

**FY 2020**

**Family Self-Sufficiency (FSS)**

**Renewal NOFA Webcast**

**Office of Public and Indian Housing**

**Funding Opportunity Number: FR-6400-N-04**

**CFDA #14.896**

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# Overview

- You may access a copy of the NOFA on:
  - [Grants.gov](https://www.grants.gov), and
  - [https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps/fy2020\\_fss](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy2020_fss)
- The application itself can only be accessed from Grants.gov.



# Overview

- **Due Date:** Application must be received and validated by Grants.gov no later than 11:59:59 p.m. Eastern time on August 20, 2020 (or any extension)
- **Applications must be RECEIVED and VALIDATED** by Grants.gov by the deadline date and time.
- **Funding Available: approximately \$80 million.**



# PLEASE NOTE - ELIGIBILITY

- ONLY Public Housing Authorities that were funded for FSS in at least one of the last three years are eligible to apply for this NOFA
  - These PHAs are listed in Appendix C of the NOFA
- PHAs that have not been previously funded for FSS are NOT eligible to apply for this NOFA – We will NOT have a NOFA for NEW applicants in FY20
- Individuals are not eligible to apply for this NOFA – Individuals living in public housing or voucher units should inquire with their PHA to see if they have an FSS program



# Eligible Applicants

**If you are not listed in Appendix C, but you believe you meet the criteria, you may request a review of eligibility from HUD:**

- Must submit a Request for Review of Eligibility via email to [fss@hud.gov](mailto:fss@hud.gov).
- The subject line should be "2020 Review of Applicant FSS Eligibility"
- The email must include:
  - PHA name,
  - PHA number and
  - A brief explanation of why you believe you are eligible
- *HUD cannot guarantee the timely review of such requests if submitted less than one week prior to the application deadline.*

**See Section III.A.2 of the NOFA**



# Overview

- Please read the entire NOFA carefully to ensure all threshold and eligibility requirements are met (otherwise you will be ineligible for funding).



# Summary of Changes

- HUD-52651 has been eliminated
- ONLY submit SF-424 and HUD-2880 (and SF-LLL, if applicable)
  - Supplementary PIC reports for MTWs and PHAs that serve PBRA residents ONLY
- THAT'S IT.
  - No Salary Comparables
  - No narratives
  - No other forms



# Summary of Changes Maximum Funding Request

- The **maximum eligible funding amount** that may be requested per applicant is indicated in Appendix C.
- This is reflective of the amount that was awarded in the last year the you were funded plus any applicable additions (going from part-time to full-time position in Category 2)



## PIC Data

- No additional documentation will be allowed except for the following applicants:
  - (1) Moving to Work (MTW) PHAs, and
  - (2) PHAs that serve PBRA families.

**See Section IV.B.1.a for more information**



# **APPLICATION SUBMISSIONS**



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FR-6400-N-04  
2020 Family Self-Sufficiency – Renewal NOFA  
Department of Housing and Urban Development

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# 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 HUD from the requirement for electronic submission.
  - (we have not granted one of these in recent memory)
  - *Lack of valid SAM registration is not deemed good cause for approving a waiver request.*
  - *Inability to log into Grants.gov is not good cause.*
- 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)

Mandatory forms are webform based and must be completed online (not printed and uploaded).

**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 (i.e. MTW and PBRA adhoc reports).

**Review the NOFA for additional information on completing these forms.**



# Application Format

- Application components are:
  - HUD-424
  - HUD-2880
  - Disclosure of Lobbying Activities (SFLLL), if applicable
- These are all webform based electronic forms included in the application package. They sign automatically upon submission.
- The ONLY attachments potentially needed are if you are required to submit a supplemental report of participants (ONLY MTW or PHAs serving PBRA residents)



PACKAGE FORMS:		<a href="#">Download Instructions</a>
Mandatory Forms (Click to Preview)	Optional Forms (Click to Preview)	
<ul style="list-style-type: none"><li>» <a href="#">Application for Federal Assistance (SF-424) [V3.0]</a></li><li>» <a href="#">HUD Applicant-Recipient Disclosure Report [V2.0]</a></li></ul>	<ul style="list-style-type: none"><li>» <a href="#">Disclosure of Lobbying Activities (SF-LLL) [V2.0]</a></li><li>» <a href="#">Attachments [V1.2]</a></li><li>» <a href="#">Grants.gov Lobbying Form [V1.1]</a></li></ul>	

Start with SF-424

HUD-288o = HUD Applicant-Recipient Disclosure Report

Use SF-LLL (if applicable) – IGNORE Grants.gov Lobbying Form

ONLY if you are an MTW PHA or a PHA that serves RAD-PBRA residents, attach a PIC report.

To do this, use the Attachments form.



## SF-424

**b. SF 424 - this is a grants.gov Webform and must be completed online, no attachments will be accepted. These questions are mandatory and applications will not be accepted unless answered completely.**

Question 2 - although eligible applicants under this NOFA are renewal applicants, you should select the "new" box on question 2, "type of application."

Question 5a. - the Federal Identifier requested in 5a. is the PHA number of each applicant PHA (e.g., MDo35 or AK002).

Question 8.a – The legal name must be the name of a PHA

Question 8 b.-c. - Each application must have unique DUNS & TIN numbers. Applications received using the same DUNS number will be treated as duplicate applications and only the latest submission will be reviewed by HUD.

Question 8.d - when entering the applicant zip code in 8.d., enter the 9 digit zip code.



## SF-424

Questions 10, 11, 12 and 13 are pre-populated. Do not add or change anything.

Question 15 – if you are applying with joint applicants, you must enter the joint applicant's PHA number and legal name in this field on the 424. For multiple joint applicant PHAs, separate each with a comma then space. A project title may be entered in this field as well, but it is not required. However, it is suggested to use the name of your PHA plus FSS.

Question 16 - if the location of your office and the location of the program/project is within the same Congressional District, you should include the same answer for both parts.

Question 17 - applicants should indicate January, 1, 2021-December 31, 2021 (however, this is an estimate and the actual dates will be determined at grant agreement).



## SF-424

Question 18 - complete 18.a. which will be the amount requested from HUD in this FY 2020 FSS application. The dollar amount entered in 18.a. must be the total requested under this NOFA and should include the dollar amount for fringe benefits, if applicable. **The Amount Requested on line 18a should be no more than the "Maximum Eligible Award for FY20" from Appendix C.**

If the 424 and the "Maximum Eligible Award for FY20" from Appendix C do not match, HUD reserves the right to request more information or to use the lower of the two.

No funding amount should be reported in 18.b. through 18.f. The total, 18.g. will populate when you complete 18.a.



## SF-424

- Question 19 - answer c. Program is not covered by E.O. 12372.
- Question 21 - The Authorized Representative listed on the SF-424 of your application should be the Executive Director of your organization, or some other designated official of your organization who is authorized to make contractual agreements on behalf of your agency. This person should review and sign the grant application before it is submitted. Any changes to the Authorized Representative will delay award processing.
- Do not add attachments to the SF\_424. Use the Attachments Form in the electronic application to submit attachments.



# Appendix C

The NOFA includes a report as Appendix C that has the following information:

- PHA Type
- PHA Name
- Last Funded with Co-Applicant / Consolidation
- Co-Applicant / Consolidated PHA
- Co-Applicant / Consolidated Program Participants
- Most Recent (FYNOFA) Funded
- Most Recent Amount Funded
- NOFA Number of Participants (CY 2019)
- Number of Renewal Positions
- Category 2 Eligible
- Maximum Eligible Category 2 Funding Increase for Applicants
- Maximum Eligible Positions for FY20
- Maximum Eligible Award for FY20



# Appendix C

Appendix C. LIST OF FSS PARTICIPATION COUNTS FROM ALL PHAS FUNDED IN FY 2017, FY 2018 and FY 2019 FOR THE FY20 FSS RENEWAL NOFA

Lead PHA Code	PHA Type (PHA, MTW, RAD-PBRA)	PHA Name	Last Funded with Co-Applicant / Consolidation?	Co-Applicant / Consolidated / Transferred PHA	Co-Applicant / Consolidated Program Participants	Most Recent (FY NOFA) Funded	Most Recent Amount Funded	NOFA Number of Participants (CY 2019)	Cap on Number of Positions*	Category 2 Eligible?	Maximum Eligible Category 2 Funding Increase for Applicants	Maximum Eligible Positions for FY20	Maximum Eligible Award for FY20
AK901	MTW	Alaska Housing Finance Corporation	Co-Applicant	AK001		FY19 Renewal	\$288,000	478	4			4	\$288,000
AL001	PHA	Housing Authority Of Birmingham District				FY19 Renewal	\$143,982	283	2			2	\$143,982
AL002	PHA	Mobile Housing Board				FY19 Renewal	\$221,097	210	4			4	\$221,097
AL006	PHA	The Housing Authority Of The City Of Montgomery, Al				FY19 Renewal	\$109,800	254	2			2	\$109,800
AL047	PHA	Huntsville Housing Authority				FY19 Renewal	\$268,129	300	4			4	\$268,129
AL050	PHA	Auburn Housing Authority				FY19 Renewal	\$60,848	40	1			1	\$60,848
AL054	PHA	Florence Housing Authority				FY18 Renewal	\$54,239	17	0.5			0.5	\$27,120
AL068	PHA	Sheffield Housing Authority				FY19 Renewal	\$51,602	32	1			1	\$51,602
AL077	PHA	Tuscaloosa Housing Authority				FY19 Renewal	\$134,908	97	2			2	\$134,908



# APPLICATION REVIEW



# Threshold Requirements

- There are 3 Threshold Requirements this year:
  - **Be an eligible PHA**
  - **Timely Submission of Applications;**
  - **Resolution of Civil Rights Matters (prior to application deadline)**
- Applicants that do not meet the threshold requirements will not be evaluated.
- If your application is late – for whatever reason – **THERE IS NOTHING WE CAN DO.**



# Other Requirements

The following General requirements apply :

- Compliance with Fair Housing and Civil Rights Laws, Which Encompass the Fair Housing Act and Related Authorities (cf. 24 CFR 5.105(a)).
  - Affirmatively Furthering Fair Housing.
  - Economic Opportunities for Low-and Very Low-income Persons (Section 3). (for PHAs serving PH residents)
  - Improving Access to Services for Persons with Limited English Proficiency (LEP).
  - Accessible Technology.
- 2. Equal Access Requirements.
- 3. Participation in HUD-Sponsored Program Evaluation.
- 4. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- 5. Drug-Free Workplace.
- 6. Safeguarding Resident/Client Files.
- 7. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.
- 8. Accessibility for Persons with Disabilities.
- 9. Violence Against Women Act.
- 10. Conducting Business in Accordance with Ethical Standards/Code of Conduct.
- 11. Environmental Requirements (FSS is categorically excluded)
- See Section III.D and III. E. of the NOFA for additional details on how these requirements are applied to this program, and for a list of program-specific requirements.



# Funding Priority Categories

- *Funding Category 1 – Renewal Funding for Eligible Applicants*
- *Funding Category 2 – Funding Increase for Eligible Applicants Increasing from a Part-time Renewal Position to a Full-time Position*



# What about the Composite Score?

- In the FY20 Congressional Appropriations, the T-HUD Committee Report included a statement that forbade HUD from using the scoring system to make funding determinations in either FY19 or FY20.
- The FY20 NOFA does not utilize the Composite Score at all.



# **FSS Statutory, Regulatory and Program Requirements**



## FSS Proposed Rule - Reminder

The Proposed Rule, implementing the statutory changes made in Section 306 of the Economic Growth, Regulatory Relief, and Consumer Protection Act, has not yet been published.

Once it is published, there will be a period for public comment, then a final rule will be issued.

None of the new provisions go into effect until the FINAL RULE is implemented.



# Eligible Activities

- Payment of salary and fringe benefits of FSS program coordinators.



# Unexpended Funds

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



# Unexpended Funds- Eligible Activities

- **Examples of eligible training expenses include, but are not limited to,** training materials, and/or cost of registration for trainings related to case management, service coordination, and economic self-sufficiency.
- **Examples of eligible administrative expenses include, but are not limited to,** mileage costs for visits to FSS families in relation to the FSS coordinator's case management/coaching functions and cost of FSS outreach materials.
  - **PHAs seeking to use funds for these purposes must seek prior approval from their local HUD Field Office before the grant period closes.**



# Unexpended Funds- Eligible Activities

- Such administrative and training **costs must be related to the FSS program and attributable to the PHA (not to the family).**



# 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, 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.**



# 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.

## Rental Assistance Demonstration:

- PHAs that are converting or have converted public housing units to PBV assistance through RAD may use funds to serve those PH FSS participants who live in units converted by RAD.
- PHAs that convert public housing units to PBRA through RAD may use NOFA funds to serve families that were FSS participants prior to the conversion, but not to offer enrollment to new FSS families.
- PBRA owners that are not PHAs may implement their own FSS programs but are not eligible to compete for funding under this NOFA.
- See RAD Notice Rev 4 - PIH 2019-23 - for more information



# PBRA Residents

- PHAs may use funds awarded under the FY2020 FSS NOFA to serve any PBRA resident **ONLY IF THEY WERE IN FSS PRIOR TO A RAD CONVERSION** in their FSS programs.
- PBRA owners that are not PHAs may implement their own FSS program **but** are not eligible to receive funding under this NOFA.

**Section III.E.7.d "Rental Assistance Demonstration" of the NOFA for more information.**



# Performing PH or HCV Functions

- **HUD approval must be obtained** from your local HUD Field Office **before FSS coordinators may perform routine PH and HCV program functions.** These functions are allowed as long as it enhances the effectiveness of the FSS program.
  - Section IV.F.3.b of the NOFA for more information.



# CONTACTS & RESOURCES



# Contacts & Resources

- **For Help with Grants.gov** please call 1-800-518-4276 or send an email to [support@grants.gov](mailto: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](http://www.FSD.gov)
- **Persons with hearing or speech impairments** may access this number via TTY by calling the Federal Relay Service at **800-877-8339**.



# Contacts & Resources

## FSS Program Questions

Please email the HUD Headquarters FSS Team at [FSS@hud.gov](mailto:FSS@hud.gov).

### Other Resources:

- **FY20 FSS NOFO Page:**

[https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps/fy2020\\_fs\\_s](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy2020_fs_s)

- **HUD FSS Listserv – if you're not on it, get on it TODAY.**

[https://www.hud.gov/subscribe/signup?listname=Family%20Self-Sufficiency%20\(FSS\)%20Program%20Listserv&list=FSS-L](https://www.hud.gov/subscribe/signup?listname=Family%20Self-Sufficiency%20(FSS)%20Program%20Listserv&list=FSS-L)

(or google HUD FSS Listserv)

### **FSS Webpage:**

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/hcv/fss](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/fss)