



**FY 2021**

**Family Self-Sufficiency (FSS)**

**Renewal NOFO Webcast**

**Office of Public and Indian Housing**

**Funding Opportunity Number: FR-6500-N-04**

**CFDA #14.896**

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# Overview

- You may access a copy of the NOFO on:
  - [Grants.gov](https://www.grants.gov), and
  - [https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps)
- 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 [30 Days After Publication] (or any extension)
- **Applications must be RECEIVED and VALIDATED** by Grants.gov by the deadline date and time.
- **Funding Available: approximately \$105 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 NOFO
  - These PHAs are listed in Appendix C of the NOFO
- PHAs that have not been previously funded for FSS are NOT eligible to apply for this NOFO – We MAY have a NOFO for NEW applicants in FY21 (but this is not it.)
- Individuals are not eligible to apply for this NOFO – Individuals living in public housing or voucher units should inquire with their PHA to see if they have an FSS program and how to apply.



# 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 "2021 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.3 of the NOFO**



# Overview

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



# Summary of Changes – Year of Grace

- **For THIS FY21 NOFO ONLY – ALL PHAs** that were funded in FY20, FY19, and/or FY18 NOFOs are eligible for funding in this FY21 NOFO, even if you didn't meet the minimum number of participants requirement because HUD is giving all renewal PHAs a grace year due to the impacts of COVID-19.



# Summary of Changes – Funding Priority Changes

- Category 1 is the first and baseline round of funding and will fund your Greatest FSS Award in the Renewal Period.
- Category 2, if applicable, will increase your part-time position above 1 full-time coordinator from a part-time position to a full-time position (from 1.5 to 2, 2.5 to 3 etc.), based on the per-Baseline Position funding rate from Category 1, unless you submit a Part-Time Loss Acknowledgement letter with this NOFO application.
- Category 3 will be to increase your funding, up to your Maximum Award or the amount of your approved Exception Request. If you request an exception, you should request the total funding request amount for all three categories. We will adjust this amount accordingly, based upon our approval of your Exception Request and availability of funds.





# Summary of Changes – Funding Priority Changes: Category 2

- Except for the first 0.5 position, we will ONLY BE FUNDING FULL-TIME POSITIONS.
- For several years, 1.5 positions was required to serve 75 participants (the regular amount for 2 positions, 2.5:175 etc.
- If, in the past, you were funded at 1.5, 2.5, 3.5 positions etc., in this NOFO you will automatically be rounded up and funded for the next full-time position (e.g. 1.5 = 2, 2.5 = 3)
- UNLESS you DON'T WANT that next full-time position. In that case, you must submit a Part-time Loss Acknowledgement Letter, acknowledging that you understand that you will be losing half a position and the commensurate salary.
- Example:
  - FY20 PHA A awarded \$125,000 for 2.5 positions serving a minimum of 125 participants
  - In FY21, PHA A will automatically be increased to \$150,000 for 3 positions, serving a minimum of 125 participants
    - UNLESS they don't want the extra 0.5 position, in which case, they must submit a Part-Time Loss Acknowledgement letter, acknowledging that their funding will be reduced to 2 positions at \$100,000 serving a minimum of 75 participants



# Summary of Changes – BLS Data

**Salary Comparability Information:** In previous NOFOs, applicants were asked to submit salary comparability information with their application. Under this NOFO, salary comparability information is NOT required.

- Salary information will be taken from the U.S. Bureau of Labor Statistics (BLS) locality pay data.
- The Baseline Funding Per Position is based on BLS data (<https://www.careeronestop.org/Toolkit/Wages/find-salary.aspx>) for...
  - The median salary for the job title “Social Worker: Other”
  - In your zip code (the zip code provided in your last application on record)
  - 40 percent allowance added for fringe
- This amount is presented in Appendix C in the column titled “Baseline Funding per Position”
- *You may request up to 10 percent above the Baseline Funding per Position without the need to submit an Exception Request*



# Summary of Changes – Fringe

- Funds awarded to PHAs under this NOFO will be used to pay the salary and fringe benefits [defined at 2 CFR 200.431(c) Compensation - fringe benefits] of full-time and part-time FSS program coordinators.
- You may include a training stipend in your calculation of “fringe benefits.”
- Awarded funds are only to be used for the salary and fringe of FSS Program Coordinators.



# Summary of Changes – Appendix C

- Appendix C is a list of all eligible PHAs funded in FY 2018, FY 2019, and/or FY 2020
- Please note: To be considered for funding an applicant must be on this list.
- Appendix C Terms
  - Baseline Positions
  - Maximum Positions
  - Baseline per Position
  - Baseline Award



# Summary of Changes – Number of Positions

**Baseline Positions.** Baseline Positions are the highest number of positions that you were eligible to be funded for during the Renewal Period. For purposes of this NOFO, we will take your highest number of positions in Appendix C for all the FSS NOFOs we published for FY20, FY19, and FY18, including new, renewal, and supplemental NOFOs.

**Maximum Positions.** Maximum Positions are Baseline Positions, with all part-time positions above one position rounded up to the next full-time position (for example, 1.5 positions will round up to 2 positions, but 0.5 positions will stay at 0.5 positions).

You will be funded for your Maximum Positions unless you request fewer by submitting:

- An Exception Request for fewer full-time positions (you can only request fewer full-time positions with an Exception Request), or
- A Part-Time Loss Acknowledgement to maintain a part-time position above one position instead of a full-time position, if eligible

Note: We only will fund full-time positions above one position (no 1.5, 2.5 etc.). This means that if you send a Part-Time Loss Acknowledgement letter, you are acknowledging that you will receive the lower full position AND that you will only be funded for that full position(s) and not the additional part-time position and that your Baseline Award will be adjusted down accordingly. We will not be funding more positions than your Maximum Positions this year.



# Summary of Changes – Funding

- **Baseline per Position.** The Baseline Per Position is your BLS salary plus a 40 percent allowance added for fringe. This amount is presented in Appendix C in the column titled “Baseline per Position.”
- The **Maximum Award** is the **Baseline per Position** *plus 10 percent*
- You may request *up to 10 percent* above the **Baseline per Position** (or, up to your **Maximum Award**) without the need to submit an **Exception Request**



# Summary of Changes – Exception Request

- If you would like to be funded **MORE than the Maximum Award**, you **MUST** submit an **Exception Request** with this application
- If your request on the SF-424 exceeds your Maximum Award (or the amount in your Exception Request, if applicable), we reserve the right to request more information or make a determination.
  - An Exception Request is a **letter signed by your PHA's Executive Director explaining the need for a higher funding amount**
  - See Section IV.B. for information on how to submit an Exception Request



# Summary of Changes – Baseline and Maximum Award

**Baseline Award.** The Baseline Award is the higher of:

1. The greatest FSS award you received during the eligibility period
2. Your Maximum Positions multiplied by your Baseline Funding Per Position

Please Note: If you send a Part-Time Loss Acknowledgement, your Baseline Award will be reduced by your part-time position lost.

- **Maximum Award.** The Maximum Award (without an Exception Request) is the Baseline Award plus 10 percent. This amount is NOT reflected in Appendix C. **YOU MUST DO THE MATH.** If your request on the SF-424 exceeds your Maximum Award (or the amount in your Exception Request, if applicable), we reserve the right to request more information or make a determination.





## PIC Data

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

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



# **APPLICATION SUBMISSIONS**



SUBSCRIBE at [grants.gov](https://www.grants.gov) for updates

A screenshot of the Grants.gov website. The top navigation bar is dark blue with the Grants.gov logo on the left and "HELP | REGISTER | LOGIN" on the right. Below the logo is the tagline "FIND. APPLY. SUCCEED.®". A search bar contains "Grant Opportunities" and "Enter Keyword..." with a red "GO" button. A horizontal menu below the search bar includes "HOME", "LEARN GRANTS", "SEARCH GRANTS", "APPLICANTS", "GRANTORS", "SYSTEM-TO-SYSTEM", "FORMS", "CONNECT", and "SUPPORT". The main content area shows a breadcrumb "GRANTS.GOV &gt; Search Grants" followed by the heading "VIEW GRANT OPPORTUNITY". Below this is a small version of the HUD logo, the grant number "FR-6500-N-04", and the title "2021 Family Self-Sufficiency – Renewal NOFO" by the "Department of Housing and Urban Development". A "Back | Link" link is on the right. At the bottom right are two red buttons: "Apply" and "Subscribe".



# 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.
- **DO NOT SUBMIT ANYWHERE OTHER THAN GRANTS.GOV**
  - **DO NOT ATTEMPT TO SUBMIT VIA GRANT SOLUTIONS. WE WILL NOT RECEIVE IT AND THERE WILL BE NOTHING WE CAN DO.**
- 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 NOFO 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 RAD-PBRA adhoc reports, Exception Request Letter, Part-Time Loss Acknowledgement Letter).

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



## PACKAGE FORMS:

[Download Instructions](#)

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

Use the Attachments form ONLY

1. IF you are an MTW PHA or a PHA that serves RAD-PBRA residents, attach an ad-hoc PIC report.
2. IF you need to submit an Exception Request Letter or a Part-Time Loss Acknowledgement Letter

**IF NEITHER OF THESE APPLY, DO NOT SEND ANY ATTACHMENTS**



## SF-424

**b. SF 424 - this is a grants.gov Webform and must be completed online. DO NOT attach anything to this form (use the attachment form). These questions are mandatory and applications will not be accepted unless answered completely.**

Question 2 - although eligible applicants under this NOFO 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., MD035 or AK002). **THIS IS IMPORTANT**

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

Question 9 – Type of Applicant – “Public and Indian Housing Authority” (even if you are a unit of local government etc., you are functioning as a PHA for the purpose of this grant.

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.

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, 2022-December 31, 2022



## 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 NOFO and should include the dollar amount for fringe benefits, if applicable. **The Amount Requested on line 18a should be no more than the "Maximum Award" for FY21 (see Definition Section) for your PHA or the amount requested in the Exception Request (salary and fringe benefits) that you are seeking.**

If the 424 and the "Baseline per Position" for FY21 (plus 10 percent) from Appendix C or your Exception Request Letter do not match, HUD reserves the right to request more information or to use the lower amount.

No funding amount should be entered 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 NOFO includes a report as Appendix C that has the following information:

PHA Code	PHA Name	MTW / RAD-PBRA?	Number of CY20 FSS Program Participants in PIC (or last submitted Ad Hoc Reports for MTW/RAD-PBRA), including Co-Applicants, as of June 13, 2021 (NOTE: Provided ONLY for reference, NOT for funding determinations from this FY21 Renewal NOFO)	Last Funded with Co-Applicant / Consolidation?	Co-Applicant / Consolidated PHA	Co-Applicant / Consolidated Program Participants	Previously Funded NOFA	Last Funded NOFO	Previous Funding	Maximum Award for FY20	FY20 Funding Amount

  

Greatest FSS Award in the Renewal Period (FY20 Renewal, FY19 Renewal, FY18 Renewal, FY18 New)	Previous Positions	Number of Positions Supported by FY20 PIC/Ad Hoc Count (or Last Funded Number of Positions if No Ad Hoc Report on File)	Number of FY20 Renewal Positions (FY18 New Grantees Renewed at 1)	Maximum Positions for FY20	Baseline Positions	Category 2 Eligible?	Maximum Positions	Local BLS Salary for Social Worker - Other (2020)	Baseline per Position (includes BLS salary with additional 40% for fringe)	Baseline Award



# APPLICATION REVIEW



# Threshold Requirements

- There are 3 Threshold Requirements (Section III.D) this year:
  - **Be an eligible PHA**
  - **Timely Submission of Application;**
  - **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 NOFO 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* – Increases from Part-time to Full-time Positions
- *Funding Category 3* – Increases in the Funding Amount





# What about the Composite Score?

- In the FY21 Congressional Appropriations, the T-HUD Committee Report included a statement that forbade HUD from using the scoring system to make funding determinations in FY21.
- The FY21 NOFO does not utilize the Composite Score at all (Section V.A.1.).



# **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 was published and comments were received.

None of the new provisions go into effect until the FINAL RULE is implemented. We expect this to be by the end of 2021, so the new provisions WILL affect participants during the Period of Performance for this NOFO.



# Eligible Activities

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



# Fringe

- Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages
- Funds awarded to PHAs under this NOFO will be used to pay the salary and fringe benefits [defined at [2 CFR 200.431\(c\)](#) Compensation - fringe benefits] of full-time and part-time FSS program coordinators
- You may include a training stipend in your calculation of “fringe benefits”



# 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.**
- *Administrative and training costs:* Since FY20, Grantees can no longer use unexpended grant funds for administrative and training costs related to the FSS Program. All unexpended funds will be recaptured.
- *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 (Section III.F.7.i.):

- 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 NOFO 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 NOFO.
- See RAD Notice Rev 4 - PIH 2019-23 - for more information



# PBRA Residents

- PHAs may use funds awarded under the FY2021 FSS NOFO 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 NOFO.

**Section III.F.7.i "Rental Assistance Demonstration" of the NOFO 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.2.b of the NOFO 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 and Resources

## FSS Program Questions

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

### Other Resources:

- **FY21 FSS NOFO Page**

[https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps/fy21\\_fss](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy21_fss)

- **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 search for 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)