FY2018
Family Self-Sufficiency (FSS)
New Applicant
Program NOFA Webcast

Office of Public and Indian Housing
Funding Opportunity Number: FR-6200-N-50
CFDA #14.896

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Who is eligible to Apply for this Grant?

- PHAs that were not funded via the FSS NOFA in FY16, FY17 or FY18 that have at least 250 PH and/or HCV units/vouchers
  - Or, if applying jointly, the PHAs TOGETHER must have at least 250 units, but neither can have been previously funded
- PBRA owners are NOT eligible to apply for this grant.
- PHAs do NOT need to have an FSS program already in place.

Family Self-Sufficiency (FSS)

(Thanks to Jeff Lubell and the Center for Housing Policy for the graphic)
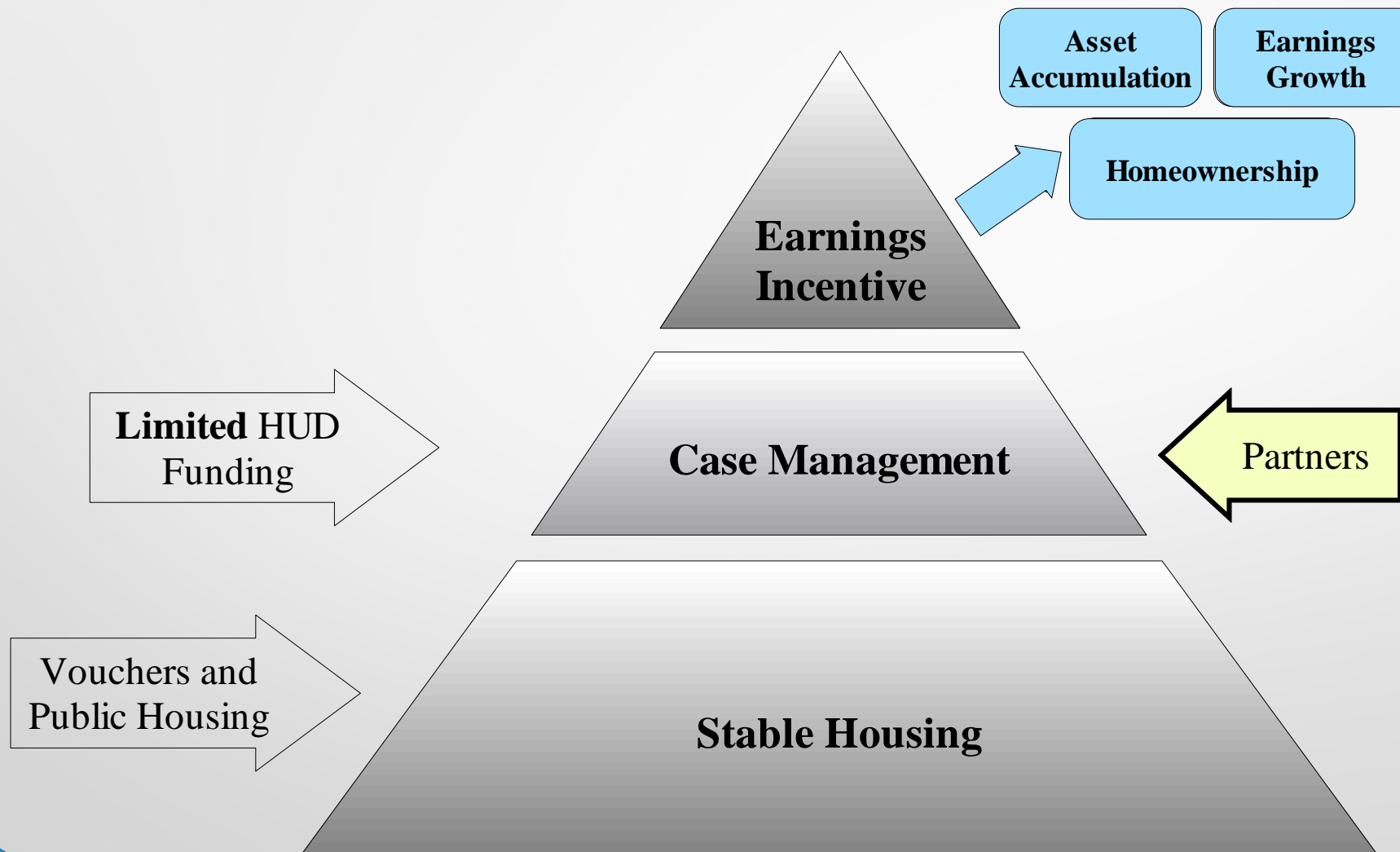
How does FSS work?

- Families self-select

- Head-of-Household signs a 5-year Contract of Participation (CoP) (+2 year extension for good cause)

  - Individual Training and Services Plan (ITSP) for each member of the family that chooses to participate

  - Interim goals moving towards self-sufficiency

  - Final goals must include

    - "seek and maintain suitable employment" for the HoH

    - Cash Welfare free for 12 month for the whole family

- Program Coordinating Committee (PCC)

  - Full spectrum of service providers in the area

FSS Program Guidance

- FSS Resource Library - https://www.hudexchange.info/programs/fss/#1-introduction

  - Administering an Effective Family Self-Sufficiency Program: A Guidebook Based on Evidence and Promising Practices

  - FSS Online Training

  - Sample FSS Action Plans

  - 25 Years of the Family Self-Sufficiency Program (good tool to use with potential partners)

    - https://www.hudexchange.info/programs/fss/25-years/

  - FSS Basic Forms

  - Regulations, relevant notices, relevant guidance

NOFA Application Overview

- **Due Date**: Application must be received by Grants.gov no later than 11:59:59 p.m. Eastern time on June 13, 2019.

- **Applications must be RECEIVED and VALIDATED** by Grants.gov by the deadline date and time.

  - PLEASE DO NOT WAIT UNTIL THE LAST MINUTE

- **Funding Available: approximately $1 million.**

  - **For approximately 10-12 grants**

Where do I find the NOFA and application?

- You may access a copy of the NOFA at
  - Grants.gov, and
  - www.hud.gov/grants under "Funds Available"

- The application itself can only be accessed from Grants.gov.
  - Easiest way to find it is to search by CFDA number ONLY

- Please read the entire NOFA carefully to ensure all threshold and eligibility requirements are met

Who is eligible to benefit FSS programs funded by this NOFA?

- Public Housing residents

- Housing Choice Voucher (HCV) residents

- Project-Based Voucher (PBV) residents

- Once the new regulations are finalized, PBRA residents will be able to be served with NOFA funding, but not until then.

  - So, if you have already converted via RAD to PBV, those units are eligible. If you converted to PBRA, those units are NOT eligible (this year).

- RAD-affected residents who enrolled in FSS PRIOR to RAD conversion

  - So, if you are funded this year, THEN convert via RAD, you can continue to serve those residents… HOWEVER, if you convert to PBRA, you will be required to set up a separate PBRA FSS program (for more information, see the latest RAD notice.)
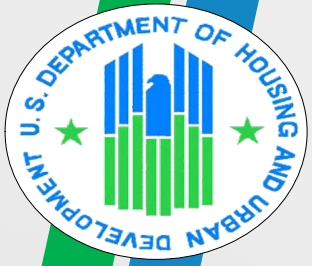
How much can I ask for?

- Up to $72,000 for ONE coordinator for ONE year

  - Request must be supported by salary comparables

- This grant will cover 12 months – 1/1/20 – 12/31/20

- Depending on when grants are awarded, there may be an extra start-up period between the date of grant award and 1/1/2020 wherein awardees may begin incurring costs.

- However, the next FSS grant project period will not start until 1/1/2021 regardless of when the project period of this award begins.

Eligible Activities

- Salary and fringe benefits of one full-time FSS program coordinator.
- What's "fringe?"
  - Whatever is normally included at your PHA
- What's "full-time?"
  - Whatever is considered full-time at your PHA
- What if our local salary comparables are over $72,000?
  - You may use other sources of funding to supplement the salary/fringe and/or to support the FSS program
- Can I sub-contract?
  - Yes, you must follow standard procurement regulations, but you may sub the grant out entirely… however, the PHA retains ultimate responsibility for the program.
- Can I job-share?
  - Yes, you may split the responsibilities of the Program Coordinator among more than one person. However, % of grant should be commensurate with % of time spent on grant activities. You may NOT take a set amount for "overhead" or "indirect cost rate."

Role of Program Coordinator

- Resident-facing

  - Outreach

  - Goal-setting, execute CoP, write ITSP

  - Initial and Ongoing Service coordination

  - Ongoing support and follow-up

- Partner-facing

  - Engage partners, secure meaningful commitments

    - Service providers

    - employers

  - Build and Maintain PCC

- Administrative

  - Maintain participant records

  - Calculate escrow and maintain escrow account

  - Evaluate program success

  - Reporting to HUD

Staffing Guidelines/Requirements

- Under normal circumstances, a full-time FSS Program Coordinator should be able to serve approximately 50 FSS participants, depending on the coordinator's case management functions.

- This NOFA requires at least 25 FSS participants to be served for one full-time FSS Coordinator position.

- Applicants awarded through this NOFA must have enrolled and provided service coordination for at least 25 FSS participants by the end of the grant term

POSSIBLE Eligible Activity

- Funds projected to remain unexpended by the end of the grant period **for adequate reasons** (such as FSS coordinator turnover or prolonged absence)

  - **May also be used for eligible administrative and training costs related to the FSS program, subject to prior HUD approval.**

  - There is a cap of 10% of the total award amount.

    - For example, if the grantee was awarded a $45,000 grant, no more than $4,500 of this total may be approved for eligible administrative and training costs.

Funding Restrictions

Ineligible Activities:

- *PH or HCV Program Functions:* An FSS coordinator may perform some PH or HCV functions for FSS participants, such as annual reexaminations, ONLY if it enhances the effectiveness of the FSS program.

  - **Prior HUD approval is required for an FSS coordinator to perform such functions.**

- *Homeownership Functions:* FSS funds may be used to perform homeownership functions for FSS families only, but this may not be the sole function for which funds are used.

  - **If your FSS Coordinator provides homeownership counseling you are required to be in compliance with the housing counseling rule to continue providing homeownership counseling.**

HOW TO APPLY

Grants.gov

All applicants must apply through the Grants.gov platform.

The grants.gov web page has excellent videos for how to use "workspace", the application platform that allows users to create accounts and apply for Federal grants.

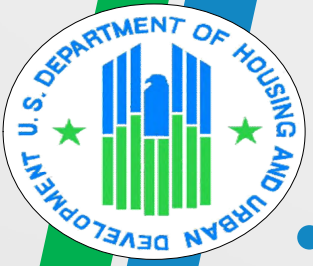https://www.grants.gov/web/grants/applicants/workspace-overview.html

For assistance with their platform, please contact GRANTS.GOV Applicant Support

1-800-518-4726

support@grants.gov

See NOFA p.14 for additional information on Grants.gov

Application Format

- Application components are:
  - SF-424
  - HUD-2880
  - SF-LLL (if applicable)
  - Narratives for Rating Factors 1-3
  - Signed MOU between PHA and WIB/WDB OR another entity providing access to employment and training services.
  - MOUs or Letters of Commitment with Other Service Providers
  - HUD-52761 including funding request and Salary comparability information
- Please follow the directions in the NOFA with regard to naming convention and file order (see p. 32)
- No more than 15 pages TOTAL for all narratives
- Narrative page limits assume 12 size font, double spaced with one inch margins (see p.16)

Program Threshold Requirements

- **Timely Submission of Applications;**

- **Narrative Statement. Applicants must submit a narrative statement. If the narrative statement is not submitted as part of the application, it will not be requested during the deficiency period. This is a non-curable deficiency. Applicants failing to submit a required narrative statement shall be deemed ineligible for funding under this NOFA. Please see section IV.B.1.**

- Applicants that do not meet the threshold requirements will not be evaluated.

(see p.11)

Threshold Requirements - General

- Resolution of Civil Rights Matters

- Outstanding Delinquent Federal Debts

- Debarments and/or Suspensions

- Pre-selection Review of Performance

- Sufficiency of Financial Management System

- False Statements

- Mandatory Disclosure Requirement Prohibition Against Lobbying Activities

- Equal Participation of Faith-Based Organizations in HUD Programs and Activities

(see p.11-12)

Rating Factors

- Applicants passing threshold review will be scored and ranked based on the total number of points allocated for each of the rating factors described below in this section. Each factor is weighted as indicated by the number of points that are assigned to it. The total maximum score that can be attained is 54 points.

- To be eligible for funding, you must meet the rating factor requirements contained in section V. of the NOFA. You must submit a narrative statement addressing relevant experience and capacity, as outlined therein. See Section IV.B.1.a of this NOFA for more information concerning formatting requirements for narrative statements.

Rating Factor 1 - Past Performance and Capacity

Maximum Points: 10

1. Previous grant experience

- Demonstrate experience with and capacity managing multi-year grants that serve public housing (PH) residents, Housing Choice Voucher (HCV) tenants, and/or other low-income residents within the past five years by completing the chart below.

- a. To receive full credit, you must provide all of the following information for each grant. Applicants will receive one point for each grant listed, up to 5 grants (up to 5 Points):

- b. Provide outcomes data from within the past five years that these programs have led to employment (or increased employment) and/or increases in earned income for at least 25% of the participants overall. (1 point for 25%, 2 points for 25.1% - 35%, 3 points for 35.1% or higher) (up to 3 points total)

Grant Name	Grant Year(s)	Source(s) of Funds	Grant Amount (indicate per year or overall)	Number of Families Served	# of participants with increased employment	% of participants with increased earned income
Total	N/A	N/A				

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2. Previous service coordination experience

A. Describe experience with providing and/or coordinating supportive services such as employment training, job placement, financial empowerment and/or other resident engagement initiatives to low-income residents (up to 2 points).

Rating Factor 2 - Need

1. Quantitative description of demographic information

2. Services needed

3. Survey results

Rating Factor 2 - Need | Maximum Points: 8

1. Provide a quantitative description of demographic information of public housing and/or HCV/PBV residents at your PHA in relation to the city and/or region. This must be in chart form as seen below. You must provide all of the listed items below to receive points (up to 4 points - 1 point for the completed PHA data, 1 point for completed City/Region data and 2 points for high unemployment rate, as described below).

•   Population. Number of households in your PH and/or HCV/PBV programs (must be at least 250 to be eligible). You are not required to provide city/region data.

•   Work-able Head of Households. Number of heads of households that are 18-64 that are not disabled. You are not required to provide city/region data.

•   Average Annual Household Income of your PH and/or HCV/PBV households vs the average annual household income of your city/region.

•   Unemployment Rate. Percentage of PH and/or HCV/PBV households that report no earned income in PIC vs the city/region unemployment rate. You will receive 2 points if the unemployment rate at your PHA is 40% or higher than the city/region unemployment rate, HUD is using this point approach to target impact in areas where unemployment rates are highest.

Rating Factor 2 - Need

Maximum Points: 8

	PHA	City/Region	Difference
# households		N/A	N/A
Work-able HoH		N/A	N/A
Avg Annual Household Income			
Unemployment rate			

2. Describe the services that you have identified as being needed by residents in order to move families towards economic self-sufficiency, and describe how these needs were determined. Examples could include: financial literacy training, high quality child care (situational and long-term), transportation, behavioral healthcare coordination, physical health, etc. (up to 2 points)

3. Describe the survey process (who was surveyed, by whom and how) and provide survey results from any recent (within the last five (5) years) assessment(s) of residents to support the need for the services identified (up to 2 points).

Rating Factor 3 – Soundness of Approach | Maximum Points: 36

1. Case Management/Coaching (up to 5 points):

a. Explain how the case management/coaching approach will ensure residents are supported throughout the program. You must include, as part of your explanation, how you will determine the frequency of meetings and communication with participants and where/how you plan to meet with residents. (3 points).

b. Case Management Software: 2 points will be provided if the applicant will use case management software to support its case management activities. You must state the name of the case management software to be used. If you address this item, your application submission will serve as certification that your agency will use case management software. Please note, the grant does not provide funding for software (2 points).

Rating Factor 3 – Soundness of Approach — Maximum Points: 36

2. PCC Membership and Service Commitment (up to 25 points)

a. Provide an MOU or letter of commitment between your PHA and a partner that will meet one or more of the needs identified in the Need Rating Factor wherein the partner commits to participate on your Program Coordinating Committee (PCC). (up to 5 points: 1 point per partner. You may list more than 5 partners, but a maximum of 5 points will be given.)

b. PLEASE NOTE: At least one of these partners must be a local Workforce Development Board (WDB) OneStop Career Center OR another entity providing access to employment and training services. You must indicate with an asterix (*) or some other indication on the chart, which of your partners is a WDB or employment and training agency. If you do not indicate at least one, it will be a curable deficiency, but you will not be allowed to add any agencies after the due date of the NOFA.

c.   Services for FSS Participants: One point will be given for each service that the MOU or letter of commitment indicates the partner will make available to your FSS participants for at least the period of the grant, for example one of your partners will offer a GED training course (up to 10 points: 1 point per service. You may list more than 10 services, but a maximum of 10 points will be given.)

d.   Commitment to FSS: One point will be given for each service that the MOU or letter of commitment indicates the partner will guarantee or set-aside for FSS participants during the period of the grant. In this subfactor, the partner is guaranteeing a spot or priority for FSS families, while in the previous subfactor, the partner is making available, but not guaranteeing, the service, for example one of your partners is offering a GED training course and reserving 10 spots for FSS participants (up to 10 points: 1 point per service committed. You may list more than 10 commitments, but a maximum of 10 points will be given.)

Rating Factor 3 – Soundness of Approach · Maximum Points: 36

You must address the "PCC Membership and Engagement" rating factor by including the chart below (one partner/service per row) as part of your narrative and attaching letters of Commitment/MOUs that corroborate the chart. Note that any partnership/service limits included in this section are solely for purposes of rating applications under this NOFA. In no way does this limit a PHA's ability to secure additional partnerships and services in support of its FSS program.

Partner	PCC Membership (yes/no)	Services Offered	Services/Slots Set Aside/Prioritized

Formatting Requirements for Letters of Commitment

- Must be on Organizational letterhead

- It must be signed by both parties

- It must be dated within 60 days of the submission of application to grants.gov

Rating Factor 3 – Soundness of Approach   Maximum Points: 36

3. PCC Engagement: Describe in detail how your agency will develop a strong, cohesive PCC membership base, and meaningful engagement with the PCC partners in order to ensure that the PCC is able to work together and support the FSS program (up 2 points).

4. Outreach and Enrollment: Describe how your agency will recruit and retain FSS participants. We are interested in both proven and innovative approaches to engaging residents for participation in their FSS program. Responses could include separate strategies for identifying and recruiting/retaining: unemployed, under-employed, disabled, youth, elderly, multi-generational households, etc. Please consider where, when and how you will recruit potential participants and how you will maintain engagement for retention of participants (up to 4 points).

Preference Points

No preference points for this NOFA

Salary Comparability Information

- For all positions requested under the this NOFA, you are required to submit the salary comparability information **as part of the application by completing Part IV** of the FSS Application form (**HUD-52651**).

- It is FRAUD to request more than you intend to pay the Program Coordinators funded under this NOFA.

Section IV.B.2.c of the FY18 FSS New Applicant NOFA for more information.

Funding Determinations

- HUD will fund applicants in ranked order starting with the highest review score until there are no enough funds to award a full salary.

- If more than one applicant shares the same score and there is not enough funding to award them both, HUD will conduct a lottery to determine the order of funding for applicants with the same score.

Statutory and Regulatory Requirements

FSS Program Termination Due to Reduced funding:

- Loss of funding for the FSS coordinator position does not relieve a renewal applicant from the contractual obligation to families already under an FSS contract.

- This means, if you get funded this year and sign Contracts of Participation with residents then, for whatever reason, you do not get funded next year, you are still LEGALLY OBLIGATED to honor those Contracts.

REGISTRATION AND APPLICATION SUBMISSION

Registration Process – SAM and DUNS

Only applicants with a valid SAM.gov registration will be able to submit an electronic application via Grants.gov.

- Before submitting an application, every applicant must have an active SAM.gov registration and an active DUNS number.

- Getting a DUNS number and completing SAM registration can take up to four weeks; therefore, applicants should start this process or check their status early.

Visit SAM.gov and http://fedgov.dnb.com/webform for more information.

Application Submission Process: Grants.gov

- Applicants must submit applications electronically via the Grants.gov website by the application deadline date.

- In extreme circumstances an applicant may receive a waiver from the requirement for electronic submission.

  - *Lack of valid SAM registration is not deemed good cause for approving a waiver request*

- See Section IV.A of the NOFA for more information on requesting waiver to electronic submission requirement.
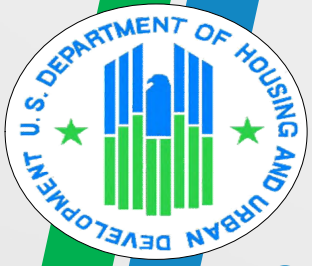
Contents of Grants.gov Application Package

- **Mandatory Forms:**

  1) SF-424 (Application for Federal Assistance);

  2) HUD-2880 (Applicant/Recipient Disclosure/Update Report)

  3) HUD-52651 (FSS Program Coordinator Funding form)

- **Optional Forms**: If you need to access an optional form, select the check-box to the left of the form name and the form will become available below. Only submit optional forms if they apply to you.

  1) SF-LLL: if not applicable to you, do not send with your application.

  2) Attachments Form: use this when attaching documents to your application – THIS IS WHERE YOU ATTACH THE NARRATIVES AND LETTERS/MOUs

FSS Program Coordinator Funding Form (HUD-52651)

FSS Program Coordinator Funding form (HUD-52651)

- **In Part IV** of the HUD 52651 form, applicants are **<u>required</u>** to **<u>submit salary comparability information</u>** as part of the application.

  - Salary comparability information shall be based on salary information for *similar positions* in the applicant's area.

  - An online resource, such as the **Career One Stop Salary Finder (sponsored by the U.S. Department of Labor)** may be used as the basis for only ONE of the salary comparables. https://www.careeronestop.org/toolkit/wages/find-salary.aspx

  - Applicants can also contact their **local Workforce Investment Board (WIB)** in completing the salary comparability information.

  - Applicants located in remote areas that are unable to find reliable salary comparability information for such areas may use comparability information from **nearby metropolitan areas.**

- See Section IV.B.2.c. of the FY2017 NOFA for more information.

Submitting the Application

- "Received by Grants.gov" means a confirmation of receipt and an application tracking number from Grants.gov.

- Then Grants.gov assigns an application tracking number and date-and time-stamps each application upon successful receipt by the Grants.gov system.

- A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

- Applications received by Grants.gov must be validated by Grants.gov to be received by HUD. "Validated by Grants.gov" means the application has been accepted and was not rejected with errors.

- You can track the status of your application by logging into Grants.gov, selecting "Applicants" from the top navigation, and selecting "Track my application" from the dropdown list.

  - If the application status is "rejected with errors," you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in "rejected with errors" status after the 24-hour grace period expires will not be received by HUD.

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Changing a Submitted Application

- You can submit as many times as you like up until the deadline. HUD will review the LAST APPLICATION VALIDATED BY GRANTS.GOV

- If you change something – RE-SUBMIT THE ENTIRE APPLICATION together.
  - We cannot put pieces of different submissions together.
  - We literally ONLY open the last one.

Deficiencies

- Once we start to review applications (AFTER the deadline), we MAY request a cure to a deficiency.

- An email ONLY will be sent to the email address in the application for the Agency Organizational Representative.

  - Be SURE this person is checking their email – be sure the email is being checked if that person goes away on vacation etc.

- Follow the instructions precisely, including where to send the information requested and the deadline.

Contacts & Resources

- **For Help with Grants.gov** please call 1-800-518-4276 or send an email to **support@grants.gov** or visit **http://www.grants.gov/web/grants/applicants.html**

- **For help with SAM.gov**, please contact the Federal Service Desk at 1-866-606-8220 or visit **www.FSD.gov**

Contacts & Resources

FSS Program Questions

Please email the HUD Headquarters FSS Team at **FSS@hud.gov**.

Other Resources:

- **Funds Available Page:**
  https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy18fss_newapplicants

- **FSS Listserv**

  https://www.hud.gov/subscribe/signup?listname=Family%20Self-Sufficiency%20(FSS)%20Program%20Listserv&list=FSS-L (or just google "HUD listserves")

- **FSS Webpage:**

  http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/fss

Q&A