions). What can we do?**

**A2-6.** If your current Participant Count (your year-to-date count for 2025) is high enough to support some or all of your Renewal Positions that would otherwise be lost (because you did not serve enough in CY2022, CY2023, or CY2024), you may submit a Self-Certification Form with your current Participant Count. If you would like to complete a self-certification, please send a request to [fss@hud.gov](mailto:fss@hud.gov). Be aware that this will not confer eligibility for Expansion Positions – even if you self-certify enough participants to otherwise justify any – as this is only to maintain your last number of funded positions. If you want to be considered for Expansion Positions in the future and are a standard PHA, please ensure that your PIC count is correct.

**Q2-7. We are an MTW Expansion agency that withheld our HUD-50058 reports in 2023 and/or 2024 in anticipation of the HUD-50058-MTW-Expansion form that is not yet available. Now our Participant Count is off! What can we do?**

**A2-7.** If this does not affect the Total Positions you are eligible for, then there is no need to do anything. However, if your PIC count on the Funding Table is showing that you will lose positions or you believe your correct count would qualify you for Expansion Positions that you would like to request, you may complete the Self-Certification Form with your correct Participant Count for 2023 and/or 2024. We will send all MTW Expansion grantees a link to this form (if you do not receive it, please send a request to [FSS@HUD.gov](mailto:FSS@HUD.gov)).

**Q2-8. We are applying with a Joint Applicant, and it looks like we will lose Renewal Positions or Expansion Positions compared to if we applied separately. Is this true?**

**A2-8.** The first year that applicants combine, all Joint Applicants are eligible for at least the total number of Renewal Positions that they otherwise would be eligible for if applying separately. After the first year, you are responsible for serving the minimum number of participants required to keep your total number of positions. See Section V of the Annual Notice for more information on Joint Applications.

**Q2-9. We want to apply with Joint Applicants, and we don't see their Participation Count on the Funding Table. Or, we applied with them in the past, and it looks like they're not included in our numbers now. What should we do?**

**A2-9.** We've got you covered.

1. If you are applying with a grantee first funded in 2023 or 2024, we will credit them with the higher of their Participant Count, their Self-Certification Form (if applicable: see Q2-4 and Q2-6 above), or a minimum of 25 Participants.
2. If you combined programs and applied with a joint applicant for the first time in FY24, their participation count will be listed under their name on the FY25 Funding Table. HUD will count your participant counts together if you apply jointly again in FY25.
3. If you are applying with the owner of any other PBRA Property, please contact us at [FSS@HUD.gov](mailto:FSS@HUD.gov) to provide a link to submit a Self-Certification Form.

See Section V of the Annual Notice for more information on Joint Applications.

**Please note:** You should list all of your Joint Applicants on your HUD-52651. If you are unsure of your Total Positions for all eligible Joint Applicants, you may review the PIC Count Table on the FSS Resources page or contact us at [FSS@HUD.gov](mailto:FSS@HUD.gov) for assistance.

### **3. Funding Q&A**

**Q3-1. How do we know how much to ask for?**

**A3-1.** You may request funding for any Renewal and Expansion Positions that you wish to request. Eligible activities are **salary and fringe, including training** (which can include **membership in a professional organization** and **associated travel costs**), for all funded positions. Full-time positions are funded for 40 hours (or however full-time is defined at your organization). See Section VII of the Annual Notice for more information on the FSS funding formula.

**In short:** Ask for what you need, no need to ask for less. Also, don't ask for more!

**Q3-2. What if we want to ask for more funding for one of these reasons?**

- **our compensation went up by more (or less) than 2.5% this year**
- **We hadn't been asking for enough in the past**
- **We forgot to include the full cost of our fringe benefits last year**
- **Something else**

**A3-2.** Just ask for what you need (but only what you need)! We'll let you know if it's too much and if you need to submit a justification.

**Q3-3. What's the most we can request?**

**A3-3.** You may request as much as you reasonably need per position, up to the funding ceiling. Ordinarily, we don't ask for a breakdown of your request, but we will ask for a justification (Funding Modification Request) if your request is above your maximum. Don't worry! We will let you know if this is the case. See Section VII.C and Section VII.D of the Annual Notice for more information.

The Funding Maximum (above which you need a Funding Modification Request) is generally 10% above the higher of

1. Your per-position funded amount from FY24 plus 2.5% x the number of positions you are requesting.
2. The Bureau of Labor Statistics (BLS) Locality median salary for the job title "Social Worker: Other" in your Zip Code plus 40% x the number of positions you are requesting.

**BUT DO NOT ASK FOR THE MAX UNLESS YOU ACTUALLY NEED IT.** *You don't have to submit a justification except if you're over the max, but you SHOULD be able to "show your work" for how much you are requesting if we ask for it. It should not be just a random dollar figure.*

**Q3-4. What if I already know that we're asking for more than our maximum, according to [PIH Notice 2025-24](#), page 9?**

**A3-4.** If you already know you are requesting more than your maximum, you can submit a detailed justification, including a breakdown of your request and any supporting documentation, to [FSS@hud.gov](mailto:FSS@hud.gov), with the Subject Line: "FSS FY25 Renewal - Funding Modification Request - [your PHA code/Property number] [your org name]."

**Q3-5. The Annual Notice mentions a Funding Optimization Formula and Funding Offsets but I don't see a reference to them in the Annual Notice. What are they?**

**A3-5.** To be clear, we are not using those this year. They are in the general notice for potential use in future years. They are different tools we are looking into using in the future to make funding more streamlined and to ensure that everyone has what they need, but not too much.

**Q3-6. What should I do if there isn't information for my region in the Bureau of Labor Statistics data?**

**A3-6.** If there's nothing available for your region, you can look at the state-level data. See Section VII.A of the Annual Notice for more details. Remember, though, ask for what you actually need. If we need a Funding Modification explanation, we'll ask you for it!

## **4. Application Q&A**

**Q4-1. Do we have to submit the HUD-2880, even if it is not applicable to us?**

**A4-1.** Yes, just fill it out with whatever is applicable and submit it. You can enter "N/A" as needed. This is a curable deficiency, so you will be able to submit revisions to this form after applying. See Section II of the Annual Notice for more information on the application process.

**Q4-2. How do we submit the HUD-2880?**

**A4-2.** You can attach it to your application after doing one of two options:

1. Download, print, sign with a pen, and scan it, or
2. Download and sign the PDF electronically

Remember -

- The answer to 1 is YES for all FSS applications.
- The answer to 2 is YES ONLY if you are asking for \$200,000 or more in THIS application.

**Q4-3. Should we submit the SF-LLL if we don't lobby?**

**A4-3.** You do not need to fill it out if it doesn't apply to you. If this is the case, you can simply ignore it. If it makes you feel better to fill it out, you can enter "N/A."

**Q4-4. The SF-424 is pre-populated for Question 2 as “new,” but we’re a renewal! What should we do?**

**A4-4.** Every application is “new” for each year. If a field is pre-populated, you can just ignore it.

**Q4-5. Where on the SF-424 do we submit our Funding Request?**

**A4-5.** Use Question 18a. Estimated funding (\$) Federal. **Leave everything else under Question 18 blank**, and the form will automatically total your request under 18g. TOTAL. 18a will be the same as 18g.

**Q4-6. Can we request multiple years of funding like we did with the FY23 NOFO?**

**A4-6.** No. This year, please ask for ONE YEAR of funding.

**Q4-7. Who needs to submit a HUD-52651?**

**A4-7.** If any of these three apply to you, you **MUST** submit a HUD-52651

1. You are applying with Joint Applicants (even if you have applied with them before)
2. You are a Multifamily PBRA Owner (regardless of whether you are a Joint Applicant. **ALL Multifamily applicants must submit a 52651.**)
3. You are requesting Expansion Positions (a 52651 is not necessary if you are a PHA and you are only requesting Renewal Positions, regardless of whether you are eligible for any Expansion Positions.)

Errors on this form are curable deficiencies, so you will be able to submit revisions to this form if necessary. If you need to submit a HUD-52651 because you are a Multifamily PBRA Owner and we haven’t received it, we will let you know so that you have a chance to do so. We also may follow up with applicants who applied jointly in previous years and those who are eligible for Expansion Positions if we do not receive a HUD-52651. But please don’t make us come find you.

If you don’t need to submit the HUD-52651 but did so anyway, that’s no problem! We’ll just ignore it. If you do not submit the HUD-52651 but are *\*required\** to, we will ask for one as we complete our review process. See Section II of the Annual Notice for more information on the application process.

**Q4-8. Our HUD-52651 isn't marked as completed in GrantSolutions. Does this mean that HUD didn't receive it?**

**A4-8.** Not necessarily! Because the link to complete the HUD-52651 takes you outside of GrantSolutions, it will not show up as having been completed within GrantSolutions. You can download a copy of your responses and/or take a screenshot of the confirmation screen when you submit your HUD-52651 to put your mind at ease. If you're not sure whether you completed the HUD-52651, you can email [FSS@hud.gov](mailto:FSS@hud.gov) to confirm. And, if you need one and didn't submit it, we'll ask you for it later.

**Q4-9. I made a mistake when I filled out my HUD-52651 or my self-certification... Can I edit the form?**

**A4-9.** Unfortunately, you can't edit your HUD-52651 or your Self-Certification form after you've submitted it. Good news is you can just submit a new form, and we will use the last one you submitted. So, if you made a mistake and would like to make a change, please just submit a new response before the deadline!

**Q4-10. I made a mistake when I filled out my SF-424 or my HUD-2880. What can I do?**

**A4-10.** If you made a mistake on your HUD-2880 or your SF-424 and already submitted it, you will need to email [FSS@hud.gov](mailto:FSS@hud.gov) to request that we return it to you. Errors on these forms are curable deficiencies, so you will be able to correct them. However, note that unless your mistake on the HUD-2880 would require you to enter data on Section 2 and you didn't do it already, you don't need to correct it. See Section II and Section VII.D. of the Annual Notice for more information on the application process and the funding forms.

**Q4-11. Will I be notified if there are any problems with my application?**

**A4-11.** After the deadline (October 29, 2025), when we start processing the applications, if we find that we do not have the information we need in order to be able to correctly assess your application, we will contact your Authorized Organization Representative (AOR).

**Please** be sure they are monitoring their email. We are going to be moving quickly.

**Q4-12. Will you tell us if our Self-Certification is accepted or if our Funding Modification letter has been accepted BEFORE we submit the application? Should we wait to hear?**

**A4-12.** No, we will not be reviewing those submissions before the application deadline. Please go ahead and submit your application as if everything that you asked for/submitted is accepted. We will contact you if we need more information. If you have questions, though, please reach out to [FSS@hud.gov](mailto:FSS@hud.gov).

## **5. GrantSolutions Q&A**

**Q5-1. You said we would receive an email inviting us to apply as a renewal, but we never got that email! What should we do!?!?**

**A5-1.** Any person with a role in GrantSolutions associated with the UEI of an entity that’s eligible for a renewal grant can find the “Family Self-Sufficiency (FSS) - Renewal Application” on GrantSolutions. If you need help finding it, you can follow the Quick Sheet and Flowchart on the FSS Resources Page. If you follow all of those instructions and still can’t find it, then contact us at [FSS@HUD.gov](mailto:FSS@HUD.gov) and we’ll look into it.

**Q5-2. Who can complete our application in GrantSolutions?**

**A5-2.** Anyone with a GrantSolutions account associated with your organization can view and edit your application. See Section II of the Annual Notice for more details on the application process.

**Q5-3. Can we have an outside grant writer complete our application in GrantSolutions?**

**A5-3.** Sure, if that’s what you want! They will need a separate account for each application they work on, which they can request from GrantSolutions using a Recipient User Account Request Form. They can be added as “Grant Support Staff,” which gives them the ability to view and edit – but not submit – your application. Please review the application process before determining that you need a grant writer. We have tried to make it simple and straightforward so as to reduce your burden (and ours!)

**Q5-4. Who can submit our application in GrantSolutions?**

**A5-4.** Only someone with legal authority to certify your application on behalf of your organization can submit your application. This can be your Authorized Organization Representative (AOR) or Principal Investigator/Program Director (PI/PD) in GrantSolutions. It cannot be an outside grant writer or “Support Staff.” See Section II of the Annual Notice for more details on the application process.

**Q5-5. Can we designate an outside grant writer as our AOR or PI/PD in GrantSolutions?**

**A5-5.** No. Your AOR must have legal authority to accept an FSS award and sign the FSS Grant Agreement on behalf of your organization. Your PI/PD must have authority to certify your application on behalf of your organization. Please review the application and consider carefully if you actually need an outside grant writer. This is a curable deficiency, so you may change your application after submission to reflect the correct AOR and/or PI/PD. See Section II of the Annual Notice for more details on the application process.

**Q5-6. Do the terms Grantee Administrative Official / Grantee Authorized Representative mean the same thing as AOR?**

**A5-6.** Yes, these terms are used interchangeably.