



**U.S. Department of Housing and Urban Development**

Public and Indian Housing

2020 Family Self-Sufficiency – Renewal NOFA Supplemental

FR-6400-N-04

01/22/2021

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**Program Office:**

Public and Indian Housing

**Funding Opportunity Title:**

2020 Family Self-Sufficiency – Renewal NOFA Supplemental

**Funding Opportunity Number:**

FR-6400-N-04

**Primary CFDA Number:**

14.896

**Due Date for Applications:**

01/22/2021

**Overview**

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Availability (NOFA) to invite applications from eligible applicants for the program and purpose described within this NOFA. Prospective applicants should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

During the selection process HUD is prohibited from disclosing 1) information regarding any applicant’s relative standing, 2) the amount of assistance requested by an applicant, and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

For Further Information Regarding this NOFA: Please direct questions regarding the specific requirements of this Notice of Funding Availability (NOFA) to the office contact identified in Section VII.

**OMB Approval Number(s):**

2577-0178

**I. FUNDING OPPORTUNITY DESCRIPTION.**

**A. Program Description.**

**1. Purpose**

**a. Overview: This is a supplemental FY 2020 Family Self-Sufficiency (FSS) program NOFA. The purpose of this supplemental NOFA is to allow eligible applicants who were not awarded FY 2020 funds under the original FY 2020 NOFA the opportunity to compete for FY 2020 FSS funds.** The Family Self-Sufficiency (FSS) program supports the Department’s strategic goal of increasing economic opportunity for HUD-assisted families. FSS provides grants to Public Housing Authorities (PHAs) to support the salaries and training needs of FSS Program Coordinators who assist participating families receiving housing assistance through the Housing Choice Voucher (HCV/PBV) and Public Housing (PH) programs. FSS Program Coordinators develop local strategies to connect participating families to public and private resources to increase their earned income and financial empowerment, reduce or eliminate the need for welfare assistance, and make progress toward economic independence

and self-sufficiency. In the context of the Self Sufficiency account, “self-sufficiency” is defined as a household’s ability to maintain financial, housing, and personal/family stability. To achieve self-sufficiency, individuals in a household move along a continuum towards economic independence and stability; such movement is facilitated by the achievement of educational, professional, and health/mental health and financial empowerment-related goals. For the FSS program, self-sufficiency is further defined as a work-able -family’s ability to maintain itself free from income-based public safety net programs such as TANF, SNAP, Medicaid and housing assistance.

PHAs execute a five-year Contract of Participation with each individual participating family that incorporates the responsibilities of each party, as well as a training and services plan to help the family become more self-sufficient. PHAs are not permitted to limit FSS participation to those families most likely to succeed.

On May 24 2018, The Economic Growth, Regulatory Relief, and Consumer Protection Act became Public Law No: 115-174. Section 306 of the Act amended the United States Housing Act of 1937 to revise the FSS program. The Act specifically changes program requirements related to program eligibility, escrow deposits, and supportive services; allows the Secretary to establish a funding formula; and extends eligibility by allowing private owners of project-based rental assistance (PBRA) properties to voluntarily make an FSS program available to their tenants.

The changes to the FSS program are not in effect until HUD issues implementing regulations. As of the date of the publication of this NOFA, the final rule has not been issued, so this NOFA does not reflect any changes from P.L. 115-174.

#### **b. Responsibilities of FSS Program Coordinators.**

An FSS Program Coordinator must:

- Build partnerships with employers and service providers in the community and work with the Program Coordinating Committee (PCC) and with such local service providers to ensure that FSS program participants are linked to the supportive services they need to achieve self-sufficiency, including services for participants with limited English proficiency. Further, grantees should provide reasonable steps to ensure meaningful access to persons with limited English proficiency in addition to providing all materials, notices, and communications in a manner that is effective for persons with hearing, visual and other communication-related disabilities. See Section I.A.4 of this NOFA ("Definitions") for the definition of PCC. For more information on Partnerships and Collaborations, see [Notice PIH 2011-51](#), and for more information on partnerships between PHAs and Department of Labor Workforce Development Boards/One Stops, see "From the Ground Up: Creating Partnerships between Public Housing Authorities and Workforce Investment Boards" at [https://www.hud.gov/sites/documents/14\\_DOL\\_PUBLICATION.PDF](https://www.hud.gov/sites/documents/14_DOL_PUBLICATION.PDF).
- Ensure that an Individual Training and Services Plan (ITSP) is prepared for the head of the FSS family and each adult member of the FSS family who elects to participate in the FSS program. See Section I.A.4 eligible families.
- Ensure that the services included in the participants' Contracts of Participation are provided on a regular, ongoing and satisfactory basis; participants are fulfilling their

responsibilities under the Contracts; and FSS escrow accounts are established and properly maintained for eligible families.

- FSS coordinators may also perform job development functions (e.g., outreach to potential employers) for the FSS program.
- Monitor the progress of participants.

FSS Coordinators are encouraged to ensure that participants have greater access to financial education/literacy/empowerment/coaching programs that will help them acquire the knowledge and skills to make informed and effective decisions that ultimately help them reach their goals and achieve self-sufficiency and financial stability. This includes partnering with organizations that conduct financial education workshops that cover topics such as credit, debt, savings, budgeting, asset building and banking services; and/or organizations that can provide financial coaching.

For information on financial empowerment tools and resources available to help HUD-assisted families enhance their financial empowerment and asset building skills, please see [Notice PIH 2014-26 \(HA\)](#).

The FSS Guidebook and Online training is a resource that FSS Coordinators, PCCs, PHA board members and commissioners, executive directors, senior housing staff, and other staff who may work with the FSS program can use to better serve FSS participants and run an effective FSS program. The guidebook and online training provide in-depth information about all aspects of the FSS program, drawing on evidence about "what works" and the experience of practitioners. All FSS applicants must have a representative from their agency complete the FSS training. See Section III.A.2 for more information.

**c. Staffing Guidelines.** 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. While this NOFA requires at least 25 FSS participants to qualify for one full-time FSS Coordinator position (see Section III.F.3. of this NOFA "Eligibility Requirement: Number of FSS families served" for more information), grantees are encouraged to serve at least 50 FSS participants per full-time coordinator position.

**d. Outreach.** Grantees are encouraged to reach out to eligible families with disabilities and to persons with limited English proficiency who might be interested in participating in the FSS program, and to include agencies that work with and provide services to families with disabilities and agencies that work with and provide services to persons with limited English proficiency (LEP) on their FSS Program Coordinating Committee (PCC).

Further, grantees must take reasonable steps to ensure meaningful access to their programs and activities to LEP individuals. As an aid to recipients, HUD published Final Guidance to Federal Financial Assistance Recipients: Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (LEP Guidance) in the Federal Register on January 22, 2007 (72 FR 2732). LEP guidance and LEP information is available here: [Federal Register](#).

All materials, notices, and communications used shall be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities, consistent with

Section 504 of the Rehabilitation Act of 1973 and HUD's Section 504 regulations (see 24 CFR 8.6.) All methods that include public meetings must be held in facilities that are physically accessible to persons with disabilities. Where accessibility for persons with disabilities is not possible, you must give priority to alternative methods of delivery that offer qualified individuals with disabilities the most integrated setting appropriate in accordance with 24 CFR part 8. Additionally, grantees are encouraged to reach out to formerly homeless persons, veterans, and formerly incarcerated persons.

**e. Coordination between Programs with Services or Service Coordination.** Grantees that are located in a jurisdiction that receives multiple sources of funding (from the programs listed below) to serve the same population or geographic area, should coordinate among those programs, where appropriate, so as to leverage shared resources, avoid duplication of services, and improve access and service delivery to participating families: ROSS Service Coordinators (ROSS-SC), Jobs Plus, HOPE VI Revitalization, Choice Neighborhoods, Elderly/Disabled Service Coordinators, HUD-VASH, Family Unification Program (FUP) vouchers, Multi-Family Service Coordinators, Housing Opportunities for Persons With AIDS (HOPWA), Continuum of Care programs and/or other special use housing assistance with services or service coordination. One example of coordination is a PHA that administers both FSS and ROSS-SC programs using a single Program Coordinating Committee. Coordination between programs should be conducted by and between program coordinators or other program management staff. In general, residents that are part of FSS should not also be served by ROSS-SC and should be very carefully managed between FSS and Jobs Plus. Jobs Plus programs should consult their Grant Managers for more information.

## **2. Changes from Previous NOFA.**

**Please note that this section highlights only the major changes from the previous FSS (FY 2019) NOFA. Applicants should read this entire NOFA carefully to ensure that all threshold and eligibility requirements are met (otherwise the applicant will be ineligible for funding), and that the program requirements listed in this NOFA are followed.**

- **Eligibility:** This NOFA has updated eligible applicants because this is a supplemental FY 2020 NOFA. Refer to Appendix C to determine eligibility.
- **Funding Priority Categories:** In the previous NOFA HUD offered three funding priority categories, including Category 3, for increases in funding amounts. In this NOFA, there will be only two funding categories, which are Category 1: Renewal Funding for Eligible Applicants and Category 2: Increases from Part-time to Full-Time Renewal Positions. Category 2-eligible applicants may be funded at no more than the their last funded amount plus the equivalent of one-half of a full-time position, based on their last funded amount divided by their last number of funded positions. See Appendix C and Section V.B.3.
- **Salary Comparability Information:** In previous NOFAs, HUD asked applicants to submit salary comparability information with their application. Under this NOFA, salary comparability information is NOT accepted.
- **Uses of Unexpended Funds.** Funds awarded under recent NOFAs that were projected to remain unexpended by the end of the grant period for good cause (such as FSS coordinator turnover or prolonged absence) were able to be used for eligible administrative and training costs related to the FSS program, subject to prior HUD

approval and a cap of 10% of the total award amount. This is no longer the case. Any unexpended funds will be recaptured and used to make future grants.

- **Target Period:** The target period for this NOFA is from January 1, 2019 to December 31, 2019.
- **The removal of the HUD form 52651 under this NOFA.** This NOFA will not require the HUD-52651, as has been the case in prior FSS Renewal NOFAs. Instead, the relevant fields where HUD needs information from applicants have been indicated in the instructions in Section (V.B.2.b.) and are to be completed on the HUD-SF424. For the funding requests from an application, your request must be based on the maximum funding amount listed in Appendix C and Joint Applicant PHAs must complete question 15 on the SF 424 per instructions in the NOFA.
- **Each applicant must apply with a unique TIN and DUNS number.** No more than one application will be accepted from any one TIN or DUNS number. HUD will treat multiple applications from one DUNS as duplicates and only review the last application received by the applicant.

### **3. Definitions.**

#### **a. Standard Definitions**

**Affirmatively Furthering Fair Housing (AFFH).** The obligation to affirmatively further the purposes and policies of the Fair Housing Act.

**Assistance Listings (formerly CFDA)** is a directory of the various Federal listings, projects, services and activities offering financial and non-financial assistance and benefits to the American public. An Assistance Listing (CFDA) Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

**Authorized Organization Representative (AOR)** is the person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-424.

**Award**, as used in this NOFA means a federal grant OR cooperative agreement as specified in Section II.E (Type of Funding Instrument).

**Consolidated Plan** is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR part 91 for more information about the Consolidated Plan and related Action Plan).

**Contract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR 200.22.)



**Contractor** means an entity receiving a contract.

**Deficiency** is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- Curable Deficiency – Applicants may correct a curable deficiency with timely action.

To be curable the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
- not influence how an applicant is ranked or scored versus other applicants; and
- be remedied within the time frame specified in the notice of deficiency.
- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

*Non-curable deficiencies* are deficiencies that, if corrected, would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

**DUNS Number** is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal.

**Eligibility requirements** are mandatory requirements for an application to be eligible for funding.

**Grants.gov** is the website serving as the Federal government's central portal for searching and applying for federal financial assistance throughout the Federal government. Registration on Grants.gov is required for submission of applications to prospective agencies unless otherwise specified in this NOFA.

**Non-Federal Entity** is a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or sub recipient. If eligible applicants under the NOFA include for profit entities, this definition of non-federal entity includes for profit entities.

**Opportunity Zone (OZs)** are defined in 26 U.S.C. 1400Z-1. In general, OZs are census tracts located in low-income communities where new investments, under certain conditions, may be eligible for preferential tax treatment.

**Point of Contact (POC)** is the person who may be contacted with questions about the application submitted by the AOR. The POC is listed in item 8F on the SF-424.

**Promise Zones (PZs)** are high poverty communities where the federal government partners with local leaders to increase economic activity, improve educational opportunities, leverage private investment, reduce violent crime, enhance public health and address other priorities identified by the community.

**Recipient** means a non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

**Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. The legal agreement must contain the subrecipient's assurance of compliance with program requirements, including but not limited to nondiscrimination and equal opportunity requirements.

**Subrecipient** is a non-Federal entity receiving a subaward from a pass-through entity to carry out part of a HUD program; but does not include an individual beneficiary of such program. A subrecipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).

**System for Award Management (SAM)**, is a U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with SAM is required for submission of applications via Grants.gov. You can access the website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

**Threshold Requirements** are an eligibility requirement that must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility and are listed in Section III.D Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E, Statutory and Regulatory Requirements Affecting Eligibility.

**Unique Entity Identifier** is a number used to identify a specific commercial, nonprofit, or government entity. SAM states that currently Dun & Bradstreet (D&B) is the designated entity to establish and maintain the DUNS Number as the unique entity identifier required for registration in SAM and further used throughout federal procurement, financial assistance, and financial management systems. Beginning December 2020, the DUNS number will no longer be the official identifier for entities doing business with the government.

#### **4. Program Definitions**

**Action Plans** are required by FSS program regulations to be developed by PHAs and approved by HUD. An Action Plan describes the policies and procedures of the PHA for operation of a local FSS program. For a full description of the information that the Action Plan must contain, please see 24 CFR 984.201.

**Amount Last Funded** is the most recent funding amount (i.e., FY 2019, FY 2018, or FY 2017) awarded to an applicant seeking FSS renewal funding. See Appendix C of this NOFA for this information for each eligible applicant.

**Amount Requested** is the requested funding amount for the FY 2020 renewal positions previously funded under the FY 2019, FY 2018, and/or FY 2017 FSS NOFAs, as described in Section IV.B.2.c of this NOFA. **The Amount Requested may be no more than the**

## **“Maximum Eligible Award for FY20” from Appendix C.**

**Cap on Number of Positions** is the maximum number of FSS program coordinator positions that a PHA is eligible to receive under this NOFA. The cap is determined by the most recent number of FSS program coordinator positions funded (i.e., FY 2019, FY 2018, and/or FY 2017 FSS program coordinator positions) for applicants seeking renewal funding. See Sections IV.F.1 of this NOFA "Cap on Number of Positions" and V.B.3 “Funding Priority Categories” for more information.

**Participant to Coordinator Ratio** is the ratio of the total number of active FSS participants in your FSS program during the target period, relative to the number of coordinator positions last funded by HUD as represented in the "Cap on Number of Positions" column in the Public Housing Information Center (PIC) report (Appendix C). In other words, it is the ratio of Participants to Coordinators.

**Contract Administrator** is an overall grant administrator or a financial management agent (or both) that oversees the implementation of the grant and/or the financial aspects of the grant. See Section III.F.2 of this NOFA "Troubled PHAs" for more information.

**Contract of Participation:** See 24 CFR 984.103 for the definition and 24 CFR 984.303 for further information including the Contract term. In an effort to ease barriers to participation for new families enrolling in the FSS Program in 2021, the income and rent amounts to be used in the "Program Contract of Participation" shall be taken from the amounts on the last certification, reexamination or interim determination before the family's initial participation in the FSS program. Note that in the FY2019 NOFA, HUD removed the requirement to do a new rental re-exam if more than 120 days have elapsed between the last re-exam and the effective date of the Contract of Participation. This requirement is found in the instructions for the FSS Contract of Participation, form HUD-52650. The grant agreement pursuant to this NOFA will continue to remove this requirement and instruct that PHAs use the information on the last certification, reexamination or interim determination before the family's initial participation in the FSS program.

**Eligible Families** Funding awarded through this NOFA may be used to serve PH residents and HCV/PBV participants. The funds may be used to continue serving residents of former PH projects that converted to PBRA through the Rental Assistance Demonstration (RAD) program, provided the residents were enrolled in the FSS program prior to RAD conversion. PBRA residents not enrolled in FSS prior to a RAD conversion or PBRA residents that were not formerly PH residents are not eligible to be served by an FSS coordinator funded under this NOFA. See Section III.F.7.d "Rental Assistance Demonstration" for more information).

**FSS Escrow Account** is a savings account for FSS participants. As a participating family's earned income increases, its (income-based) tenant rent payment also increases. However, under FSS, the amount of the family's rent increase (the difference between the baseline rent, set when the family signs the Contract of Participation, and the new rent, calculated as the family's income increases) is deposited into the participant's escrow account. The participating family can access the funds in its escrow account upon graduation from the FSS program, or as an

interim disbursement, pursuant to policies defined in each PHA's FSS Action Plan. The escrow funds may be used for any purpose, as determined by the graduate family. See 24 CFR 984.103 for the definition and 24 CFR 984.305 for further information.

**FSS Program Coordinator** is the person responsible for linking FSS program participants to supportive services. See Section I.A.1.b "Responsibilities of FSS Program Coordinators" of this NOFA for more information.

**Job-sharing** means that two or more employees are retained on a part-time or reduced-time basis to perform a job normally fulfilled by one FSS coordinator working full-time. See Section II.A.1 of this NOFA "Eligible Use of Funds" for more information.

**Maximum Eligible Award** is the lower of the amount a recipient last received (FY19, FY18 or FY17) and the dollar amount that corresponds to its current eligibility based on Number of Participants during the Target Period. If the Number of FSS Service Coordinators Supported by PIC Data has dropped, HUD will calculate the Dollar Amount Last Awarded, divided by the Number of Positions Last Awarded, to determine an average amount per position. Then, the Maximum Eligible Award will be the Average Dollar Amount per Position x Number of Positions Supported by PIC. This amount is presented in Appendix C. The SF-424 request should then reflect no more than indicated as the Maximum Eligible Award in Appendix C. If the request on the SF-424 exceeds the Maximum Eligible Award, HUD reserves the right to request more information or use the lower of the two amounts.

**Moving to Work (MTW) PHAs** are PHAs that are under the MTW Standard Agreement or an MTW ACC amendment with HUD. See Section III.F.7.a of this NOFA "Program Administration" for more information.

**Number of FSS Service Coordinators Supported by PIC Data**, shown in the PIC report, is determined by the number of FSS program participants in a PHA's entire FSS program during the target period, according to the formula in Section III.F.3 of this NOFA "Eligibility Requirement: Number of FSS families served." For example, if PIC data shows that the PHA has 75 families participating in its FSS program during the NOFA's target period, then the number of FSS coordinators supported by this level of participation would be 2.

**Number of FSS Program Participants** is the total number of eligible families under an FSS Contract of Participation during the target period. The total number of FSS families under an FSS Contract of Participation includes any FSS families with enrollment, progress, or exit report(s) during the target period. FSS families who have ported their assistance to another jurisdiction during the target period will be counted for both the initial and receiving PHA. *If you are administering an FSS Contract for a family that has ported to another PHA, you must ensure that your PHA code is in field 17d of the HUD-50058 form in order to receive credit for that FSS family.* For more information about FSS PIC reporting, see [PIH Notice 2016-08](#).

**PIC Report** shows data for the HCV and PH programs, including information about participating PHAs' FSS programs. For each eligible FSS renewal applicant, the report shows the following data points (all of these measures are as defined above): the number of FSS program participants

reported in PIC during the target period, the Number of FSS Coordinators Supported by PIC data, and the Cap on Number of Positions as well as other relevant data. The PIC report is attached to this NOFA as Appendix C.

**Program Coordinating Committee (PCC)**, a requirement of the FSS program, assists the PHA in securing commitments of public and private resources for the operation of the FSS program within the PHA's jurisdiction, including assistance to develop the Action Plan and implement the program. See 24 CFR 984.202 for further information.

**Target Period:** The target period for this NOFA is from January 1, 2019 to December 31, 2019.

### **B. Authority.**

The FSS program is authorized by Section 23 of the United States Housing Act of 1937. Funding for this program is authorized by the Further Consolidated Appropriations Act, 2020 (Public Law 116-94, enacted December 20, 2019).

## **II. Award Information.**

### **A. Available Funds**

Funding of approximately **\$ 1,900,000** is available through this NOFA. Additional funds may become available for award under this NOFA, because of HUD's efforts to recapture funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFA.

### **Eligible Use of Funds**

- Funds awarded to PHAs under this NOFA will be used to pay the salary and fringe benefits (defined at 2 CFR 200.431 Compensation - fringe benefits) of full-time and part-time FSS program coordinators.
- The funds awarded per eligible FSS coordinator position may be used to pay for more than one staff position i.e. to job-share, meaning the funds may be spread across more than one PHA staff position if FSS functions are shared between more positions than the number of FSS coordinators awarded. For example, two or more employees may be retained on a reduced-time basis to perform a job normally fulfilled by one funded FSS coordinator position working full-time.
- See Section IV.F.2 of this NOFA "Ineligible Activities" for information on ineligible activities.

### **B. Number of Awards.**

HUD expects to make approximately 28 awards from the funds available under this NOFA.

For information on the methodology used to make award determinations under this NOFA, please see Section V.B "Review and Selection Process" below.

### **C. Minimum/Maximum Award Information**

Minimum and maximum total award amounts will vary depending on number of coordinators, PIC data, and amount last funded.

Total award amount will be based on the applicant's request, subject to the amount last awarded and number of FSS coordinators supported by PIC data.

Estimated Total Funding:

\$ 1,900,000

Minimum Award Amount:

\$ 0

Per Project Period

Maximum Award Amount:

\$ 0

Per Project Period

#### **D. Period of Performance**

Most grants made pursuant to this NOFA will run from January 1, 2021 to December 31, 2021. However, the grant term may be modified or extended by HUD as determined necessary. The estimated project start and end dates below are only estimates. Please note that grant extensions are discouraged and will be done pursuant to 2 CFR Part 200.308.

This Period of Performance remains the same for any supplementary versions of this NOFA. Awardees will be allowed to use “pre-award costs” to cover grant eligible expenses starting 1/1/21.

Estimated Project Start Date:

01/01/2021

Estimated Project End Date:

12/31/2021

Length of Project Periods:

12-month project period and budget period

Length of Periods Explanation of Other:

#### **E. Type of Funding Instrument.**

Funding Instrument Type:

G (Grant)

Funding will be disbursed through HUD’s Line of Credit Control System (LOCCS), in accordance with each successful applicant’s executed Grant Agreement. Beginning with awards made under the FY2014 FSS competition, all FSS grantees were required to establish an account and drawdown funds utilizing LOCCS. LOCCS is HUD’s primary grant and subsidy disbursement system that disburses and tracks the payment of grant funds to grantees. Grantees must access and manage their grant funds through an internet version of LOCCS called *eLOCCS*. FSS funds will continue to be disbursed using this system, and in accordance with the *Grant Agreement*. Additional terms and requirements of the grant will be specified in the Grant Agreement.

All grantees should have already obtained access to LOCCS. Obtaining access to LOCCS requires HUD approval and can be a lengthy process. If your agency does not currently have LOCCS access, HUD encourages you to begin the process as soon as possible, in the event that your agency is awarded funds under this NOFA. Should you not get LOCCS approval in sufficient time, you could potentially face a lapse in availability of FSS program coordinator

funding. For more information about gaining access to LOCCS, please visit [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/cfo/locss\\_guidelines](http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/locss_guidelines), or contact the Office of the Chief Financial Officer, User Support Branch at 1-877-705-7504 (toll free).

Grantees should also review the *eLOCCS User*

*Guide* ([http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs\\_registration\\_guide.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs_registration_guide.pdf)) for information on the steps needed to gain access to eLOCCS through HUD's Secure Systems platform. For additional information, please contact your local field office representative, or the Office of the Chief Financial Officer, User Support Branch at 1-877-705-7504 (toll free).

When completing the LOCCS Access Authorization Form (HUD 27054), please indicate "ROSS" in section 5a (LOCCS Program Area) and "Resident Opport and Self Sufficiency" in block 5b (Program Name).

Please be reminded that there will be no amendment to any successful applicant's Annual Contributions Contract, and HUD's Financial Management Center will not disburse funding increments.

## **F. Supplementation.**

For this NOFA, sub-section "F. Supplementation" is Not Applicable

## **III. Eligibility Information.**

### **A. Eligible Applicants.**

Others (see text field entitled "Additional Information on Eligibility" for clarification)

#### **Information on Eligible Applicants**

**1. Eligible applicants.** PHAs (including MTW PHAs) currently administering an FSS program that have served at least the minimum number of families required by this NOFA (as described in Section III.E.3. below; "Eligibility Requirement: Number of FSS Families Served") and have met all other funding requirements outlined in prior year Notice of Awards and Grant Agreements and the Terms and Conditions therein.

Due to the level of funding under this NOFA, applicants will only be eligible for funding if they meet one of the following criteria:

- the applicant was funded under any of the FY 2017, FY 2018, and/or FY 2019 FSS NOFAs and has not yet been funded under any FY20 FSS NOFAs; or
- the applicant received an FSS program through a transfer or consolidation from a PHA that was funded under the FY 2017, FY 2018, or FY 2019 NOFA.
- the applicant must be on Appendix C of this NOFA in order to be considered for funding.

**2. Mandatory FSS Training.** All PHAs must complete the HUD developed Online Training and Guidebook on the FSS program that provides guidance on how to develop and administer a successful FSS program. At least one person from each PHA must complete the FSS online training and submit the "get credit" form. HUD will pull a list of all individuals that have received credit for completing the training from [HUD Exchange](#) at the time of grant award. If you are not on the list generated at the time of grant award, all FSS grant funds for your PHA will be held by your Field Office until proof of course completion is submitted to your Field Office. If you have completed the training prior to the FY2019 awards, you have satisfied the requirement under this FY2020 NOFA. You are not required to submit documentation of

compliance with this NOFA application.

**3. Request for Review of Eligibility.** If you are not listed in Appendix C, but believe you meet the eligibility criteria or are listed incorrectly, you 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 FSS Eligibility – [PHA Name & Number]." HUD cannot guarantee the timely review of such requests if submitted less than one week prior to the application deadline.

#### **B. Ineligible Applicants.**

**1. Tribe/TDHEs Eligibility:** Indian Housing Authorities (IHAs) are not eligible for funding under this NOFA since the Native American Housing Assistance and Self Demonstration Act of 1996 does not allow HUD to enter into new Annual Contributions Contracts (ACCs) with IHAs after September 30, 1997.

**2. New Applicants.** Applicants that have not been funded in FY 2017, FY 2018, and/or FY 2019 NOFA competitions are ineligible for funding under this NOFA. Please register with [grants.gov](https://www.grants.gov) to get updates on upcoming publications of NOFAs.

**3. FY20 FSS NOFA Applicants:** Applicants that have already been funded in any FY 2020 FSS NOFA competitions are ineligible for funding under this NOFA.

#### **C. Cost Sharing or Matching.**

This Program does not require cost sharing or matching.

#### **D. Threshold Eligibility Requirements.**

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated.

**1. Outstanding civil rights matters** must be resolved to HUD's satisfaction prior to grant award, provided that all applicable legal processes have been satisfied.

**2. Timely Submission of Applications.** Applications submitted after the deadline stated within this NOFA that do not meet the requirements of the grace period policy will be marked late. Late applications are ineligible and will not be considered for funding. See Section IV. D. Application Submission Dates and Times.

#### **E. Statutory and Regulatory Requirements Affecting Eligibility.**

##### **Eligibility Requirements for Applicants of HUD's Grants Programs**

The following requirements affect applicant eligibility. Detailed information on each requirement is posted on [HUD's Funding Opportunities Page](#).

- 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



## **F. Program-Specific Requirements Affecting Eligibility.**

### **1. Program Modifications to HUD-wide or Federal Agency-wide Requirements.**

**a. Sufficiency of Financial Management System.** By applying for this NOFA, applicants confirm that they have a financial management system that meets federal standards (per 2 CFR Part 200, subpart D).

**b. Debarment and/or Suspensions.** This requirement does not apply directly to eligible applicants under this NOFA. However, no person employed by or contracted with the applicant that appears on the Excluded Parties Listing System (EPLS) may be paid pursuant to funding under this NOFA. The EPLS may be accessed through the SAM website at the following address: <https://www.sam.gov/portal/SAM/#1>.

**c. Conducting Business in Accordance with Ethical Standards/Code of Conduct.** In addition to submitting a copy of your code of conduct, dated and signed by the Executive Director, Chair, or equivalent official, you shall continue to maintain a written code of conduct in your PHA administrative plan and/or Admissions and Continued Occupancy Policy (ACOP) that prohibits the solicitation or acceptance of gifts or gratuities, in excess of a nominal value, by any officer or employee of the PHA, or any contractor, subcontractor, or agent of the PHA. Your administrative plan and/or ACOP shall state PHA policies concerning PHA administrative and disciplinary remedies for violation of the PHA code of conduct. PHAs and employees must conduct business in accordance with 2 CFR Part 200. The PHA shall inform all officers, employees, and agents of its organization of the PHA's code of conduct. Pursuant to applicable Federal and HUD regulations, applicants must disclose in writing any potential conflict of interest and all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. If you wish to submit an updated Code of Conduct policy, please follow guidance provided on HUD.gov [https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/conductgrants](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants). Do not submit with your application.

**d. Consistency with the Consolidated Plan and Analysis of Impediments/ Assessments of Fair Housing.** This requirement is not applicable to this NOFA because FSS is not one of the public housing or Section 8 programs under the United States Housing Act of 1937 that requires consistency with the consolidated plan.

**2. Troubled PHAs.** If you have been identified by HUD as PHAS/SEMAP Troubled as of the time of publication of this NOFA you are, as required by HUD regulations at 24 CFR 902.73 and/or 24 CFR 985.107, subject to a review, corrective action plan, and monitoring of your PH or HCV program, including, if applicable, the FSS program. If deemed necessary by the local HUD field office, you will be required to enter into a Recovery Agreement with the HUD field office, which may include contracting with an entity acceptable to the HUD field office to act as Contract Administrator for the program. See the Definitions Section of this NOFA I.A.4 for the definition of Contract Administrator. The local HUD field office may also require a Recovery agreement if you have had serious program management findings from Inspector General audits or serious outstanding HUD management review or Independent Public Accountant audit findings for your HCV and PH programs or your FSS program.

The HUD field office will work with you to put a Recovery Agreement in place prior to the funds being made available. If a Recovery Agreement is required, funding will be contingent upon execution of the Agreement. If the Recovery Agreement requires a Contract Administrator, funding cannot be disbursed until the Contract Administrator is in place, even if the Recovery Agreement has been executed.

**3. Eligibility Requirement: Number of FSS Families Served.** As in prior years, eligibility for funding will be based on the number of FSS program participants in your entire FSS program during the target period, according to a formula that requires 15-24 families to support one part-time position, 25 families to support one full-time position, and an additional 50 families to support each additional position beyond the first full-time position (75 families for two full-time positions, 125 families for three full-time positions, etc.). Please see the chart below for a visual representation of this principle.

State and Regional programs that operate FSS programs in administratively distinct parts of a state or region may request that the eligibility requirements be applied to each separate area where they administer an FSS program of the required size.

Please note: the PHAs that were funded under the FY18/FY19 NOFA for NEW APPLICANTS are exempt from the Number of Families Served eligibility requirement, as they have until the end of their grant term to enroll the minimum 25 families.

<b>Number of FSS Families Served During the Target Period</b>	<b>Number of Positions Supported</b>
15-24 families	1 part-time position
25-74 families	1 full-time position
75-124 families	2 full-time positions
125-174 families	3 full-time positions
175-224 families	4 full-time positions
225-274 families	5 full-time positions
275-324 families	6 full-time positions
325-374 families	7 full-time positions
And so on in increments of 50	

**a. Part-Time Renewal Positions Beyond the Initial Position.**

If you were last funded (under the FY 2019, FY 2018, and/or FY 2017 FSS NOFA) for a part-time renewal position beyond your initial renewal position (e.g., you were funded for 1.5 renewal positions), you will be eligible for the same number of renewal positions and the same renewal funding amount (as shown in the PIC report on Appendix C of this NOFA), provided that **the Number of FSS Families in your program meets the required minimum applicable to the next full-time position.**

*Example 1.*

PHA A was last funded for 2.5 positions at \$140,000 in FY2018. To be eligible for 2.5 positions at \$140,000 under Funding Category 1 of this NOFA, PHA A will need to have at least 125 FSS families enrolled during this NOFA's target period.

*Example 2.*

PHA B was last funded for 4.5 positions at \$300,000 in FY2017. PHA B will be eligible for 4.5 positions at \$300,000 under this NOFA if PHA B has at least 225 FSS families during this NOFA's target period.

**b. Part-Time Renewal Positions Beyond the Initial Position - Transfers/Consolidations.**

Applicants under a transfer or consolidation under this NOFA whose combined Cap on Renewal Positions includes a part-time renewal position beyond the initial renewal position will be eligible for the combined number of renewal positions and the combined renewal funding amount of the divesting and receiving PHAs provided that the number of families in the receiving PHA's FSS program during this NOFA's target period is at least the same number of FSS families of the divesting and receiving PHAs under the FY 2019 FSS NOFA's target period, or at least the required minimum number of FSS families applicable to the next full-time position as described above.

**However, the receiving PHA will need to increase the number of FSS families to the required minimum applicable to the next full-time position (if not there already), starting with the FY 2021 NOFA to continue to be eligible for the same Cap on Renewal Positions and renewal funding amount. Consider the following example:**

*Example.*

PHA A was funded for 0.5 positions at \$23,500 in FY 2019. PHA B was funded for 1 full-time position at \$65,235 in FY2019. PHA A transferred its program to PHA B after both were awarded FY2019 FSS funding. PHA A had 19 FSS families during the FY 2019 FSS NOFA's target period and PHA B had 50 FSS families. To be eligible for 1.5 positions at \$88,735 under funding category 1 of this NOFA, PHA B needs to have at least 69 FSS families during this NOFA's target period. In the FY 2021 NOFA competition, PHA B will need to increase the number of FSS families during this NOFA's target period to at least 75 to continue to be eligible for 1.5 positions at \$88,735 under Category 1.

**NOTE: HUD records show that there are zero (0) transfer/consolidation(s) that affect eligibility under this NOFA.**

**c. PIC Data.**

The number of families that are under an FSS Contract of Participation (including enrollment, progress, and exit reports) during this NOFA's target period will be based on data in HUD's PIC system (as shown in the PIC report in Appendix C). In general, no additional documentation will be allowed. The only applicants who will be allowed to submit additional documentation are: (1) MTW PHAs, and (2) PHAs that serve RAD-PBRA families. See Section IV.B.1.a for more information.

## **NOTES:**

Other than those applicants who were last funded for part-time positions beyond the initial position (e.g. an applicant who was funded for 1.5 positions) and those applicants under a transfer or consolidation whose combined Cap on Positions includes a part-time position beyond the initial position (see Section III.F.5 "Transfer/Consolidation Eligibility" of this NOFA), no other applicant may be funded for a part-time position beyond the initial position under this NOFA.

The Number of FSS Families Served described in this section is used to determine a PHAs eligibility for funding but does not prescribe a limit on the number of families who can participate in the PHAs FSS program. While the FSS Action Plan requires the grantee to indicate the number of eligible families who can reasonably be expected to receive supportive services under the FSS program (see 24 CFR 984.201 (d)(2)), you may modify this number upon HUD approval (see 24 CFR 984.201(c)(2)).

If HUD published preliminary scores in a "Get Ready Letter" prior to this NOFA, HUD will use the higher of the two scores – the one in the preliminary "Get Ready Letter" or the one published in Appendix C of this NOFA in determining any FSS grant impacts.

### **4. Cap on Number of Positions.**

You will not be awarded more positions than the most recent number of FSS program coordinator positions funded. However, please note that applicants may request an increase from a part-time position to a full-time position under funding category 2. See Section V.B.3 "Funding Priority Categories" of this NOFA for more information.

For example, a PHA that was last awarded 2 full-time FSS positions in FY 2019 may only be awarded up to 2 full-time positions under this NOFA, even if "Number of FSS Coordinators Supported by PIC Data" is higher than 2 positions.

### **5. Transfer/Consolidation Eligibility.**

A receiving PHA under a program transfer or consolidation will be eligible for the combined Cap on Number of Renewal Positions of the receiving and divesting PHAs, provided that the divesting PHA was also funded under any of the FY 2019, FY 2018, and/or FY 2017 FSS NOFAs for that number of renewal Coordinator positions. If the divesting PHA was not funded under any of these NOFAs, the receiving PHA will be eligible only for its own Cap on Number of Renewal Positions. A receiving PHA's eligibility is subject to the Number of FSS Program Participants served requirement described in Section III.F.3 of this NOFA. Where the divesting PHA was also funded under any of the FY 2019, FY 2018 and/or FY 2017 FSS NOFAs, the divesting PHA's Number of FSS Families will be added to the receiving PHA's Number of FSS Families.

Consider the following example of a transfer, in which the divesting PHA transferred its program to the receiving PHA after each PHA was awarded FY 2019 FSS funding for one (1) coordinator position: the receiving PHA's "Number of FSS Coordinators Supported by PIC Data" is 2 full-time positions, and the divesting PHA's "Number of FSS Coordinators Supported by PIC Data" is 1 full-time position, so the receiving PHA qualifies for 3 full-time positions. However, the combined Cap on Number of Positions is 2 full-time positions (the receiving PHA was awarded

only 1 full-time position in FY 2019, as was the divesting PHA), so the receiving PHA will not be awarded more than 2 full-time positions.

Or consider the following example of a consolidation, in which 3 PHAs consolidated after each of the PHAs was awarded FY 2019 FSS funding: each of the 3 divesting PHAs show 1 full-time position in its PHA's "Number of FSS Coordinators Supported by PIC Data"; however, the newly consolidated PHA shows zero positions in their "Number of FSS Coordinators Supported by PIC Data", due to the timing of the consolidation. The newly consolidated PHA qualifies for 3 full-time positions. The combined Cap on Number of Positions is 3 full-time positions (each of the 3 divesting PHAs was awarded 1 full-time position in FY 2019), so the newly consolidated PHA may be awarded 3 full-time positions.

Please note that the above calculation for transfers/consolidations applies only to the first NOFA competition after the transfer/consolidation. Beyond that initial competition, the PHA must adhere to all of the regular requirements of future NOFAs. This means that the newly consolidated PHA/receiving PHA must raise the number of participants served to the minimum number required for the number of coordinators they were funded for in FY2020 in order to continue to be eligible for that number of coordinators in FY2021.

There are no transfers/consolidations eligible under this NOFA.

## **6. Joint Applicants.**

PHAs that are eligible to apply under this NOFA may add PHAs that are not eligible to apply separately for this NOFA as joint applicants. Adding new joint applicants, even if they currently run an FSS program and have participants reflected in PIC, would not increase the Cap on the Number of Coordinators. The benefit of adding a joint applicant would be that a previously unfunded PHA could be served by a funded PHA. This might be beneficial where two (or more) small PHAs (or PHAs with small FSS programs) are geographically close and could effectively be served by the existing number of coordinators. PHAs that are added as joint applicants must, at the time of award, ensure that they have an FSS Action Plan approved by their local field office. PHAs that are eligible to apply under this NOFA may maintain current joint applicants or may change the composition of the joint applicants to remove any member(s) or change a co-applicant to a lead applicant (or vice-versa).

If you applied jointly under the most-recently funded NOFA, you may not apply separately under this NOFA. HUD has adopted this policy in consideration of the potential effect that allowing joint applicants to apply separately could have on the amount of funding awarded to PHAs.

**As with all other applicants, the joint applicant group is subject to the Cap on Number of Positions and must meet the Number of FSS Families Served eligibility requirement. Additionally, each joint applicant must individually meet the requirement set forth in Section VI.B and III.D.**

## **7. FSS Statutory, Regulatory and Programmatic Requirements.**

Please note that all grantees must administer the FSS program in accordance with the requirements listed below.

**a. Program Administration.** All recipients of funding under this NOFA must administer the FSS program in accordance with HUD regulations and requirements in 24 CFR part 984 and must comply with PH and HCV and/or PBRA program requirements, notices, and guidebooks, as applicable. This includes using a PCC to secure the necessary resources to implement and administer the FSS program. PHAs' FSS programs may share a PCC. (See 24 CFR 984.202 for more information.)

**b. MTW Agencies.** MTW agencies must administer their FSS programs in accordance with 24 CFR part 984 unless there are approved activities in their MTW Plan or activities included in the MTW Supplement to an approved PHA Plan to the contrary. Please note that an MTW PHA that previously applied jointly with a non-MTW PHA(s) cannot transfer any of its MTW flexibilities to the non-MTW PHA(s). The same is applicable to two or more MTW PHAs who previously applied jointly (each MTW PHA is subject to its own MTW plan or MTW Supplement to its PHA Plan, and may not transfer any of the flexibilities of that plan to the other MTW PHA).

**c. Additional Graduation Requirements.** As provided under 24 CFR 984.303(g), a family enrolled in FSS is eligible to graduate from the program and receive an amount that has accrued in the escrow account when the family has completed all of its obligations under the Contract of Participation, even if such completion occurs before the expiration of the Contract. These obligations must include the two required goals of suitable employment for the Head of Household and being free from welfare cash assistance for at least the last 12 months. PHAs and owners are responsible for determining what qualifies as suitable employment for *each individual* "based on the skills, education, and job training of the individual that has been designated the head of the FSS family and based on the available job opportunities with the jurisdiction served by the PHA" (24CFR 984.303(b)(4)(iii)). *PHAs shall not require or define a certain number of hours, tenure of employment or rate of pay as "suitable" for all FSS participants to adhere to.*

**d. "30% Rule"**. 24 CFR 984.303(g)(2), regarding the second method of graduation, wherein 30 percent of the monthly adjusted income of the FSS family equals or exceeds the published existing housing fair market rent (FMR) for the size of the unit for which the FSS family qualifies based on the PHA's occupancy standards, was not intended to pertain to PH residents, but is only applicable to HCV residents. PLEASE NOTE this clarification: the PHA's FMR or Small Area Fair Market Rent (SAFMR), if applicable, is established yearly by HUD, and the PHA uses that FMR or SAFMR determination to adjust its rent calculation. Once they are established and unless the PHA appeals, the PHA has to follow the established FMR or SAFMR in its rental calculations, including in its determination of whether to graduate an FSS family. Thus, if a PHA has an established SAFMR, then that PHA must use the SAFMR.

**e. HCV Homeownership.** Participants in the Section 8 Homeownership program are ineligible to participate in FSS. To clarify, families moving toward homeownership may be in FSS, but they should be exited from the FSS program (graduation or other exit) once the voucher is being used for homeownership payments (once the home has been purchased). However, be reminded of [24 CFR 984.303\(j\): Transitional supportive service assistance](#). a PHA may continue to offer to a former FSS family who has completed its Contract of Participation and whose head of family is employed, appropriate FSS supportive services in becoming self-sufficient (if the

family still resides in public housing, or Section 8-assisted housing), or in remaining self-sufficient (if the family no longer resides in public, Section 8-assisted housing, or other assisted housing).

**f. “120-Day Rule”.** In an effort to ease barriers to participation for new families enrolling in the FSS Program in 2021, the income and rent amounts to be used in the "Program Contract of Participation" shall be taken from the amounts on the last certification, reexamination or interim determination before the family's initial participation in the FSS program. Note that HUD is removing the requirement to do a new rental re-exam if more than 120 days have elapsed between the last re-exam and the effective date of the Contract of Participation. This requirement is found in the instructions for the FSS Contract of Participation, form HUD-52650. The grant agreement pursuant to this NOFA will remove this requirement and instruct that PHAs use the information on the last certification, reexamination or interim determination before the family's initial participation in the FSS program.

**g. Portability and other consideration due to moves between rental assistance programs.**

Execution of a new FSS Contract of Participation will be required under certain circumstances, including:

- under portability procedures for the HCV program where a different agency will administer the family’s FSS Contract; and
- except in the case of RAD (discussed in Section III.F.7.d), if an FSS participant leaves his or her current rental assistance program and applies as a new applicant to a different rental assistance program within the same PHA.

The new Contract of Participation will incorporate the same baseline information and the same end date as the original FSS Contract of Participation. Execution of a new FSS Contract of Participation is not required if the change in rental assistance program is between the PH and HCV programs and the agency administering the FSS Contract of Participation does not change. However, because each rental program’s escrow accounts will be funded from different sources, the PHA must set up separate escrow accounts for the transferring program participant. This means that the participant will get more than one disbursement upon graduation - one for the escrow earned while in each rental assistance program. If the participant fails to complete its FSS Contract, resulting in forfeiture of the FSS escrow accounts, the escrow funds revert to the program from whence they came. Additional guidance on FSS portability provisions can be found in PIH Notice 2016-08. (<https://www.hud.gov/sites/documents/PIH2016-08.PDF>).

**h. FSS Program Termination Due to Reduced Funding.** There are no statutory or regulatory provisions that allow for the wholesale termination of an existing FSS program. **Loss of funding for the FSS coordinator position does not relieve a participating PHA of its contractual obligation to families already under an FSS contract.**

**i. Rental Assistance Demonstration.** *Project based voucher (PBV) Conversions:* PH FSS participants whose PH assistance is converted to PBV assistance under RAD continue to be eligible for FSS during and after the conversion. After conversion, they become HCV FSS participants (as do any families who join FSS after the property has converted). See Section 1.6(C)(5) of the RAD notice ([H-2019-09 PIH-2019- 23 \(HA\)](#)) for more information on continued

participation in the FSS program under RAD conversions to PBV. *PBRA Conversions*: PHAs that are converting or have converted public housing units to PBRA assistance through RAD are allowed to use FSS funds made available under this NOFA to serve families enrolled in FSS prior to RAD conversion, until such participants exit the FSS program. PBRA owners that are not PHAs may implement their own FSS programs but are not eligible to compete for funding under this NOFA. Please note that PHAs that convert all of their ACC units to PBRA (and thus now only administer a PBRA program) and remain the contract administrator may continue to use FSS funding that was granted prior to the RAD conversion to continue serving residents who were enrolled in FSS prior to the RAD conversion.

See [H-2019-09 PIH-2019- 23 \(HA\)](#) Also note that the Office of Multifamily Housing has issued guidance to PBRA owners, including PHAs, who want to serve PBRA residents with an FSS program. See [Notice H-2016-08](#).

#### **G. Criteria for Beneficiaries.**

#### **IV. Application and Submission Information.**

#### **A. Obtaining an Application Package.**

##### **Instructions for Applicants.**

You must download both the Application Instructions and the Application Package from Grants.gov. You must verify that the CFDA Number and CFDA Description on the first page of the Application Package, and the Funding Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the portable document forms (PDFs) available on Grants.gov, such as the SF-424 Family. The Instruction Download contains official copies of the NOFA and forms necessary for a complete application. The Instruction Download may include Microsoft Word, Microsoft Excel and additional documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. For example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS is not good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if HUD does not receive your written request at least 15 days before the application deadline and if you do not demonstrate good cause. An email request for a waiver received by HUD 15 days before the application is due will also be considered. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver you must contact:

Name:

Email:

[fss@hud.gov](mailto:fss@hud.gov)

HUD Organization:

Street:

City:

State:

Zip:



The subject line of the email message should be "FY 2020 FSS NOFA Waiver Request." If an applicant is granted a waiver, then the approval will provide instructions for submitting paper copies to the appropriate HUD office(s). All applicants eligible for FY 2020 FSS funding submitted electronically, so waivers to submit via paper will only be granted in extreme circumstances, such as natural disasters.

**B. Content and Form of Application Submission.**

You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFA for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong CFDA and Funding Opportunity Number is a curable deficiency.

**1. Content.**

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
Disclosure of Lobbying Activities (SFLLL), if applicable	HUD will provide instructions to grantees on how the form is to be submitted.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	HUD will provide instructions to grantees on how the form is to be submitted.	HUD instructions to grantees are provided by webcast, To view the webcast, click here.
<b>Documentation to Confirm the Correct # in PIC</b> , if applicable	Only for those who fall into the	See Section IV.B.1.a below and Appendix B for more information and a sample.

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
	situations outlined in Section IV.B.1.a below. If not applicable to your agency, do not include as part of your submission.	
Acknowledgment of Application Receipt (HUD2993), if applicable	This form is applicable only to applications submitted on paper, following receipt of a waiver of electronic submission.	This form is not required but is available for applicants who want confirmation that their hard-copy application was received by HUD. The form must be submitted with the application, in accordance with the application submission instructions included in the waiver of electronic submission.
<b>Application for Federal Assistance (SF424)</b>	This form is required of all applicants. It is a Grants.gov fillable form.	See Section IV.B.2.b of this NOFA ("SF_424") for more information. HUD may contact an applicant to clarify items on this form, and a problem with this form may be treated as a curable deficiency (see Sections IV.D.4 of this NOFA "Corrections to Deficient Applications" for more information).

Additionally, your complete application must include the following narratives and non-form attachments.

**a. Documentation to Confirm the Correct Number of FSS Program Participants During the Target Period.**

Appendix C of this NOFA is the PIC report as defined in Section I.A.4 of this NOFA. HUD will no longer accept documentation to correct the number of FSS families as shown in the PIC report in Appendix C. However, applicants in the limited cases specified below must continue to submit

documentation of the number of FSS program participants so that HUD may accurately determine funding eligibility.

The Department has made available guidance and online training on FSS PIC reporting. PIH 2016-08 and the online training may be found at the following address:

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

**If any of the following situations apply, you must include documentation with your application to confirm the correct number of FSS program participants during the target period.**

- an MTW PHA; or
- a PHA that serves RAD-PBRA families in your FSS program, and: (1) believes that these families are not reflected in the PIC report, and (2) is requesting more positions than the PIC data support (as shown in the PIC report under the "number of FSS coordinators supported by PIC data" column). You must include documentation ONLY if both of these elements, (1) and (2), apply to you. Appendix C will indicate PHAs that are eligible to submit documentation due to having converted to PBRA via RAD during the target period.

**Please note that the documentation requirements are the same regardless of the reason that you are submitting documentation.** You must submit documentation only once even if submitting for more than one reason. Documentation may include, but is not limited to, an ad hoc report from PIC or another listing generated from your records.

- The documentation must include a list of the names of the Contract of Participation's Head of Household.
- The documentation must include the total number of FSS program participants (as defined in Section I.A.4 of this NOFA; "Definitions") in your FSS program during the target period of this NOFA. This includes any FSS participants that had an enrollment, progress, or exit report during this NOFA's target period.
- The documentation must include a participant's name only once.
- The documentation must not include any other personally identifiable information (e.g., social security numbers or dates of birth).
- In the case of State and Regional PHAs requesting that the eligibility requirements for program size be applied to each separate administrative area where they administer an FSS program of the required size (as described in Section III.F.3 of this NOFA "Eligibility Requirement: Number of FSS Families Served"), the ad hoc report from PIC or another listing generated from the PHA's records (besides meeting the requirements listed in the preceding bullets) must identify the names and number of FSS families in each of the separate administrative areas.
- If the participant is not reflected in PIC because they are a RAD-PBRA resident, that must be indicated. Please remember, if the participant had an entrance, progress OR exit within the Target Period, prior to RAD conversion, they will be counted in the PIC count.

A sample of acceptable documentation is provided in Appendix B of this NOFA. Failure to submit documentation with your application to confirm the correct number of FSS program participants during the target period (if any of the situations described above apply to you) is a curable deficiency under this NOFA. See Sections IV.D.4 of this NOFA "Corrections to Deficient Applications" for more information on corrections to deficient applications.

The documentation you submit must be, to the best of your knowledge and belief, true and correct. HUD retains the right to conduct post-award audits, and the submission of inaccurate documentation may result in a recapture of funding and/or other sanctions.

**Applicants need only submit documentation specifically requested in this NOFA. Unsolicited material will not be reviewed or considered in the application.**

## **2. Format and Form.**

Narratives and other attachments to your application must follow the following format guidelines.

**a. General.** Applications must be completed in Grants.gov Workspace. Use only the forms included in the [Grants.gov](https://www.grants.gov) application package for this funding opportunity.

**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., MD035 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.

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).

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.

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.

### **C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.**

#### **1. SAM Registration Requirement.**

Applicants must be registered with <https://www.sam.gov/SAM> before submitting their application. In addition, Applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

#### **2. DUNS Number Requirement.**

Applicants must provide a valid DUNS number, registered and active at <https://www.sam.gov/SAM>, in the application. DUNS numbers may be obtained for free from Dun & Bradstreet.

#### **3. Requirement to Register with Grants.gov.**

Anyone planning to submit applications on behalf of an organization must register at [grants.gov](https://www.grants.gov) and be approved by the EBiz POC in SAM to submit applications for the organization. Registration for SAM and [grants.gov](https://www.grants.gov) is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot apply through [grants.gov](https://www.grants.gov). Complete registration instructions and guidance are provided on [grants.gov](https://www.grants.gov).

### **D. Application Submission Dates and Times.**

#### **Application Due Date Explanation**

The application deadline is 11:59:59 pm Eastern Standard time on 01/22/2021

Applications must be received no later than the deadline.

Submit your application to [Grants.gov](https://www.grants.gov) unless a waiver has been issued allowing you to submit your application in paper form. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

"Received by [Grants.gov](https://www.grants.gov)" means the applicant received a confirmation of receipt and an application tracking number from [Grants.gov](https://www.grants.gov). [Grants.gov](https://www.grants.gov) then assigns an application tracking number and date-and timestamps each application upon successful receipt by the [Grants.gov](https://www.grants.gov) system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by [Grants.gov](https://www.grants.gov).

Applications received by [Grants.gov](https://www.grants.gov) must be validated by [Grants.gov](https://www.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. Visit Grants.gov for a complete description of processing steps after applying.

HUD strongly recommends applications be submitted at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column, to view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Please make note of the Grants.gov tracking number as it will be needed by the Grants.gov Help Desk if you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also include the fact of the extension in the program's Notice of Funding Awards required to be published in the Federal Register.

In determining whether to grant a request for an extension based on a presidentially-declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

**PLEASE NOTE:** Busy servers, slow processing, large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

### **1. Amending or Resubmitting an Application.**

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

### **2. Grace Period for Grants.gov Submissions.**

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the

Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

### **3. Late Applications.**

An application received after the NOFA deadline date that does not meet the Grace Period requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

### **4. Corrections to Deficient Applications.**

HUD will not consider information from applicants after the application deadline. Before the deadline, HUD may contact the applicant to clarify information submitted.

HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that, if corrected, would not alter, in a positive or negative fashion, the review and rating of the application. See curable deficiency in the definitions section (Section I.A.3.). Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized representative by email. This email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request to cure a deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

Applicants must email corrections of curable deficiencies to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure

deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in SAM will render the application ineligible for funding.

**5. Authoritative Versions of HUD NOFAs.** The version of these NOFAs as posted on Grants.gov are the official documents HUD uses to solicit applications.

**6. Exemptions.** Parties that believe the requirements of the NOFA would impose a substantial burden on the exercise of their religion should seek an exemption under the Religious Freedom Restoration Act (RFRA).

#### **E. Intergovernmental Review.**

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

#### **F. Funding Restrictions.**

**1. Cap on Number of Positions:** Applicants will only be funded for renewal positions. Applicants will not be awarded more renewal positions than the most recent number of FSS program coordinator positions funded (i.e., FY 2019, FY 2018, or FY 2017 FSS program coordinator positions). However, please note that you may request a funding increase for a part-time renewal position that is increasing to a full-time position under funding category 2 as described in Section V.B.3 "Funding Priority Categories" of this NOFA.

For example, a PHA who was last awarded 2 full-time renewal FSS positions in FY2019 may only be awarded up to 2 full-time renewal positions under this NOFA, even if "Number of FSS Coordinators Supported by PIC Data" is higher than 2 positions (PIC Report, Appendix C).

#### **2. Ineligible Activities.**

a. Funds under this FSS NOFA may not be used to pay for services for FSS program participants.

b. Funds under this FSS NOFA may not be used for performance of routine PH or HCV program functions. However, an FSS coordinator may perform some PH or HCV functions, such as annual reexaminations for FSS participants, *if it enhances the effectiveness of the FSS program*. This provision is to be employed only to the extent that these functions enhance, and do not



interfere with, the FSS Coordinator's ability to fully fulfill the role of the FSS Program Coordinator as his or her primary work. FSS Coordinator positions must not be used to balance or fill in for gaps in traditional staffing. Performance of routine HCV and/or PH functions for non-FSS families does not enhance the effectiveness of the FSS program and is therefore an ineligible use of FSS funds. If an FSS coordinator will perform some PH or HCV functions, a request must be submitted to HUD explaining how performing such duties enhances the FSS program. Prior HUD approval is required for an FSS coordinator to perform such functions. Further information may be provided in the grant agreement or through other means.

c. Funds under this NOFA may not be used to compensate coordinators for homeownership functions performed for families not enrolled in the FSS program. While FSS funds may be used to perform homeownership functions for FSS families, this may not be the sole function for which funds are used.

HUD published a Final Rule entitled "Housing Counseling: New Certification Requirements." This rule requires that, after the Final Compliance Date, organizations providing housing counseling required under or provided in connection with HUD programs must be approved to participate in the Housing Counseling Program and have all individuals providing such housing counseling be certified by HUD. HUD announced in Federal Register Notice 82 FR 24988 that the Final Compliance date is August 1, 2020. In order for the cost of Housing Counseling performed on or after August 1, 2020 by an FSS coordinator to be an eligible activity under this NOFA, the FSS coordinator must be a HUD-certified housing counselor working for a HUD-approved housing counseling agency. All referrals to Housing Counseling made by FSS coordinators after this date must only be to certified Housing Counseling Agencies. The Final Rule (and FAQs, including FAQs regarding how the FSS program is affected by the Final Rule) can be found at <https://www.hudexchange.info/programs/housing-counseling/>

d. Funds may not be used to pay for a Contract Administrator (as defined in Section I.A.4 of this NOFA "Program Definitions").

### **Indirect Cost Rate.**

Normal indirect cost rules under 2 CFR part 200, subpart E apply. If you intend to charge indirect costs to your award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate. Successful applicants whose rate changes after the application deadline must submit new rate and documentation.

Applicants other than state, county and local governments. If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and must include a letter or other documentation from the cognizant agency showing the approved rate. If you have never received a negotiated indirect cost rate and elect to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 10% of Modified Total Direct Costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for

all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit. State, county and local governments. If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than \$35 million in direct federal funding per year, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR Part 200.

If your department or agency unit receives no more than \$35 million in direct federal funding per year and your department or agency unit has developed and maintains an indirect cost rate proposal and supporting documentation for audit in accordance with 2 CFR Part 200, Appendix VII, you may use the rate and distribution base specified in that indirect cost rate proposal. Alternatively, if your department or agency unit receives no more than \$35 million in direct Federal funding per year and has never received a negotiated indirect cost rate, you may elect to use the de minimis rate of 10% of MTDC. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

## **G. Other Submission Requirements.**

### **1. Application, Assurances and Certifications.**

Standard Form 424 (SF-424) Application for Federal Assistance Programs is the government-wide form required to apply for Application for Federal Assistance Programs, discretionary Federal grants and other forms of financial assistance programs. Applicants for this Federal assistance program must submit all required forms in the SF-424 Family of forms, including SF-424B (Assurances of Non construction Programs) or SF424D (Assurances for Construction Programs). Applications receiving funds for both non construction programs and construction programs must submit both the SF-424B and SF-424D.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), the applicant and the signing authorized representative affirm that they have reviewed the certifications and assurances associated with the application for federal assistance and (1) are aware the submission of the SF424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally recognized Indian tribes, and those applicable to applicants other than federally recognized Indian tribes. All program specific certifications and assurances are included in the program Instructions Download on Grants.gov.

**Assurances.** By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.

## **2. Lead Based Paint Requirements.**

When providing education or counseling on buying or renting housing that may include pre-1978 housing, applicants must inform clients of their rights under the Lead Disclosure Rule (24 CFR part 35, subpart A), and, if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subparts B, R, and, as applicable, F - M).

## **V. Application Review Information.**

### **A. Review Criteria.**

#### **1. Rating Factors.**

In pursuit of advancing HUD's ability to evaluate the effectiveness of the FSS program, per statutory mandate (Section 23(i)(2) of the Housing Act of 1937), HUD recently developed a new FSS performance measurement system to provide HUD, Congress, and PHA grantees with information on the performance of individual FSS programs.

Under the FY 2020 NOFA, HUD will not use the performance measurement system to determine funding priorities. However, HUD is still committed to the performance measurement system and it is intended to be used to determine funding in future NOFAs.

#### **2. Other Factors.**

##### **Preference Points.**

HUD encourages activities in support of the Secretary's FY20 Initiatives. HUD may award up to two (2) points for any of the 3 preferences (OZ, PZ or HBCU).

##### **Opportunity Zones.**

This program does not offer Opportunity Zone preference points.

##### **HBCU.**

This program does not offer HBCU preference points.

##### **Promise Zones**

This program does not offer Promise Zone preference points.

### **B. Review and Selection Process.**

#### **1. Past Performance**

In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD will consider include, but are not limited to:

Timely submission and quality of reports submitted to HUD;

Timely use of funds received from HUD;

The ability to account for funds in compliance with applicable reporting and recordkeeping requirements;

Meeting program requirements;

Meeting performance targets as established in the grant agreement;

The applicant's organizational capacity, including staffing structures and capabilities;

Timely completion of activities and receipt and expenditure of promised matching or leveraged

funds;

The number of persons served or targeted for assistance;

HUD may reduce scores as specified under V. A. Review Criteria. Whenever possible, HUD will obtain past performance information. If this review results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III. E Statutory and Regulatory Requirements Affecting Eligibility, “Pre-selection Review of Performance” document link above.

## **2. Assessing Applicant Risk.**

In evaluating risks posed by applicants, HUD may use a risk-based approach and may consider any items such as the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in this part;
- History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

HUD may impose special conditions on an award as provided under 2 CFR 200.207:

1. Based on HUD's review of the applicant's risk under 2 CFR 200.205;
2. When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal Award;
3. When the applicant or recipient fails to meet expected performance goals; and
4. When the applicant or recipient is not otherwise responsible.

Risk will be evaluated by way of the elements described in Sections III of this NOFA.

## **3. Funding Priority Categories.**

Funds available under this NOFA will be distributed through two rounds, as described below. For each Funding Category, “eligible applicants” has the same meaning as given in Section III.A of this NOFA (“Eligible Applicants”). For Funding Category 1 if there is not enough funding to fully fund all of the requests in that Funding Category, the funds remaining will be equally prorated among all funded positions within that category. Proration would result in each funded position receiving only a portion of the award amount for which it is eligible in that category.

That means:

- First, HUD will attempt to fund all eligible applicants for at most, the amount for which they were last funded. If there is not enough funding for all of these requests, all eligible applicants will receive a prorated amount in Category 1 (renewals) and HUD will stop there.

- If there are funds remaining after all Category 1 requests are fully funded, HUD will move to Category 2 (part-time to full-time). If there is not enough funding for all Category 2 requests, all PHAs eligible for Category 2 will be placed in rank order, based on their participant-to-coordinator ratio and will be funded from largest ratio to smallest, stopping where the funding runs out.

If there are funds remaining after all Category 1 and Category 2 requests are fully funded, HUD will retain these funds and add them to future grant award funding.

***Funding Category 1 – Renewal Funding for Eligible Applicants.***

The first and baseline round of funding will fund the amount last awarded for renewal positions, as funded under any of the FY 2019, FY 2018, and/or FY 2017 FSS NOFAs. To be funded under this category, applicants (with the exception of the FY18/FY19 NEW Applicant NOFA grantees) must meet the "Number of FSS Families Served" eligibility requirement of this NOFA (Section III.F.3).

Examples:

- If a grantee was last funded in FY 2019 for one position at \$65,500 and served 50 families in 2019, then it is eligible for up to \$65,500 in funding under this NOFA.

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

In this second round of funding, HUD will fund to the extent possible position increases for those PHAs with a part-time renewal position (0.5, 1.5, 2.5, etc.) that warrants a full-time position, based on the number of participants in PIC during the target period. The maximum funding increase under this funding category will be listed in Appendix C and calculated as 50% of one of the most recently funded coordinator position. Additionally, funding under this category is subject to the number of FSS families served eligibility requirement described in Section III.F.3 "Eligibility Requirement: Number of FSS families served" of this NOFA. Any increases in funding under this Funding Category will be at the same level funded in FY 2019.

Example:

- If an applicant was funded at \$36,000 in FY 2019 for 0.5 coordinator positions and is requesting a funding increase under this funding category to support a full-time position, the applicant must have at least 25 FSS participants in its FSS program during the target period to be eligible for the increase and if eligible, will receive \$72,000, the amount they were eligible for a full-time position in FY 2019.

Applicants who are eligible under this category are identified as such in Appendix C. Applicants who are eligible to submit documentation to correct PIC data (as described in Section IV.B.1.a of this NOFA) and who are listed in Appendix C as ineligible under this funding category, may become eligible after submission of such documentation.

## **VI. Award Administration Information.**

### **A. Award Notices.**

### **B. Administrative, National and Department Policy Requirements for HUD recipients**

For this NOFA, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply. (Please select the linked text to read the detailed description of each applicable requirement).

#### 1. Compliance with Non-discrimination and Related Requirements.

Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs. Please read the following requirements carefully as the requirements are different among HUD's programs.

- 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).

- 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.

Compliance with 24 CFR part 50 or 58 procedures is explained below:

[In accordance with 24 CFR 50.19\(b\)\(12\), activities funded under this NOFA are categorically excluded from environmental review under the National Environmental Policy Act of 1969 \(42 U.S.C. 4321\) and are not subject to environmental review under related laws and authorities.](#)

#### 12. Authorized Organization Representative (AOR)

A contractor or grant writer not directly employed by the applying organization is not eligible to be an AOR and cannot sign on behalf of the applying organization. Funding may be delayed if the AOR is incorrectly listed as a contractor.

### **C. Reporting.**

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

**1. Recipient Integrity and Performance Matters.** Applicants should be aware that if the total Federal share of your Federal award includes more than \$ 500,000 over the period of

performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.

**2. Race, Ethnicity and Other Data Reporting.** HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987.

### **3. Program-Specific Reporting Requirements**

**a. PIC and MTW.** All FSS programs must report activities of their FSS enrollment, progress, and exit activities of their FSS program participants through required submissions of the form HUD-50058 at least annually. MTW PHAs will report using the form HUD-50058-MTW, or any applicable successor form, and any additional reports required for MTW reporting. HUD's assessment of the accomplishments of the FSS programs of PHAs funded under this NOFA will be based primarily on PIC system data obtained from forms HUD-50058 and HUD-50058-MTW.

HUD requires submission of racial and ethnic data and form (HUD-27061-H) that is often used for that purpose. The HUD-50058 and HUD-50058-MTW forms, which provide racial and ethnic data to HUD's PIC data system, are comparable program forms that must be submitted annually instead of the HUD-27061-H by PHAs for reporting racial and ethnic data for FSS program participants.

See Notice PIH 2016-08, and any subsequent amendments to the notice, for information on FSS reporting requirements in PIC. A webcast training on the provisions of PIH 2016-08 was published on August 12, 2016. Also note that as of May 2015, HUD established a set of warnings and fatal edits related to FSS PIC reporting. All of the preceding documents and information can be found on the FSS webpage at the following address: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/fss](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/fss)

**b. VMS.** PHAs must continue to report HCV FSS coordinator expenses into VMS for any HCV FSS funds made available under the FY 2013 (or earlier) HCV FSS NOFA. However, due to the combined funding streams starting with the FY 2014 FSS NOFA, PHAs will no longer use VMS to report HCV FSS coordinator expenses for funds made available under this NOFA. Note that PHAs must continue to enter the amount of HCV FSS escrow deposits and HCV FSS escrow forfeitures into VMS for all funds made available.

Also note that amounts expended in excess of the FSS grant for costs associated with the administration of the FSS program which are allocated to the HCV program including the FSS coordinator's salary and benefits as well as additional eligible costs such as office space, computer costs, office supplies, etc. must be reported in VMS as administrative expenses. PHAs with an FSS program serving both PH and HCV families with costs not chargeable to funds awarded under this NOFA will be required to develop a cost allocation method that allocates these expenses fairly between the two programs. See [REAC Accounting Brief #23](#) and any subsequent revisions for more information on how to record and account for FSS expenses.

**c. SF-425.** Grantees must also submit a completed Federal Financial Report, SF\_425.

## **D. Debriefing.**

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFA, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF-424 or by his or her successor in office and be submitted to the POC in Section VII Agency Contact(s), below. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

## **VII. Agency Contact(s).**

HUD staff will be available to provide clarification on the content of this NOFA.

Questions regarding specific program requirements for this NOFA should be directed to the POC listed below. Name:

HUD FSS Program Office

Phone:

Email:

[fss@hud.gov](mailto:fss@hud.gov)

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339. Please note that HUD staff cannot assist applicants in preparing their applications.

## **VIII. Other Information.**

### **1. National Environmental Policy Act.**

**2. This NOFA provides funding under 24 CFR part 984, which does not contain environmental review provisions because it concerns only activities listed in 24 CFR 50.19(b).** Accordingly, under 24 CFR 50.19(c)(5), this NOFA is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

### **Additional Technical Assistance and Additional Information.**

HUD often makes available FAQs and/or a webcast regarding the FSS NOFA and/or grant applications in general on HUD's Funds Available page at

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/fundsavail](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail) or

on the NOFA-specific page that can be accessed from that page. HUD's webcast page is

available at <http://portal.hud.gov/hudportal/HUD?src=/press/multimedia>.

HUD encourages all applicants to sign up for the Family Self-Sufficiency (FSS) Program Listserv mailing list at:

[http://portal.hud.gov/hudportal/HUD?src=/subscribe/signup&listname=Family%20Self-Sufficiency%20\(FSS\)%20Program%20Listserv&list=FSS-L](http://portal.hud.gov/hudportal/HUD?src=/subscribe/signup&listname=Family%20Self-Sufficiency%20(FSS)%20Program%20Listserv&list=FSS-L).

Subscribers will receive an email message shortly after entering an email address, prompting confirmation of registration. Once confirmed, a subscriber will receive periodic email messages with upcoming trainings, resources, and FSS program updates.

**3.** In accordance with the requirements of Part 200 of Title 2 of the Code of Federal Regulations (2 CFR Part 200), all applicable Federal laws, and relevant Executive guidance, the Federal



awarding agency will review and consider applications for funding pursuant to this notice of funding opportunity in accordance with the:

- [Guidance for Grants and Agreements in 2 CFR Part 200](#), as updated in the Federal Register on August 13, 2020 (85 FR 49506), including, but not limited to:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR § 200.205);
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR § 200.216); Promoting the freedom of speech and religious liberty in alignment with the *Executive Order on Promoting Free Speech and Religious Liberty* (E.O.

13798) and the *Executive Order on Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (2 CFR §§ 200.300, 200.303, 200.339, and 200.341);

- Providing a preference, to the extent permitted by law and to the greatest extent practicable under a Federal award, for the purchase, acquisition, or use of goods, products, and materials produced in the United States (2 CFR § 200.322); and
- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR § 200.340).
- President’s September 2, 2020 *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds That Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Combating Race and Sex Stereotyping* (E.O. 13950); and
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933)

**2. Paperwork Reduction Act Statement.** The information collection requirements in this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. Each NOFA will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.

### **3. Web Resources.**

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [CFDA](#)
- [Dun & Bradstreet](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [FFATA Subaward Reporting System](#)
- [Grants.gov](#)

- [HBCUs](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [Limited English Proficiency](#)
- [NOFA Webcasts](#)
- [Opportunity Zone](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Uniform Relocation Act – Real Property Acquisition and Relocation Requirements](#)
- [USA Spending](#)

## APPENDIX

### Appendix A: List of Common Mistakes

1. **Expired System for Award Management (SAM) Registration.** During previous FSS competitions, several applicants were unable to successfully submit their application on time because of an expired SAM registration. Please note that SAM registrations must be renewed and revalidated at least every 12 months from the date the applicant last certified and submitted the registration in SAM, or sooner if the applicant's information changes. It takes 48 to 72 hours to complete the revalidation processes. However, obtaining an initial SAM registration can take up to four weeks; therefore, applicants should start this process or check their status immediately upon publication of this NOFA. For more information about SAM, please visit <https://www.sam.gov/SAM/>.
2. **File Attachment Names.** During previous FSS competitions several applicants were unable to successfully submit their application because of errors in their file attachment names. Please note that file attachment names longer than approximately 50 characters can cause problems processing packages in grants.gov. Also, avoid using any special characters (example: -, &, \*, %, /, #) or spacing in the file names. If you need spaces in the name of your files, use the underscore (example: my\_Attached\_File.pdf) in naming the attachments. When submitting your application, please ensure that your file attachment names meet this criteria; otherwise, your application will be rejected by Grants.gov.
3. **Not Checking Validation Status.** *Please remember that your application must be "validated" by Grants.gov after it is "received" by Grants.gov.* During previous FSS competitions, several applicants submitted their application to Grants.gov but did not check to ensure that the application was validated by Grants.gov. In some cases, the application was rejected by Grants.gov, and the applicant did not resubmit before the grace period ended, and the applicant was therefore not processed. As described in this NOFA (Section IV.D "Application Submission Dates and Times"), your application must be "validated" by Grants.gov after it is "received" by Grants.gov. The applicant is

responsible for tracking the application, as described in the General Section and in this NOFA.

4. **Late Applications.** Applicants must successfully submit their applications prior to the deadline date as stated in the NOFA; otherwise, their applications will not be processed. The deadline date for application submission can be found on the first page of this NOFA.
5. **Failure to Respond to Deficiency Notice.** Applicants will be notified when corrections or clarifications to their application are needed. The Department will notify applicants of a deficiency by sending an email to the person designated in item 8 of the SF424 submitted with the application and to the person listed in item 21 of the SF424 as authorized representative. These email notifications will be sent from the Department with confirmation of delivery receipt. The email notifications will be the official notification of the need to cure a technical deficiency. It is the responsibility of the applicant to provide the Department with accurate email addresses for receipt of these notifications. The Department is not responsible for correcting an email address that was not entered into the SF424 correctly. Applicants are responsible for monitoring their email accounts to determine whether a cure letter has been received and for notifying appropriate staff promptly. If the applicant fails to correct technical deficiencies required for funding within the specified period of time, the application will be rendered unacceptable for processing. See Sections IV.D.4 of this NOFA ('Corrections to Deficient Applications') for more information.

**Appendix B: Sample of Acceptable Documentation to Confirm the Correct Number of FSS Program Participants During the Target Period  
Neighborhood Housing Authority**

FSS Program Participants for 1/1/2019 – 12/31/2019.

Total Number of FSS Participants: 25

**FSS Participant Name**

- 1 Anderson, Vincent
- 2 Clark, Andrea
- 3 Coleman, Alana
- 4 Collins, Molly
- 5 Cooper, Eric
- 6 Evans, Whitney
- 7 Hall, Corey
- 8 Jackson, Scott
- 9 Lee, Allison
- 10 Lewis, Troy
- 11 Lopez, Maria
- 12 Park, Anna

- 13 Ramirez, Jorge
- 14 Rogers, Jada
- 15 Sanchez, Kimberly
- 16 Thomas, Alicia
- 17 Torres, Veronica
- 18 Ward, Amber
- 19 Brown, Emily
- 20 Cooper, Brandon
- 21 Davis, George
- 22 Martinez, Yolanda
- 23 Smith, Sara
- 24 Shawn, Taylor
- 25 Rodriguez, Luz

**Appendix C**

LIST OF ALL ELIGIBLE PHAS FUNDED IN FY 2017, FY 2018 AND FY 2019 NOT YET FUNDED IN FY 2020 FOR THE FY20 FSS RENEWAL NOFA

PLEASE NOTE: To be considered for funding an applicant must be on this list. However, please refer to the NOFA in order to meet all NOFA requirements.

Please review additional selection criteria as described in the NOFA. The listing of FSS participant counts below was based on IMS/PIC data taken from 01/01/2019 to 12/31/2019 (12 months).