



FY2016 Family Self-Sufficiency (FSS) Program NOFA Webcast

**Office of Public and Indian Housing
Funding Opportunity Number: FR-6000-N-04
CFDA #14.896**

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Agenda

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2. Summary of Changes (slides 7-11)
3. Target Period (slides 12-13)
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Agenda

9. FSS Statutory and Regulatory Requirements (slides 56-58)
10. Registration and Application Submission (slides 59-86)
11. Reporting (slides 87-93)
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Overview

- **Due Date:** [April 20, 2016](#). Application must be received by Grants.gov no later than 11:59:59 p.m. Eastern time on the due date.
- **Applications must be RECEIVED and VALIDATED** by Grants.gov by the deadline date and time.
- **Funding Available: approximately \$75 million.**

Overview

- Please read the entire NOFA carefully to ensure all threshold and eligibility requirements are met (otherwise you will be ineligible for funding).
- Please also read the FY 2016 General Section carefully. The General Section and the NOFA comprises the full set of application submission instructions that are applicable to the program.

Overview

- You may access a copy of the NOFA and the General Section on:
 - [Grants.gov](https://www.grants.gov), and
 - www.hud.gov/grants under “Funds Available.”
- The application itself can only be accessed from Grants.gov

SUMMARY OF CHANGES

Summary of Changes - FSS Application Form (HUD-52651)

- The FSS application form is now an electronic fillable form through Grants.gov.
- This form is no longer a Word document and it will no longer be included as part of the instructions download (the form is now a mandatory document in the application package download).

Summary of Changes - Individual Salaries Within Total Award

- Within the total award amount, coordinators may be paid more than the maximum salary (\$69,000 for a full-time position and \$34,500 for a part-time position).
- Example:

Total Award	Salary 1	Salary 2
\$135,340	\$70,000	\$65,340

Summary of Changes - Funding Categories 2 and 3

- Funding Category 2: part-time positions increasing to a full-time position.
- Funding Category 3: new positions.
- ONLY PIC will be reviewed in order to determine the client-to-staff ratio and eligibility for these funding categories.
- Only the following applicants will be able to submit supporting documentation for Category 2 & 3:
 - Tribes/TDHEs, who do not report into PIC
 - Moving to Work (MTW) PHAs
 - PHAs that serve families in FSS who have Project-Based Rental Assistance (PBRA) (not PH or HCV) that are not reflected in PIC.
- HUD will pull a second PIC report 60 days after the publication date of the NOFA so as to give PHAs more time to get their information recorded correctly in PIC.

Summary of Changes -Logic Model Reporting

- There will be no Logic Model required in this NOFA.
- More information about a Department-wide online reporting system will be forthcoming from HUD.
- HUD will be using information from Section 17 of the 50058 in PIC as the reporting tool.

TARGET PERIOD

Target Period

January 1, 2015 – February 29, 2016

- This is the period HUD will use to review data in PIC to verify number of participating families and other relevant information.

ELIGIBILITY INFORMATION

Eligible Applicants

Applicants will only be eligible for funding if they meet one of the following criteria:

- The applicant was funded under any of the FY 2013, FY 2014, and/or the FY 2015 FSS NOFAs, or
- The applicant received an FSS program through a transfer or consolidation from a PHA that was funded under such NOFAs.
 - HUD records show that there are no transfers/consolidations that affect eligibility under this NOFA.

Joint Applicants

- If you did not apply jointly under the most-recently funded NOFA (FY 2013, FY 2014, and/or FY 2015) you may not apply jointly under this NOFA.
- If you did apply jointly under the most-recently funded NOFA:
 - You may not add new joint applicants under this NOFA.
 - You 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).
 - You may not apply separately.

Number of Families Served

- Eligibility will still be based on the number of FSS program participants in the applicant's FSS program during the target period. This includes PH, HCV (including PBV) and PBRA.
- The formula remains the same as in prior years:
 - 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.)

Number of Families Served

- The number of FSS families served is used to determine your eligibility for funding but does not prescribe a limit on the number of families who can participate in your FSS program.
- The NOFA encourages grantees to serve at least 50 FSS participants per full-time coordinator position.

Number of Families Served

- Applicants will not be funded for part-time positions beyond the initial position (e.g. 1.5 positions, 2.5 positions, etc.), except if:
 - The applicant was funded for a part-time position beyond the initial position in the most recently funded NOFA (FY 2013, FY 2014, and/or FY 2015).
 - The applicant is under a transfer or consolidation whose combined cap on renewal positions includes a part-time renewal position beyond the initial renewal position. Not applicable to this NOFA.

Number of Families Served

How does the formula apply to applicants who were most recently funded for part-time positions beyond the initial position (e.g. 1.5, 2.5 positions)?

- You must have at least the number of FSS families required for the next full-time position to be eligible for your cap on number of renewal positions and your cap on renewal funding amount.

Number of Families Served

Example 1:

	Positions Funded in FY15 (Cap on Renewal Positions)	Amount Funded in FY15 (Cap on Renewal Funding)	FSS Families During FY16 Target Period
PHA A	1.5	\$89,000	75

PHA A is eligible for 1.5 positions at \$89,000 this year because PHA A has 75 FSS families in their program (the minimum needed for the next full position).

Number of Families Served

Example 2:

	Positions Funded in FY15 (Cap on Renewal Positions)	Amount Funded in FY15 (Cap on Renewal Funding)	FSS Families During FY16 Target Period
PHA A	1.5	89,000	68

In this example, PHA A is only eligible for 1 position this year because PHA A does not have 75 FSS families in their program (the minimum needed for the next full position).

Threshold Requirements

- There are 2 General Section Threshold Requirements this year:
 - Timely Submission of Applications;
 - Resolution of Civil Rights Matters (prior to application deadline)
- There are no program-specific threshold requirements.
- Applicants that do not meet the threshold requirements will not be evaluated.

Other Requirements

- As last year, the following General Section requirements apply differently to the FSS NOFA:
 - Pre-award accounting system
 - Debarments and/or suspensions
 - Conducting Business in Accordance with Ethical Standards/Code of Conduct
 - Consistency with the Consolidated Plan and Analysis of Impediments to Fair Housing Choice
- See Section III.C.3.a of the NOFA for additional details on how these requirements are applied to this program, and for a list of program-specific requirements.

AWARD INFORMATION

Eligible Activities

- Payment of salary and fringe benefits of FSS program coordinators.
- Funding awarded through this NOFA may be used to serve PH residents, HCV participants (including PBV), and PBRA residents.

Salary Comparables

- For all positions requested under this NOFA, evidence of salary comparability to similar positions in the local jurisdiction must be kept on file in the PHA or tribe/TDHE office.
- HUD reserves the right to request the local comparables at any time.
- NOTE: It is likely that HUD will request salary comparables to be submitted next year. Be SURE you have them and be SURE that the amount you are requesting is in line with similar positions in your area.
- It is FRAUD to request more than you intend to pay the Program Coordinators funded under this NOFA.

FUNDING RESTRICTIONS

Cap on *Number* of Renewal Positions

- The most recent number of FSS program coordinator positions funded. Specifically:
 - FY2015 FSS program coordinator positions,
 - FY 2014 FSS program coordinator positions, or
 - FY 2013 HCV FSS program coordinator positions **plus** FY 2013 PH FSS program coordinator positions, as applicable.

Cap on *Number* of Renewal Positions

- You will not be awarded more than this cap for your *renewal* positions.
- But, you may apply for *new* positions under funding category 3.
- A limited number of applicants may apply for a *new part-time position* under funding category 2.

Cap on *Funding Amount* for Renewal Positions

- The most recent FSS funding amount. Specifically:
 - FY2015 FSS funding,
 - FY 2014 FSS funding, or
 - FY 2013 HCV FSS funding **plus** FY 2013 PH FSS funding, as applicable.
- If funding was prorated under such NOFAs, funding will be considered as the eligible amount before any proration.
 - FY 2013 HCV FSS and FY 2014 FSS were pro-rated.

Cap on *Funding Amount* for Renewal Positions

- You will not be awarded more than this cap for your *renewal* positions.
- But, you may apply for additional funding for *new* positions under funding category 3.
- A limited number of applicants may apply for a funding increase for a *part-time position that is increasing to a full-time position* under funding category 2.

Cap on Total Award Amount

HUD will determine the total award amount in the following way:

- *For renewal positions:* you will not be awarded more than the cap on funding amount for renewal positions as described in the preceding slides.
- *For new positions:* a maximum of \$69,000 is available for each full-time coordinator position funded.

Within the total award amount, coordinators may be paid more than the maximum salary (\$69,000 for a full-time position and \$34,500 for a part-time position).

Cap on Total Award Amount

Example:

Cap on Renewal Funding Amount:	One New Position Funded:	Total Award Amount:	Salary 1	Salary 2	Salary 3
\$132,000	\$69,000	\$201,000	\$72,000	\$70,000	\$59,000

In this example, the applicant will not be awarded more than \$201,000. And, as seen in the example, 2 coordinators have been paid more than the maximum salary of \$69,000.

Funding Increases

- Applicants may request a funding increase for a part-time renewal position that is increasing to a full-time position under this NOFA's funding category 2.
 - The funding increase is based on the applicant's request subject to the salary cap of \$69,000 for a full-time position.
- Funding increases may not be requested under any other scenario.
- However, you may choose to request funding for your renewal positions in different amounts from the most recent award, subject to the salary comparability requirements.

Funding Increases

Example:

FY2015		
Salary 1 Funded Amount	Salary 2 Funded Amount	Total Amount Funded
\$55,000	\$60,000	\$115,000

FY2016		
Salary 1 Requested Amount	Salary 2 Requested Amount	Total Amount Requested (for renewal positions)
\$48,000	\$67,000	\$115,000

Ineligible Activities

- Remain the same as last year's NOFA with some clarifications.
- Performance of routine HCV or PH program functions to enhance the effectiveness of FSS.
 - The NOFA clarifies this provision is to be employed only to the extent that these functions enhance, and do not interfere with, the FSS Coordinators' ability to fully fulfill the role of the FSS Program Coordinator as his or her primary work.
 - 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.

Ineligible Activities

- FSS funds may be used to perform homeownership functions for FSS families, but this may not be the sole function for which funds are used.

APPENDIX D AND SUPPORTING DOCUMENTATION

Appendix D

- As in prior years, the NOFA includes a report as Appendix D that has the following information:
 - The number of FSS families in each eligible applicant's FSS program (as shown in PIC).
 - FSS co-Applicants in most recent funding year.
 - Number of FSS coordinators supported by PIC data.
 - Cap on number of renewal positions.
 - Cap on funding amount for renewal positions.
 - Whether the applicant is eligible under funding category 2.

Supporting Documentation

You must include documentation with your application to confirm the correct number of FSS program participants during the target period, if and only if any of these situations applies to you:

1. You are requesting more renewal positions than the "number of FSS coordinators supported by PIC data" (as listed in the PIC report/Appendix D).
2. Your data is missing from the PIC report/Appendix D, but you are an eligible applicant.
3. You are a tribe/TDHE.
4. If you served PBRA families in FSS during the NOFA's target period, you must include documentation **ONLY** if these families are not reflected in the PIC report **AND** any of the situations described in the bullet points above applies to you **AND/OR** you are applying for Category 2 or 3.
 - If the participant is not reflected in PIC because s/he is a PBRA resident, that must be indicated.

Supporting Documentation

Example 1:

Number of FSS Participants (PIC Data)	Number of FSS Coordinators Supported by PIC Data (used for renewal positions only)	Cap on Number of Renewal Positions
70	1	2

In this example, this applicant **must** submit documentation showing that they have enough FSS participants in the target period to be funded for two positions.

Supporting Documentation

Example 2:

Number of FSS Participants (PIC Data)	Number of FSS Coordinators Supported by PIC Data (used for renewal positions only)	Cap on Number of Renewal Positions
78	2	2

In this example, this applicant **must NOT** submit documentation showing that they have enough FSS participants in the target period to be funded for two positions in Category 1.

The **ONLY** reason this applicant would submit documentation is if they served PBRA residents during the NOFA's target period that are not reflected in PIC **AND** they are applying for Category 2 or 3.

APPLICATION REVIEW

Funding Priority Categories

Funding Category 1 - Renewal positions

- If HUD receives applications eligible for funding under funding category 1 that are greater than the amount made available under this NOFA, HUD will equally prorate each award.

Funding Category 2 - Funding increase for part-time renewal positions increasing to a full-time position

- Applicable only if your “cap on number of renewal positions” is 0.5, 1.5, 2.5, etc.

Funding Priority Categories

Funding Category 2 - Funding increase for part-time renewal positions increasing to a full-time position

- And, you must have enough FSS families during the target period for the next full-time position.
- Appendix D specifies whether you are eligible under this category.
- HUD will fund positions under this category starting with applicants with the highest client-to-staff ratio (shows the coordinators with the highest caseload).

Funding Priority Categories

Funding Category 2

Example: there is enough funding left after Category 1 awards to fund only 2 Category 2 positions.

	PHA A	PHA B	PHA C
Cap on Number of Renewal Positions	1.5	1.5	0.5
FSS Families Required	75	75	25
Client-to-Staff Ratio	100:1	80:1	65:1
Cat. 2 Positions Funded	0.5	0.5	0

Funding Priority Categories

Funding Category 3 - New positions

- Applicants may only request and be funded for a new **full-time** position(s) under this category.
- You may request up to \$69,000 per new position.
- You must have the number of FSS families to support the request for a new position(s), during the target period of the NOFA.

Funding Priority Categories

Funding Category 3 - New positions

Example:

Cap on Number of Renewal Positions	New Positions Requested	Total Positions Requested	FSS Families Required
2	1	3	125

In this example, the applicant must have at least 125 FSS families during the target period of the NOFA to be funded for the 3 positions requested.

Funding Priority Categories

Funding Category 3 - New positions

- HUD will fund new positions under this category in a round robin fashion starting with applicants with the highest client-to-staff ratio (shows the coordinators with the highest caseload).

Funding Priority Categories

Funding Category 3 - New positions

Example: there is enough funding for 4 new positions and only 3 PHAs applied for and were eligible for Category 3.

	PHA A	PHA B	PHA C
Client-to-Staff Ratio	100:1	80:1	65:1
New Positions Requested	3	2	2
New Positions Funded (1 st round)	1	1	1
New Positions Funded (2nd round)	1	0	0

Funding Priority Categories

- ONLY PIC will be reviewed in order to determine the client-to-staff ratio and eligibility under funding categories 2 and 3.
- 60 days from March 21, 2016, HUD will re-pull the PIC report used to generate Appendix D, using the target period of this NOFA.
 - You have until this date to update your FSS information in PIC.
 - HUD will be issuing guidance on PIC and FSS.
- The new PIC pull will be used solely for determining the client-to-staff ratio and eligibility under Funding Categories 2 and 3.

Funding Priority Categories

- Only the following applicants may have supporting documentation considered for Category 2 and 3:
 - Tribes/TDHEs, who do not report into PIC.
 - Moving to Work (MTW) PHAs.
 - PHAs that served PBRA families in their FSS program during the target period of the NOFA.
 - ONLY those PBRA families will be considered as additions to the numbers reflected in PIC for the review of all funding priority categories.
 - PBRA families must be clearly indicated.

Funding Priority Categories

- Applicants submit only one application, even if applying under more than one of the funding categories.
- The application form (HUD 52651) will indicate to HUD what the applicant is applying for.
- Carefully read the instructions on how to fill form HUD-52651 (see Section IV.B.2.c of the NOFA, pages 22-23).
- Also, Appendix C provides a visual representation of how to fill form HUD-52651 for funding category 2 requests.

Rating and Ranking

- The Department is not implementing a particular competitive factor under this NOFA.
- However, we are planning to do the following:
 - Publish a notice with guidance on reporting in PIC for FSS and require that PHAs correct their information in PIC.
 - Make available an online training for all PHAs and Field Offices on FSS Best Practices.
 - Review PHAs' performance by way of an overall composite score of several performance indicators for each FSS program.

FSS STATUTORY AND REGULATORY REQUIREMENTS

PBRA

- Funds awarded under this NOFA may be used to serve any PBRA resident (affected by RAD or not).
- PHAs may offer enrollment to residents residing in PBRA properties (affected by RAD or not) managed by the PHA or may partner with PBRA owners to offer enrollment to residents in such properties.
 - Note that FSS participants whose PH assistance is converted to PBRA assistance under RAD continue to be eligible for FSS after their housing is converted.
- PBRA owners that are not PHAs may implement their own FSS programs but are not eligible to compete for funding under this NOFA.

PBRA & RAD

- PHAs that convert all of their PH ACC units to PBRA will only be able to apply for funding if they also administer an HCV program.
- PHAs that converted all of their PH ACC units to PBRA and do not manage an HCV program may continue to use FSS funding that was granted prior to the RAD conversion (and may partner with another PHA with an FSS program).

REGISTRATION AND APPLICATION SUBMISSION

Registration Process - SAM and DUNS

- **Only applicants with a valid SAM.gov registration will be able to submit an electronic application via Grants.gov.**
- Before submitting an application, every applicant must have an active SAM.gov registration and an active DUNS number.
- Getting a DUNS number and completing SAM registration can take up to four weeks; therefore, applicants should start this process or check their status early.
- Visit SAM.gov and <http://fedgov.dnb.com/webform> for more information.

Registration Process - Grants.Gov

- Registration for Grants.gov is a multi-step process that can take approximately 2 to 4 weeks or longer to complete if there are data issues to be resolved.
- Applicants that do not have a valid registration will not be able to submit an application through Grants.gov.

Registration Process - Grants.Gov

- If your Authorized Organization Representative (AOR) has changed, follow the steps detailed in the **Organization Applicant Registration tab on the grants.gov website.**
- The E-Business Point of Contact (E-Biz POC) will need to authorize the AOR role. This authorization protects an organization from individuals who may submit applications without permission.

Registration Process - Grants.Gov

- If your E-BIZ POC has changed in the SAM Registration, make sure that the new E-BIZ POC grants permission to the person submitting the application to be the AOR.
- A registration checklist, step-by-step registration instructions, and other information may be found at www.grants.gov. Most of your questions regarding grants.gov registration can be answered on this website.

Application Submission Process:

Grants.gov

- Applicants must submit applications electronically via the Grants.gov website by the application deadline date.
- In extreme circumstances an applicant may receive a waiver from the requirement for electronic submission. See Section IV.A of the NOFA for more information.

Grants.gov → “Search for Grant”

CFDA: 14.896; or Funding Opportunity Number: FR-6000-N-04

Grants.gov Search Results Page

Navigation: HOME | LEARN GRANTS | **SEARCH GRANTS** | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | OUTREACH | SUPPORT

SEARCH: Grant Opportunities | Enter Keyword... **GO**

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Funding Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

☒ Posted (1)

☐ Closed (0)

☐ Archived (2)

FUNDING INSTRUMENT TYPE:

☒ All Funding Instruments

☐ Grant (1)

ELIGIBILITY:

☒ All Eligibilities

☐ Public housing authorities/Indian housing authorities (1)

CATEGORY:

☒ All Categories

☐ Housing (1)

AGENCY:

☒ All Agencies

☐ All Department of Housing and Urban Development (1)

1 - 1 OF 1 MATCHING RESULTS:

Funding Opportunity Number	Opportunity Title	Agency	Posted Date	Close Date
FR-6000-N-04	Family Self-Sufficiency Program	Department of Housing and Urban Development	03/21/2016	04/20/2016

Windows Taskbar: 9:37 AM 3/25/2016

“Package” tab and “Select Package”

The screenshot shows the GRANTS.GOV website interface. The main heading is "VIEW GRANT OPPORTUNITY" for FR-6000-N-04, Family Self-Sufficiency Program, Department of Housing and Urban Development. Below this, there are tabs for SYNOPSIS, VERSION HISTORY, RELATED DOCUMENTS, and PACKAGE. The PACKAGE tab is highlighted with a red circle. Below the tabs, there is a section titled "Select Grant Opportunity Package" with a warning message about Adobe Reader. Below the warning, there is a table listing available packages. The table has columns: CFDA, Competition ID, Competition Title, Opportunity Package ID, Opening Date, Closing Date, Workspace Compatibility, and Actions. The first row shows CFDA 14.896, Competition ID FR-6000-N-04, Competition Title Family Self-Sufficiency Program, Opportunity Package ID PK000221785, Opening Date 03/21/2016, Closing Date 04/20/2016, Workspace Compatibility No, and Actions Select Package. The "Select Package" button is highlighted with a red circle.

GRANTS.GOV

SEARCH: Grant Opportunities Enter Keyword GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

VIEW GRANT OPPORTUNITY

FR-6000-N-04
Family Self-Sufficiency Program
Department of Housing and Urban Development

Back Link

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

Select Grant Opportunity Package

Print Package List

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!
Before you can view and complete an application package, you MUST have Adobe Reader installed. Packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. Click for more information on Adobe Reader Compatibility.

Below is a list of the Opportunity Package(s) currently available for the Funding Opportunity.
Click the corresponding link to continue.

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Workspace Compatibility	Actions
14.896	FR-6000-N-04	Family Self-Sufficiency Program	PK000221785	03/21/2016	04/20/2016	No	Select Package

CONNECT WITH US: Twitter YouTube Blog RSS XML Extract Get Adobe Reader
HEALTH & HUMAN SERVICES: HHS.gov EEOC / No Fear Act Accessibility Privacy Site Map
COMMUNITY: USA.gov WhiteHouse.gov USApending.gov SBA.gov CFDA.gov SAM.gov DUNS Request Report Fraud

GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov

Downloading the Application - Select “Submit”

The screenshot shows a web browser window displaying the Grants.gov website. The address bar shows the URL: <http://www.grants.gov/web/grants/search-grants.html?keywords=14.896>. The browser's search bar contains "Search Grants | GRANTS.GOV". The website's navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The main content area is titled "VIEW GRANT OPPORTUNITY" and displays details for the "FR-6000-N-04 Family Self-Sufficiency Program" under the "Department of Housing and Urban Development". The "PACKAGE" tab is selected, showing the following information:

- Funding Opportunity Number – Title: FR-6000-N-04 – Family Self-Sufficiency Program
- Opportunity Package ID: PK000221785
- CFDA: 14.896 – Family Self-Sufficiency Program
- Competition ID – Title: FR-6000-N-04 – Family Self-Sufficiency Program
- Agency: Department of Housing and Urban Development
- Opening Date: Mar 21, 2016
- Closing Date: Apr 20, 2016

A yellow banner with a warning icon states: "Please review Applicant FAQs as you prepare and submit your application." Below this, a message reads: "To be notified of any changes to the opportunity package before the closing date, you will need to submit an email address. Your email address will allow us to email you in the event this opportunity package is changed and republished on Grants.gov before its closing date." The form includes an "Email:" label, a text input field, a "Confirm:" label, another text input field, a checkbox labeled "No, I do not wish to provide my email address", and a "Submit" button. The "Submit" button is circled in red. The footer of the page contains links for "CONNECT WITH US" (Twitter, YouTube, Blog, RSS, XML Extract, Get Adobe Reader) and "GRANTS.GOV Applicant Support" (1-800-518-4720, support@grants.gov). The system clock in the bottom right corner shows "11:05 AM 3/28/2016".

Open/Save “Download Instructions” and “Download Package”

The screenshot shows the Grants.gov website interface. The browser address bar displays <http://www.grants.gov/web/grants/search-grants.html>. The page title is "VIEW GRANT OPPORTUNITY" for "FR-6000-N-04 Family Self-Sufficiency Program". The "PACKAGE" tab is selected, showing details for Opportunity Package ID: PK000221785. Below the details, a yellow box contains the text: "Please review Applicant FAQs as you prepare and submit your application." The "Download Instructions and Package" section contains two buttons: "Download Instructions >" and "Download Package >". Red arrows and numbers 1 and 2 point to these buttons respectively. The footer includes contact information for Grants.gov and a list of links to various government websites.

1. → [Download Instructions >](#)

[Download Package >](#) ← 2.

Contents of “Download Package”

The “Package” Download contains:

- **Mandatory Forms:**
 - 1) SF-424 (Application for Federal Assistance);
 - 2) HUD-2880 (Applicant/Recipient Disclosure/Update Report)
 - 3) HUD-52651 (FSS Program Coordinator Funding form)

Mandatory forms are already open and available by scrolling down the page.

- **Optional Forms:** If you need to access an optional form, select the check-box to the left of the form name and the form will become available below. Only submit optional forms if they apply to you.
 - 1) SF-LLL: if not applicable to you, do not send with your application.
 - 2) Attachments Form: use this when attaching documents to your application.

Contents of “Download Package”

- **FY2016 Updates:**

(1) Logic Model (HUD 96010) is no longer required for this NOFA.

(2) HUD is no longer accepting faxes related to or in support of applications. The facsimile transmittal coversheet HUD-96011 is removed from all application packages. All supporting materials must be attached to the application. **DO NOT** send materials to 800-HUD-1010.

Form SF-424

- SF-424 – DO THIS FIRST – it will fill in sections of other forms automatically.
- Specific instructions on how to fill this form are found on Section IV.B.2.b of the FSS NOFA.

Form HUD-2880

- Responses to the threshold questions under Part I of the form determines whether the rest of the form must be completed.
- See VI. D.11(b) (page 23) of the General Section for more information, including a link instructional video for applicants/recipients.

Form HUD-2880

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☒ Yes ☐ No

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR Sec. 4.9

☐ Yes ☒ No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

However, you must sign the certification at the end of the report.

How to answer the threshold questions:

- Answer to question 1 is YES
- Answer to question 2 applies only to THIS grant application. Should be YES ONLY if you are requesting more than \$200,000 for THIS grant.
 - **YOU MUST FILL OUT PARTS II OR III, ONLY IF YOU ANSWER YES TO BOTH THRESHOLD QUESTIONS.**
 - If you answer yes to both threshold questions, fill in Parts II and III even if it is with an "N/A".

HUD-52651 -FSS Program Coordinator Funding Form

- **No longer a Word document, but a fillable PDF.**
- **Part I. General Information** (“add Joint Applicant” feature for 3rd joint applicant or more)
- **Part II.A. Previously Funded Positions**
 - ☐ **List Salary Requested & Type (PT/FT) for each position**
 - ☐ **“add additional positions” feature**

HUD-52651 -FSS Program Coordinator Funding Form

- **Part II.B. (New Positions)**

- ☐ List Salary Requested & Type (PT/FT) for each new positions requested; position was not funded previously under a NOFA

- **Part II.C. Total Requested**

- Number of Positions Requested and Total Salary Requested is auto-populated from Part II.A and II.B.

HUD-52651 -FSS Program Coordinator Funding Form

- **Part II. D. Total number of families under FSS contract during the NOFA target period.**
 - Enter the correct number, whether it is the same as is reflected in the PIC report or more. Enter the correct number for your PHA whether you are submitting supporting documentation or not.
 - e.g. if Appendix D says you have 30 participants but you really have 40 and you are applying for one position, you should not submit supporting documentation because there's no difference in your eligibility, however, DO indicate "40" for this question.

Form HUD-52651 -FSS Application Form

- Read Section IV.B.2.c (page 22) of the Program NOFA carefully for specific instructions on how to fill this form.

“Download Instructions” File

- “Instructions Download” contains:
 - A copy of the General Section
 - A copy of the FSS Program NOFA.
 - HUD 2993 (Application Receipt), only applicable if a waiver of electronic submission requirement is approved. Deadline for waiver submissions is 15 days before application deadline – April 5th, 2016
 - We have not approved a waiver in the last several years.

Application Hints

- Grants.gov has LOTS of information on registering; visit www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html
- Register for updates with grants.gov
 - You will be given the option when you go to download the application package/instructions.

Once You've Submitted Your Application...

- After your application has been received, your application still must be validated by Grants.gov. During this process, your application may be “validated” or “rejected with errors.”
- To determine whether your application was rejected with errors and the reason(s) why, you must login to Grants.gov, select “Applicants” from the top navigation, and select “Track my application” from the dropdown list.

Once You've Submitted Your Application...

- The Department recommends that applicants submit their applications at least 48 hours before the deadline.
 - A submission attempt less than 48 hours before the deadline may not allow the applicant enough time needed to research the reason for the problem and overcome the difficulty.
- If your status is “validated” your application will be forwarded to HUD by Grants.gov.
- **DO NOT ASSUME** that the application has been successfully submitted until you receive the validation notice.

Once You've Submitted Your Application...

- If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of one day beyond the application deadline to submit a corrected application that is received and validated by Grants.gov.
- There is no grace period for paper applications.

Application Status

- HUD has received your application when it says **“Your application has been reviewed by the Grantor agency and assigned an Agency Tracking Number.”** That means it’s been received and validated. There’s nothing else that Grants.gov can tell you after this.

Application Status

- If there is a problem with your application submission, an email will be sent to the person designated in your **REGISTRATION**, **not in your APPLICATION** because we will not have been able to read your application yet.
- Make sure that the person designated in your **REGISTRATION** is checking his/her email in anticipation of a validation email.

Other Hints

- Make sure that someone will be available to cure deficiencies, both at time of application submission and during the competition processing time!
- If the point of contact for the application goes on vacation, designate someone to cover for them and make sure any emails sent to the point of contact are forwarded to the designated person.
- All deficiencies will be sent via EMAIL ONLY this year. There will not be a fax or a paper letter.

Other Hints

- **SAVE** every email correspondence, email validation, the log number/call number every time you call the help desk, etc. These may become crucial if there is a problem.

REPORTING

Reporting - PIC

- PHAs must report FSS enrollments, progress and exit activities of their FSS program participants through form **HUD 50058 in PIC.**
- A progress report must be completed at least annually during each family's participation in the program.

Reporting - PIC

- HUD established series of warning and fatal edit related to FSS PIC reporting in May 2015. More information can be found on <http://portal.hud.gov/hudportal/documents/huddoc?id=IMS-PICRelease7900Letter.PDF>.

Reporting - PIC

- Updated guidance on PIC FSS reporting is forthcoming. In the meantime, PIH Notice 2011-65 and the 50058 Instructions Booklet provides current guidance on this topic.
- MTW PHAs use HUD form 50058-MTW and any additional reports required for MTW reporting.

Reporting - VMS

- Due to the combined funding streams, PHAs will no longer use VMS to report HCV FSS coordinator expenses for funds made available under this NOFA.
 - However, PHAs must continue to report HCV FSS coordinator expenses into VMS for HCV FSS funds made available under the FY 2013 (or earlier) HCV FSS NOFA.
- PHAs must continue to enter the amount of HCV FSS escrow deposits and HCV FSS escrow forfeitures into VMS.
- Amounts expended in excess of the FSS grant for the FSS coordinator's salary and benefits (as well as additional costs associated with the administration of the FSS program such as office space, computer costs, office supplies, etc.), which are allocated to the HCV program must be reported in VMS as administrative expenses.

Reporting - VMS & Op Fund

- 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 for more information on how to record and account for FSS expenses. FSS Accounting Brief #23 can be found at:
<http://portal.hud.gov/hudportal/documents/huddoc?id=AcctBrief23FSSvf051415.pdf>

Reporting - Annual Performance Reports

- A Logic Model is not required under this NOFA. Reporting outcomes will be measured mainly through the PIC system. More information is forthcoming on a Department-wide online reporting system.
 - This applies to FY 2016 grantees. FY 2015 grantees are still required to submit a logic model report.
- Federal Financial Report, SF-425

CONTACTS AND RESOURCES

Help with Grants.gov

- **For help with the Grants.gov process, please call 1-800-518-4276 or send an email to support@grants.gov.**
- **Or visit the resource page for applicants at <http://www.grants.gov/web/grants/applicants.html>**

Help with SAM.gov

- For help with SAM.gov processes, please contact the Federal Service Desk (FSD) at **1-866-606-8220** between 8:00am – 8:00pm (Eastern Standard Time) or visit www.FSD.gov
- Remember that some SAM.gov related issues may take several weeks.

General Section Questions

- 2016 **General Section** Questions – call the Office of Strategic Planning and Management/Grants Management and Oversight Division at **202-708-0667** (this is not a toll-free number).
- Persons with hearing or speech impairments may access this number via TTY by calling the Federal Relay Service at **800-877-8339**.

LOCCS Questions

- If grantees have any questions about the LOCCS access process or experience problems accessing LOCCS, please contact OCFO's User Support Branch at 1-877-705-7504 (toll free) or via email at CFOSecurity@hud.gov
- For additional information on LOCCS access, please visit https://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccs_guidelines

Program Office Contact Information

FSS Program Questions – Please email the HUD Headquarters FSS Team at FSS@hud.gov.

Please do not contact the Program Office with Grants.gov or SAM related questions.

Other Resources

- Funds Available Page:

<http://www.hud.gov/offices/adm/grants/fundsavail.cfm>

- FSS Listserv

[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)

- FSS Webpage:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/fss