Notice of Funding Availability for
HUD's Fiscal Year 2018 Family Self-Sufficiency - Renewal:
Frequently Asked Questions

Question 1: How do I access the application?

Answer:

- Go to grants.gov, click on "search grants"

- You can search by key word, CFDA number or Opportunity Number but enter only one. If you enter more than one, you will not find the grant (this has been the same for several years)

- Then, click on the "package" tab

- Then "apply" (you can also click on "preview" to view application forms).

- Then enter your email (recommended, so you get updates, if any, about the application package)

- The application package is made available in the workspace.

- All applicants will use workspace to apply. Click here for training materials on workspace https://www.grants.gov/web/grants/applicants/workspace-overview.html

Please make sure that you are applying for FSS CFDA 14.896. Mixed-up applications will not be processed and are not a basis for appeal.

Question 2: I can't find parts of the FSS Application Form (HUD-52651). How do I access the remainder of the form?

Answer: It may appear that the HUD-52651 in the Application Package does not contain Part II, Part II.A, Part II.B, and Part II.C. You must answer yes to both questions in Part I in order to open the rest of the form.

Question 3: I am getting an error on the SF-424 because fields 18.b through 18.f are blank. The NOFA instructions say to leave these fields blank. How should I remedy this error?

Answer: Fields 18.a-18.f are mandatory on the electronic application (SF-424)- please enter the total dollar amount you are requesting (salary and fringe benefits) in 18.a and $0 in 18.b-18.f.

Question 4: I last received FSS funding in FY17 and therefore do not need to submit salary comparability information. However the 52651 form requires that I input salary comparability information. How should I proceed?

Answer 4: If you are not required to submit salary comparability information (see NOFA requirements), then you should select "No" for both questions in Part IV:

> Is your agency requesting funding for non-supervisory FSS position(s)? "No"
> Is your agency requesting funding for supervisory FSS position(s)? "No"

If you are required to submit salary comparability information, then you must answer the questions accordingly and fill out the salary comparability information.

Question 5: I am getting an error message when saving my completed FY2018 FSS application because there is missing Point of Contact (POC) information for the careeronestop.org or any other online resource I am using for my salary comparability information. Could you please clarify what I should include in the POC fields for www.careeronestop.org and any other online resource to allow submission?

Answer: The form does require POC for all three salary comparables. If you use an online resource, please enter either the POC at your local OneStop or a POC at your agency. Please note that eligible applicants that did not receive an award in FY17 must submit salary comparability information.

Question 6: It looks like the online resource, www.careeronestop.org, includes salary, and not fringe benefits. What should I do about fringe benefits?

Answer: CareerOneStop.org does not include fringe benefits. If you choose to use CareerOneStop or any other online source that does not include fringe benefits, you will need to use another source (other than the two additional sources of salary comparability information) for fringe benefits. In such cases, include both sources in the "source" box and include the information for the POC for that second source, if the second source is not online. If both are online sources, please enter either the POC at your local OneStop or a POC at your agency.

Question 7: Does my salary comparability information have to be based on 2016 or 2017 data? Can I use current 2018 salaries for my comparability information?

Answer: The CareerOneStop tool bases its information on 2017 data, so to be comparable, all salary comparability information must be based on 2016 or 2017 data. The NOFA also states "a proposed salary request will be considered comparable if it does not exceed the average of the three salaries submitted for comparability purposes by more than 10%." This should give some leeway for cost of living adjustments from 2017.

Question 8: How do I sign up for the FSS email list?

Answer: The FSS email list (listserv) link can be found here: https://www.hud.gov/subscribe/signup?listname=Family%20Self-Sufficiency%20(FSS)%20Program%20Listserv&list=FSS-L

If you are a public housing agency (PHA) administering the FSS program, we recommend that you subscribe to the FSS listserv. This listserv is for FSS program coordinators and any pertinent PHA staff. Subscribers will automatically receive email notifications of important program news and updates. This is a free service.