

FSS Coordinators – please review and share with your Director and any other pertinent staff -

Dear Executive Director:

Subject: 2020 Family Self-Sufficiency (FSS) Program Coordinator Funding

The Department is issuing this letter to encourage your agency to prepare for the upcoming Fiscal Year (FY) 2020 Family Self-Sufficiency Notice of Funding Availability (NOFA) competition. Please review this letter carefully and share it with your FSS Program Coordinator(s), your Chief Financial Officer, and any other staff or individuals that work in the administration of your agency's FSS program, including those involved in the process of preparing and submitting FSS applications through Grants.gov.

PIC Data/FSS Addendum:

Historically, HUD has used the number of FSS families in an applicant's FSS program to determine funding amounts for eligible applicants. The number of FSS participants has been based on Public and Indian Housing Information Center (PIC) data (which is obtained from PHA submission into the PIC system of information on the form HUD-50058 and HUD-50058-MTW). The number of FSS program participants shown in PIC includes enrollment, progress, and exit reports during the NOFA's target period (1/1/19 – 12/31/19). The PIC numbers have been made available as part of the NOFA for every eligible applicant. Prior to FY17, applicants were allowed to submit documentation to correct the numbers reflected in PIC if the numbers in the report published with the NOFA are incorrect and the correct number would result in more funding. Since the FY2017 FSS NOFA, HUD has relied on PIC exclusively and may continue to rely solely on PIC in future NOFAs.

In the past 3 fiscal years, HUD has provided a preliminary report that shows the number of FSS families in each eligible applicant's FSS program. This report covered the target period of past award cycles. The report counted all distinct FSS families (head of household) that had an enrollment, progress, or exit report during this period. The data in the preliminary reports were extracted from current and historical PIC records. For the FY2020 FSS NOFA, HUD **will not** be issuing a preliminary report. For NOFA purposes, HUD will use a report that will be pulled from PIC **after July 10, 2020**. To ensure that all potential applicants for the FY2020 FSS NOFA competition have the correct PIC information published in the NOFA report, each PHA must ensure that their their FY2019 FSS participation data is **correctly reported in PIC before July 10, 2020**. Remember, this is data from CY2019 that should have been reported to PIC within 60 days of the effective date.

Under the FY2020 FSS NOFA, HUD may rely solely on the numbers of FSS families in an applicant's FSS program that are reported in PIC and continue to allow only Moving to Work MTW PHAs and PHAs that serve RAD-Affected PBRA FSS participants to submit documentation to correct such numbers. To avoid any potential impact on their FSS funding in FY2020, PHAs should work diligently to ensure that the number of FSS families is accurately reflected in PIC. Resources have been made available to assist PHAs in ensuring that PIC submissions are accurate.

Notice [PIH 2016-08](#) (published on May 6, 2016) provides detailed guidance to non-MTW PHAs on PIC FSS reporting requirements. An eight-part webcast on the provisions of PIH 2016-08 (originally aired on August 12, 2016) is available in the webcast archives on HUD.gov. It can also be found [here](#).

Please also see PIH Notice [PIH-2010-25](#) - Timely Reporting Requirements of the Family Report (form HUD-50058 and form HUD- 50058 MTW) into the Public and Indian Housing Information Center

Also note that HUD established a set of warnings and fatal edits related to FSS PIC reporting. Please see [Letter to PHAs on PIC system changes related to Section 17 “FSS Addendum” of form HUD-50058](#) (August 28, 2014)

PHAs may also contact their local PIC coaches for additional assistance related to PIC. The PIH-REAC Technical Assistance Center (TAC) is located at the following webpage to also assist with PIC issues: https://www.hud.gov/program_offices/public_indian_housing/react/support/tac.

PIC Coach Contact List:

https://www.hud.gov/program_offices/public_indian_housing/systems/pic/help

System for Award Management (SAM) and DUNS status:

Please take a moment to check your SAM and DUNS status and to ensure that you have the correct password. Please note that SAM registration should be renewed and revalidated at least every 12 months from the date the applicant last certified and submitted the registration in SAM, and sooner if the applicant's information changes. Obtaining your SAM registration can take up to four weeks; therefore, your agency is encouraged to start this process or check your status immediately. For more information about SAM, please visit <https://www.sam.gov/portal/public/SAM>.

If you have any questions concerning this letter, please contact FSS@hud.gov.

Best,

~The FSS Team

We hope that you will want to continue receiving information from HUD.

We safeguard our lists and do not rent, sell, or permit the use of our lists by others, at any time, for any reason.

Connect with HUD on [Social Media](#) and follow Secretary Carson on [Twitter](#) and [Facebook](#).

[HUD COVID-19 Resources and Fact Sheets](#)

If you wish to be taken off this mail list, please [go here](#).