Fiscal Year 2022
Family Self-Sufficiency (FSS)
NOFO Webcast
Office of Public and Indian Housing
Funding Opportunity Number: FR-6600-N-04
CFDA #14.896

Jason Amirhadji, FSS for Public Housing / Vouchers
Harris Engelmann, FSS for PBRA (Multifamily) Owners
Contacts & Key Resources

FSS Program Questions:
• PHAs – FSS@HUD.gov (PLEASE DO NOT email anyone else at HUD directly)
• PBRA (Multifamily) Owners – FSS@HUD.gov & CC: MF_FSS@HUD.gov

Key FSS Resources:
• FY2022 FSS NOFO Resources (including Webinar & FAQs) Webpage: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy2022_fss
• FSS Resources Webpage: https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/fss
Stay in the Know!

Subscribe to the FSS Mailing List for the latest FSS program updates!
What’s on tap?

1. Getting Started!
2. What’s NEW for FY 2022?
3. FSS NOFO 101
4. FSS NOFO FAQs
5. Key Takeaways!
*** IMPORTANT ***

• This is only a BRIEF overview of the NOFO!
• Please read the entire NOFO carefully to ensure you meet ALL requirements.
  • You may be ineligible for failing to follow the NOFO!
• We may NOT individually respond to questions that are answered in the NOFO.
  • Before you ask us, ask yourself: Have you read the NOFO?
Getting Started!
When is the NOFO due?

• **NEW**: Friday, October 7, 2022 @ 11:59:59 p.m. Eastern Time
  • This is an EXTENSION from the original due date of October 3, 2022.

• **Applications must be RECEIVED and VALIDATED in** [Grants.gov](http://Grants.gov) **by the deadline.**

• **Do NOT delay!**
  • Applying late by a single second could cost millions of dollars!
ALERT!!!

YOU WILL NOT BE ABLE TO ACCESS GRANTS.GOV BETWEEN:
Friday, September 23, 2022 @ 12:01 AM ET & Thursday, September 29, 2022 @ 11:59 PM ET
Where can you find the NOFO?

You can access the NOFO on HUD’s webpage:

https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy2022_fss

TIP: Search for “FSS 2022 NOFO” and it should be the first result (just make sure it’s HUD.gov)!

And at Grants.gov in the Download Instructions Package
Where can you find the NOFO?

Ensure you use the FY 2022 NOFO!
Where can you find the NOFO?

Program Office: Public and Indian Housing
Funding Opportunity Title: 2022 Family Self-Sufficiency NOFO
Funding Opportunity Number: FR-6600-N-04
Assistance Listing Number: 14.896
OMB Approval Number: 2577-0178
Due Date for Applications: 10/07/2022
Available Funds: Funding of approximately $113,000,000 is available through this NOFO. HUD expects to make approximately 800 awards from the funds available under this NOFO.
Preference Points: This program does not offer any preference points.
FONDA: Not applicable

Appendix C is a separate document this year!
Application Process: Two Steps!

1. Register on [SAM.gov](http://sam.gov)
   - NEW for 2022: Ensure you have an active Unique Entity Identifier (UEI)
     - No longer using DUNS

2. Apply on [Grants.gov](http://grants.gov)
   - Search for Funding Opportunity Number: “FR-6600-N-04” or "self-sufficiency"
How to Register for SAM.gov and a UEI

• EVERY electronic applicant MUST have an:
  1. Active [SAM.gov](#) registration
  2. Active [UEI](#) number from [SAM.gov](#)

• Completing [SAM.gov](#) registration and getting a UEI can take 10 days or more!
  • Start this process early (before September 15, 2022) and check your status often
How to Register for SAM.gov and a UEI
How to Register for SAM.gov and a UEI
Find the NOFO on Grants.gov
Find the NOFO on Grants.gov

Search for Opportunity Package

Please enter criteria and click Search:

Funding Opportunity Number: FR-6600-N-04
Opportunity Package ID: 

Search

NEED HELP?
See the How to Apply for Grants page and Workspace Overview page. These pages provide instructions on the general application process and completing an application on Grants.gov using Workspace.
How to Apply on Grants.gov
Subscribe for NOFO Updates!

FR-6600-N-04
2022 Family Self-Sufficiency NOFO
Department of Housing and Urban Development

Select Grant Opportunity Package

Please read before applying:
If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. Click for more information on Adobe Reader Compatibility.

Opportunity Package(s) Currently Available for this Funding Opportunity:

<table>
<thead>
<tr>
<th>CFDA</th>
<th>Competition ID</th>
<th>Competition Title</th>
<th>Opportunity Package ID</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.896</td>
<td>FR-6600-N-04</td>
<td>2022 Family Self-Sufficiency NOFO</td>
<td>PKG00276281</td>
<td>08/04/2022</td>
<td>10/03/2022</td>
<td>Preview</td>
</tr>
</tbody>
</table>
Do NOT apply via GrantSolutions!!

You will NOT be funded because it is NOT the official Grants.gov application system!
NO!!!
Apply Twice?
We Fund Once!

• We will ONLY process the LAST valid application
  • For PHAs, unique applications are based on the UEI
    • PHAs will NOT be funded to serve households on more than ONE application
  • For PBRA (Multifamily) Owners, this is determined by the Multifamily Contract Number
    • PBRA Owners will NOT be funded to serve the SAME property on multiple applications
• All DUPLICATE earlier applications will be ignored!
• Need to make a correction?
  • No problem! Just apply again BEFORE the deadline...
Who Signs?

• Make sure your application is signed by the appropriate party!
  • For PHAs, this is the Executive Director or Authorized Organization Representative
  • For PBRA Owners, this is the Authorized Organization Executive
  • Should be authorized to make contractual agreements for the organization

• Your signature is legally attesting that your application is accurate and true to the best of your knowledge and ability.
  • If you use a grant writer (which you are NOT required or encouraged to do), PLEASE read the NOFO before you engage one, and be SURE to review the application before it's submitted, as you are still responsible for its content!
Please Note!

**Individuals who are Denied Participation with HUD**
CANNOT be listed ANYWHERE on your Application!

Check **Individuals who are Denied Participation with HUD**
to ensure your **Authorized Organization Representative** and 
other application contacts and signatories are NOT on this list!

It is YOUR Responsibility to ensure your organization’s compliance!
Need Technical Help?

• For **SAM.gov**, contact the Federal Service Desk
  • Call: **1.866.606.8220**
  • Visit: **FSD.gov**

• For **Grants.gov**
  • Call: **1.800.518.4276**
  • Email: **support@grants.gov**

• For persons with hearing or speech impairments
  • Access these numbers via **TeleType (TTY)**
  • Call the **Federal Relay Service: 800-877-8339**

For these questions – Please do NOT Contact HUD!
What’s NEW for FY 2022?
What’s NEW for FY 2022?

1. COVID-19 Grace Year for Participant Counts Extended!
2. Expanded to PBRA Owners (in addition to PHAs)
3. Open to NEW Applicants (in addition to Renewals)
4. Two-year funding requests accepted
5. Still NO Composite Score!
Participant Counts for CY 2021: Grace Year Extended!

• HUD is giving all RENEWALS another grace year due to the impacts of COVID-19
• For THIS FY2022 NOFO ONLY – ALL RENEWAL PHAs that were funded in FY21, FY20, and/or FY19 NOFOs are still eligible for full funding
  • Baseline Positions and Funding are NOT limited by the number of FSS participants
  • This may not be extended beyond FY 2022, so do NOT count on this in the future!
  • Participant Counts and Positions Supported as of December 30, 2021, are provided in Appendix C
    • This is for REFERENCE ONLY and NOT for limiting Baseline Positions or Funding in any way THIS year!
• Not happy with your numbers? Something not look right? Disagree with what you see?
  • PHAs can ensure accuracy by keeping the PIH Information Center (PIC) up to date!
What’s New for FY 2022? Expanded Applicant Eligibility!

- **RENEWAL Applicants – PHAs ONLY!**
  - ONLY Public Housing Authorities that were funded for FSS in at least one of the last three years (FY2021, FY2020, or FY2019) are eligible to apply as renewals under this NOFO
  - These PHAs are listed in Appendix C of the NOFO
  - NOT necessary to submit a HUD-52651. See NOFO for more details!

- **NEW Applicants – PHAs and PBRA Owners!**
  - PHAs that are NOT eligible for renewal ARE eligible to apply for this NOFO
  - PBRA Owners ARE eligible to apply for this NOFO
  - Must apply as a new applicant by submitting a HUD-52651. See NOFO for more details!

- **INELIGIBLE – Individuals (see NOFO for more details)**
  - Individuals are NOT eligible to apply for this NOFO
    - Individuals in HUD-assisted housing should ask if they have an FSS program and how to apply
What’s New for FY 2022?
New Applicants!

• For the first time, this includes PBRA Owners (in addition to PHAs)!
• NEW (non-Renewal) applicants MAY be funded AFTER Renewals
  • Number of NEW awards depends on available funding
• Includes eligibility for previous PHA grantees that did NOT receive funding in FY 2019, FY 2020, or FY 2021!
• All NEW applicants are eligible for ONE coordinator
• NEW applicants may apply for TWO years of funds (FY 2022 & FY 2023), each of which may be awarded pending available funding
• The HUD-52651 is REQUIRED for NEW Applicants ONLY:

<table>
<thead>
<tr>
<th>Form Required?</th>
<th>SF-424</th>
<th>HUD-52651</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW Applicants</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Renewal Applicants</td>
<td>✔️</td>
<td>✗</td>
</tr>
</tbody>
</table>
What’s New for FY 2022?
New Applicants!

• ALL PBRA (including RAD-PBRA) Primary Applicants are processed as NEW Applicants – NO Exceptions!

• Renewal Applicants (listed in Appendix C) are NOT eligible for funding as NEW Primary Applicants
  • PHAs that ONLY serve RAD-PBRA households will NO LONGER be eligible for funding as PHA Renewal Applicants
    • The RAD-PBRA Owner MAY apply as a NEW Applicant for continued funding

• NEW applicants do NOT need to already be running a program

• NEW applicants NOT already running an FSS program do NOT need to have a HUD-approved FSS Action Plan in place
  • New grantees will need to have a HUD-approved FSS Action Plan in place after they are awarded, before March 31, 2023.
IMPORTANT: The HUD-52651 is NOT a fillable form. You MUST download it as part of the FSS NOFO Instructions Package, fill it out, and Submit it using the Attachments Form (NOT the SF-424) on Grants.gov!
How to Apply with the HUD-52651: NEW APPLICANTS ONLY

1. Are you a Public Housing Agency (PHA) or Multifamily (MF) Owner?  __PHA  __MF

2. Your PHA Name or MF Owner Name

3. Your PHA # (for example: DE079) or MF Contract #

4. Do you have Joint Applicants (PHA) or multiple Multifamily Properties (MF)?  __Y  __N

5. Please identify your Joint Applicants (PHA) or Multifamily (MF) Properties below:

<table>
<thead>
<tr>
<th>#</th>
<th>PHA/ MF Owner Name</th>
<th>PHA # / MF Property ID</th>
<th>MF Property Name</th>
<th># current FSS Participants (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<td>9</td>
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<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

For additional Joint Applicants (PHA) or Multifamily Properties (MF), please use the space in #9 below.

6. Do you have an FSS Action Plan approved by your local HUD field office?  __Yes  __No

7. How long have you run your FSS program?  ______ (years)

8. How many FSS graduations did you have in the previous calendar year?  ______

9. Use this space to enter any additional information required by the NOFO:  ____________
What’s New for FY 2022?
How to Apply with the HUD-52651!

<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PHA or PBRA Owner?</td>
<td>Select One</td>
</tr>
<tr>
<td>2</td>
<td>PHA or PBRA Owner Name?</td>
<td>Enter Your Organization’s Name</td>
</tr>
<tr>
<td>3</td>
<td>PHA or PBRA Contract Number?</td>
<td>Enter Your PHA Code / Contract Number</td>
</tr>
<tr>
<td>4</td>
<td>Joint Applicants or Multiple Properties?</td>
<td>Answer YES or NO</td>
</tr>
<tr>
<td>5</td>
<td>Identify Joint Applicants or Properties:</td>
<td>Enter Information for Each Entity</td>
</tr>
<tr>
<td>6</td>
<td>Approved FSS Action Plan?</td>
<td>Answer YES or NO</td>
</tr>
<tr>
<td>7</td>
<td>Length of Current FSS Program?</td>
<td>Enter Number of Years</td>
</tr>
<tr>
<td>8</td>
<td>Number of Graduations Last Year?</td>
<td>Enter Number of Graduations</td>
</tr>
<tr>
<td>9</td>
<td>Additional Information:</td>
<td>List at least 3 Program Coordinating Committee (PCC) Partners with Name, Email and Phone #</td>
</tr>
</tbody>
</table>

REMEMINDER: ONLY Required for NEW Applicants!
What’s New for FY 2022?
Two-Year Funding Requests!

• For the FIRST time, Renewal and New Applicants can apply for TWO years (FY 2022 & FY 2023) of funding!
  • If you are applying for FY 2022 funds and know you want FY 2023 funds, you may apply for BOTH years of funding in this NOFO
  • You may include a Second-Year Cost Adjustment (up to 5% above your FY 2022 request) for your FY 2023 request
  • You may NOT request FY 2023 funds without requesting FY 2022 funds

• We will first issue FY 2022 awards
  • Awards for FY 2023 are pending available funds and NOT guaranteed
  • If we do not have appropriations for FY 2023 at the time of award, we may issue FY 2023 awards when sufficient funds become available

• We may reopen the NOFO next year for applicants who have NOT yet requested FY 2023 funding, but this is NOT guaranteed
Two-Year Funding Requests: ONLY Request What You Need!

• Funds are NOT fungible between Program Years!
• We WILL recapture ALL funds NOT spent after EACH year!
  • Each fiscal year of funding can only be spent within the calendar year awarded
    • FY 2022 funds can ONLY be spent in CY 2023
    • FY 2023 funds can ONLY be spent in CY 2024
• Did you expend at least 60% of your last FSS award (including current awards)?
  • If NOT, you MUST submit an Unexpended Balance Explanation for your award
  • Do NOT submit this in your application – we will request this later to your Field Office
  • Appendix C will be updated with this information in the coming weeks...
Only Request What You Need!

• ONLY Request Needed Salary and Fringe for FSS-Eligible Activities
  • This is the ONLY Eligible Use of FSS Funds!
    • Funds are NOT used for Escrow or any other program-related purposes
  • This ONLY covers up to 40 hours for each fulltime position (20 hours for parttime)
  • Fringe Benefits (up to 40%) can include reasonable Training and Travel costs
    • You do NOT have to indicate if you are doing this or how much this is in your application UNLESS you are requesting MORE than your Maximum Award
  • You can ONLY request funding for your Baseline Positions
    • NEW Applicants: One Fulltime Position
    • Renewal Applicants: Number of Baseline Positions is listed in Appendix C
What’s New for FY 2022?
How to Apply for Funding on the SF-424:

18.a – FY 2022 Request

18.e – FY 2023 Request (including any Second-Year Cost Adjustment)

18.g – Total Two-Year Funding Request
What’s New for FY 2022?
How to Apply for Funding on the SF-424:

<table>
<thead>
<tr>
<th>SF-424 Field</th>
<th>ONLY One Year of Funding (FY 2022) WITHOUT FY 2023</th>
<th>Two Years of Funding (FY 2022 &amp; FY 2023)</th>
<th>What Happens Next...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>18.a</strong> (Estimated Funding – Federal)</td>
<td>Enter your <strong>FY 2022</strong> Request</td>
<td>Enter your <strong>FY 2022</strong></td>
<td>Awarded according to the <strong>FY 2022</strong> Funding Categories 1–4</td>
</tr>
<tr>
<td><strong>18.e</strong> (Estimated Funding – Other)</td>
<td>Enter <strong>NOTHING</strong></td>
<td>Enter your <strong>FY 2023</strong> Request, including any Second-Year Cost Adjustment</td>
<td>Awarded according to the <strong>FY 2023</strong> Funding Categories 1–3</td>
</tr>
<tr>
<td><strong>18.g</strong> (Estimated Funding – TOTAL)</td>
<td>Your Total Funding Request will automatically populate</td>
<td>Your Total Funding Request will automatically populate</td>
<td><strong>FY 2022</strong> Awards made after NOFO closes <strong>FY 2023</strong> Awards pending future Congressional Appropriations</td>
</tr>
</tbody>
</table>
What about FSS Performance Measures (Composite Score)?

• HUD is NOT using any FSS Composite Score to make funding determinations in FY 2022.

• The FY 2022 NOFO does NOT incorporate any FSS Composite Score AT ALL!

See Section V.A.1. of the NOFO
NOFO 101
Where can I find the Required Application Forms and Submit Attachments?

- Application for Federal Assistance (SF-424) [V4.0]
- HUD Applicant-Recipient Disclosure Report [V3.0]
- Assurances for Non-Construction Programs (SF-424B) [V1.1]
- Disclosure of Lobbying Activities (SF-LLL) [V2.0]
- Attachments [V1.2]
# One Form to Rule them All!
**How to Apply for Funding on the SF-424:**

<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type of Submission</td>
<td>Select “Application”</td>
</tr>
<tr>
<td>2</td>
<td>Type of Application</td>
<td>Select “New”</td>
</tr>
<tr>
<td>5a</td>
<td>Federal Entity Identifier</td>
<td>Enter Your PHA Code / Contract Number</td>
</tr>
<tr>
<td>8a</td>
<td>Legal Name</td>
<td>PHA / Multifamily Owner Name</td>
</tr>
<tr>
<td>8b</td>
<td>Taxpayer Identification Number (TIN)</td>
<td>Enter Your Organization’s TIN</td>
</tr>
<tr>
<td>8c</td>
<td>Unique Entity Identifier (UEI)</td>
<td>Enter Your Organization’s UEI</td>
</tr>
<tr>
<td>8d</td>
<td>Address</td>
<td>Ensure <strong>State</strong> and <strong>ZIP Code</strong> are correct!</td>
</tr>
<tr>
<td>15</td>
<td>Descriptive Title of Applicant’s Project</td>
<td>IMPORTANT: Enter Joint Applicants!</td>
</tr>
<tr>
<td>17</td>
<td>Proposed Project</td>
<td>January 1, 2023 &amp; December 31, 2023/24</td>
</tr>
</tbody>
</table>

**REMEMINDER: Required for ALL Applicants!**
What other Application Forms are Required?

<table>
<thead>
<tr>
<th>Form</th>
<th>What is it?</th>
<th>How to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 2880</td>
<td>Applicant Disclosure Report</td>
<td><a href="https://grants.gov">Grants.gov</a> Electronic Application (Mandatory Forms)</td>
</tr>
<tr>
<td>SF-LLL</td>
<td>Disclosure of Lobbying Activities (If Applicable)</td>
<td><a href="https://grants.gov">Grants.gov</a> Electronic Application (Optional Forms)</td>
</tr>
</tbody>
</table>

**TIP: Start with the SF-424!** Information you first enter in the SF-424 will automatically populate in the remaining forms.
## Submitting Attachments

<table>
<thead>
<tr>
<th>Attachment</th>
<th>When Needed?</th>
<th>How to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exception Request</td>
<td><strong>Renewals &amp; New:</strong> To request more than a Maximum Award</td>
<td>Must be <strong>Signed</strong> by PHA Executive Director or Multifamily Authorized Representative and <strong>Attached</strong> using the Attachment Form (NOT the SF-424) in <a href="https://www.grants.gov">Grants.gov</a>.</td>
</tr>
<tr>
<td>Part-Time Loss Acknowledgment</td>
<td><strong>Renewals:</strong> To keep a parttime position eligible for upgrade to a fulltime position (see Appendix C)</td>
<td>Must be <strong>Signed</strong> by PHA Executive Director and <strong>Attached</strong> using the Attachment Form (NOT the SF-424) in <a href="https://www.grants.gov">Grants.gov</a>.</td>
</tr>
</tbody>
</table>
| Ad-Hoc Report (for PHAs) / Multifamily Quarterly Report | **Renewals & New:**  
  - MTW PHAs  
  - PHAs serving RAD-PBRA  
  - Multifamily Owners | See Appendix B for required format. Must be **Attached** using the Attachment Form (NOT the SF-424) in [Grants.gov](https://www.grants.gov). |
Get Your Dose of Appendix C!

<table>
<thead>
<tr>
<th>PHA Code</th>
<th>PHA Name</th>
<th>MTW / RAD-PBRA?</th>
<th>Number of CY21 FSS Program Participants in PIC (or last submitted Ad Hoc Reports for MTW/RAD-PBRA), including Co-Applicants, as of December 31, 2021 - REFERENCE ONLY DUE TO GRACE YEAR</th>
<th>Last Funded with Co-Applicant / Consolidation?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Co-Applicant / Consolidated PHA</td>
<td>Co-Applicant / Consolidated Program Participants</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Number of Positions Supported by CY21 PIC/Ad Hoc Count (or Last Funded Number of Positions if No Ad Hoc Report on File) - REFERENCE ONLY DUE TO GRACE YEAR</td>
<td>Last Number of Positions in the Renewal Period (FY20, FY19, FY18)</td>
</tr>
</tbody>
</table>

NOTE: Column Headers above are in Appendix C
## Get Your Dose of Appendix C!

<table>
<thead>
<tr>
<th>Value</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA Code</td>
<td>Primary PHA Information listed</td>
</tr>
<tr>
<td>PHA Name</td>
<td>Primary PHA Information listed</td>
</tr>
<tr>
<td>MTW / RAD-PBRA</td>
<td>Ad Hoc Report Required unless blank</td>
</tr>
<tr>
<td>Number of FSS Program Participants</td>
<td>From PIC as of December 31, 2021</td>
</tr>
<tr>
<td>Co-Applicant / Consolidation</td>
<td>Based on Last Application / PIC</td>
</tr>
<tr>
<td>Co-Applicant / Consolidated PHA(s)</td>
<td>Secondary PHA Information listed</td>
</tr>
<tr>
<td>Co-Applicant / Consolidated Participants</td>
<td>Secondary PHA Information listed</td>
</tr>
<tr>
<td>Last Funded NOFO</td>
<td>Fiscal Year (2021, 2020, or 2019)</td>
</tr>
<tr>
<td>Last FSS Award</td>
<td>Amount from Last Funded NOFO</td>
</tr>
<tr>
<td>Number of Positions from Participants</td>
<td>REFERENCE ONLY: NOT for funding</td>
</tr>
<tr>
<td>Last Number of Positions Funded</td>
<td>Number from Last Funded NOFO</td>
</tr>
<tr>
<td>Category 2 Eligible?</td>
<td>Upgrade from Parttime to Fulltime</td>
</tr>
<tr>
<td>Baseline Positions</td>
<td>Last Funded + Category 2 (if eligible)</td>
</tr>
<tr>
<td>Local BLS Salary for Social Worker</td>
<td>Salary Comparison based on ZIP Code</td>
</tr>
<tr>
<td>Baseline per Position</td>
<td>Local BLS Salary + 40% for Fringe</td>
</tr>
<tr>
<td>Baseline Annual Award</td>
<td>Higher of Last Award &amp; Baseline # x $</td>
</tr>
</tbody>
</table>
Are you missing? Let us know!

If you are a PHA (NOT a PBRA Owner) NOT listed in Appendix C, but you believe you meet the criteria, or you think your entry in Appendix C is incorrect, you may request a review of eligibility from HUD:

- Must submit a **Request for Review of Eligibility** via email: FSS@HUD.gov
- The subject line should be “2022 Review of Applicant FSS Eligibility”
- The email must include:
  - PHA name
  - PHA number
  - A brief explanation of why you believe you are eligible

- HUD cannot guarantee timely review of such requests submitted after September 30, 2022 (one week prior to the application deadline).

See Section III.A.3 of the NOFO
What’s Next?

• We will Review all Applications AFTER the Deadline
  • ONLY eligible applications will be put forward for funding
    • INELIGIBLE: Troubled PBRA Properties (Risk Ranking 1–3) – NO Exceptions!
  • Applicants MUST pass all Threshold Reviews
    • Civil Rights Matters MUST be Resolved by the Application Deadline (October 7, 2022)
• Any Curable Deficiencies will be issued soon thereafter
  • Will be sent electronically to the Authorized Organization Representative
  • It is YOUR Responsibility: Be on the lookout during October and November 2022
  • You MUST respond by the stated deadline or you may be ineligible!
How Awards are Made...

• We will Process all Eligible Applications through the Categories described in the NOFO
  • If insufficient funds are available for **Renewal Applicants**, we will prorate awards by position
  • If insufficient funds are available for **New Applicants**, we will run a lottery to determine the order of awards

  See Section V.B.3. for more details
Final Steps!

• If funded, your **Authorized Organization Representative** will be notified electronically (ideally before the end of the year, if possible)

• You will need to accept your award in **GrantSolutions**

• You will need to sign the Grant Agreement
Application FAQs
What if I want to Apply with a Joint Applicant?

• **ONLY the Primary Applicant should Apply!**
  • Renewals MAY change the Primary Applicant and Joint Applicants
  • You will ONLY get credit for FSS Participants for listed Joint Applicants
  • You MAY add Joint Applicants, but you will NOT be eligible for MORE positions
  • PBRA Owners will NOT be funded to serve the SAME property on multiple applications

**Renewal Applicants & NEW PHAs: SF-424**

  • **Question 15:** MUST enter joint applicant(s)
    • PHA number(s)
    • Legal Name(s)
    • For example: “DE001 PHA ABC, DE002 PHA LMN, DE003 PHA XYZ”

**ALL NEW Applicants: HUD-52651**

  • **Item 4:** MUST enter Joint PHA(s) / PBRA Properties
Who can PHAs apply with as a Joint Applicant?

<table>
<thead>
<tr>
<th>Primary Applicant</th>
<th>Housing Type of Residents to be Served</th>
<th>Can Apply As Joint Applicant?</th>
<th>Options for serving these additional Residents through the FSS NOFO</th>
<th>Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA</td>
<td>Public Housing / Housing Choice Vouchers</td>
<td>YES</td>
<td>Joint Application with PHA Co-Applicant(s)</td>
<td>All co-applicants MUST have a HUD-approved FSS Action Plan</td>
</tr>
<tr>
<td>PHA</td>
<td>RAD-PBRA</td>
<td>NO</td>
<td>Through Primary Application AND a signed Cooperative Agreement with the RAD-PBRA Owner</td>
<td>All co-applicants MUST have a HUD-approved FSS Action Plan</td>
</tr>
<tr>
<td>PHA</td>
<td>PBRA</td>
<td>NO</td>
<td>Through Primary Application AND a signed Cooperative Agreement with the PBRA Owner</td>
<td>All co-applicants MUST have a HUD-approved FSS Action Plan</td>
</tr>
</tbody>
</table>
## RAD-PBRA Considerations

<table>
<thead>
<tr>
<th>Scenario</th>
<th>NOFO Text</th>
<th>Considerations</th>
</tr>
</thead>
</table>
| I am a Renewal PHA Applicant listed in Appendix C. Must I serve my post-RAD PBRA properties through my renewal application or can the PBRA Owner of those properties apply to serve them separately as a NEW Applicant? | **Pg. 7:** PBRA Participants. Funds awarded under this NOFO may be used to serve residents of Project-Based Rental Assistance (multifamily) regardless of whether they were RAD-affected. (See also 24 CFR 984.106(b)(3)&(4))  
**Pg. 15:** Eligible Families. Funding awarded through this NOFO may be used to serve PH residents and HCV/PBV participants as well as PBRA residents (RAD-affected or not). (See also 24 CFR 984.106(b)(3)&(4))  
**Page 24:** PHAs that have repositioned all of their Public Housing stock in which FSS participants resided and do not serve HCV FSS participants are not eligible to apply for funding under this NOFO as renewal applicants, as, when their current funding ends, they will no longer meet the definition of “currently administering an FSS program.”  
**Page 31:** The PBRA owner that takes over the RAD-affected PBRA FSS participants may be eligible to apply as a New applicant under this NOFO. | **Page 35:** [Separate applicants] “must include a participant's name only once. If you are a PHA serving RAD-PBRA and you are affiliated with a Multifamily Housing owner, or if you are a Multifamily Housing owner affiliated with a PHA that serves RAD-PBRA families, you may NOT include the same participant on your ad-hoc…” See pg. 35.  
The PHA would need cooperative agreements with PBRA Owners if serving PBRA (both RAD and non-RAD) (24 CFR 984.106) |
Who can PBRA Owners apply with as a Joint Applicant?

<table>
<thead>
<tr>
<th>Primary Applicant</th>
<th>Housing Type of Residents to be Served</th>
<th>Can Apply As Joint Applicant?</th>
<th>Options for serving these additional Residents through the FSS NOFO</th>
<th>Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBRA Owner</td>
<td>PBRA or RAD-PBRA</td>
<td>YES</td>
<td>Through Primary Application OR Joint Application with a PBRA Co-Applicant</td>
<td>All included PBRA Owners MUST have signed Cooperative Agreements</td>
</tr>
<tr>
<td>RAD-PBRA Owner</td>
<td>PBRA or RAD-PBRA</td>
<td>YES</td>
<td>Through Primary Application OR Joint Application with a PBRA Co-Applicant</td>
<td>All included PBRA Owners MUST have signed Cooperative Agreements</td>
</tr>
<tr>
<td>PBRA Owner</td>
<td>Public Housing (PH) / Housing Choice Vouchers (HCV)</td>
<td>NO</td>
<td>Through a signed Cooperative Agreement with the PHA Owner</td>
<td>PHAs that serve PH/HCV residents through a PBRA Cooperative Agreement will NOT be separately funded as a Renewal or NEW Applicant</td>
</tr>
</tbody>
</table>
## PBRA Application Considerations

<table>
<thead>
<tr>
<th>Scenario</th>
<th>NOFO Text</th>
<th>Considerations</th>
</tr>
</thead>
</table>
| I have multiple PBRA properties nearby – can I submit one NEW Application for all of these properties or do I have to submit a separate Application for each? | Pg. 29-30: "PBRA owners may join together with other nearby PBRA owners, to apply jointly for funding, **but the maximum number of coordinators that New Applicants may be awarded under this NOFO, including new joint applicants, is one.** Each entity that is part of a joint application must have, or develop, an approved FSS Action Plan." | • Each NEW Application will ONLY be funded for ONE position.  
• Owners SHOULD submit a Joint Application for properties that will be served by the same coordinator  
• Owners SHOULD submit separate Applications for properties that will be served by different coordinators  
• Consider coordination of PCCs and the geographic availability of services for a Joint Application  
• Each application must have a unique PBRA contract number |
What if I want more than my Baseline Positions?

• You will ONLY be funded up to your Baseline Positions
  • ALL NEW Applicants are ONLY eligible for a single full-time position!
  • Renewal Applicants:
    • There are NO expansion positions being offered this year
    • If you think your Baseline Positions in Appendix C is wrong, you MUST contact us (via email: FSS@HUD.gov) to correct this BEFORE applying!

• ALL eligible part-time positions in Appendix C will be upgraded to a fulltime position if supported by their Number of Participants
  • If you are Category 2 Eligible and do NOT want a fulltime position, you MUST submit a Part-Time Loss Acknowledgment
How is my Baseline Funding per Position calculated?

- **Baseline Funding per Position** is based on the U.S. Bureau of Labor Statistics (BLS) locality pay data (https://www.careeronestop.org/Toolkit/Wages/find-salary.aspx) for:
  - The MEDIAN salary in your application ZIP CODE for the job title “Social Worker: Other”
  - Adding a 40% allowance for fringe benefits (including training and travel)

- **Baseline Funding = Baseline Funding per Position X Baseline Positions**

- **Renewal Applicants**
  - **Baseline Funding Per Position** is compared against Last Award in the Renewal Period
  - The higher amount is listed in Appendix C in the column “Baseline Funding per Position”

- **NEW Applicants**
  - You MUST calculate your **Baseline Funding per Position** using BLS DATA + 40%
  - Since **Baseline Positions = 1**, **Baseline Funding per Position = Baseline Funding**

- **Salary Comparability Information**
  - Independent Salary Comparability Information is NO LONGER required!
What if I need more than my Baseline Award?

- You may request up to your Maximum Award (Baseline Award + 10%)
  - You MUST do the math yourself to calculate your Maximum Award
- You may request MORE than your Maximum Award with an Approved Exception Request
  - You MUST submit an Exception Request for MORE than a Maximum Award
  - We will ONLY higher fund applicants with APPROVED Exception Requests
- If you apply for TWO years, you may add a Second-Year Cost Adjustment in your Second Year
  - This is an additional 5% of your Baseline Annual Award added to your Second-Year Request

<table>
<thead>
<tr>
<th>First-Year Amount Needed</th>
<th>Second-Year Amount Needed</th>
<th>Exception Request?</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP TO Baseline Annual Award</td>
<td>UP TO Baseline Annual Award + Second-Year Cost Adjustment (5%)</td>
<td>NOT NEEDED</td>
</tr>
<tr>
<td>UP TO Maximum Annual Award</td>
<td>UP TO Maximum Annual Award + Second-Year Cost Adjustment (5%)</td>
<td>NOT NEEDED</td>
</tr>
<tr>
<td>MORE THAN Maximum Annual Award</td>
<td>MORE THAN Maximum Annual Award + Second-Year Cost Adjustment (5%)</td>
<td>NEEDED</td>
</tr>
</tbody>
</table>
Key Takeaways

✓ Please read the entire NOFO carefully to ensure you meet ALL requirements.

✓ Grants.gov is the ONLY way to apply.

✓ NOFO is due Friday, October 7, 2022 @ 11:59:59 p.m. ET.

✓ Double check ALL of your data on the SF-424 including your funding request.

✓ PBRA and NEW PHA Applicants welcome!

✓ Remember, this is a 2-year NOFO.
Get with the FSS Final Rule!

• Ensure that you are up-to-date with the **FSS Final Rule**
  • The **FSS Final Rule** was published on **May 16, 2022**, effective **June 16, 2022**
  • ALL families enrolled under the FY 2022 NOFO must be under **NEW Contracts of Participation** that fully incorporate, align, and comply with the **FSS Final Rule**
  • ALL grantees must ensure they have completed the updated **FSS Online Training** as a condition of their awards (NOT necessary just to apply) to access their funding
    • The **FSS Online Training** will be updated in **October 2022**!
  • Check out and familiarize yourself with the **FSS Guidebook** and **FSS Resources**
FSS Action Plan Updates!

• Have you updated your FSS Action Plan?
  • Must be submitted by Friday, September 30, 2022
  • Applicants currently running a FSS program?
    • MUST have their updated FSS Action Plans approved before accessing NOFO funds!
  • NEW applicant NOT currently running an FSS program?
    • Will have until March 31 of their first year of funding to submit an FSS Action Plan.
Stay Tuned for NOFO FAQs & Good Luck!