

FY 2017

Family Self-Sufficiency (FSS)

Program NOFA Webcast

Office of Public and Indian Housing

Funding Opportunity Number: FR-6100-N-04

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# Agenda

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# Agenda

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# Overview

- **Due Date:** Application must be received by Grants.gov no later than 11:59:59 p.m. Eastern time on the due date as noted in the NOFA.
- **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 2017 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](https://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)

- This primary application form continues to be included as an electronic fillable form through Grants.gov.
- **The form has been revised to add salary comparability information.**



# Summary of Changes

## Salary Comparability Information

- Under the FY 2017 NOFA you are required to submit the salary comparability information as part of the application: **Part IV of the FSS Application form (HUD-52651)**
- See section IV.B.2.c of the NOFA for more information.



# Summary of Changes

## Maximum Salary Amount per Position

- The **maximum salary amount** that may be requested per position (**Renewals and New**) is set at **\$72,000** (approximately a 3% increase from the FY2016 maximum salary amount).
- Salary comparability information **must** support the increase.



# Summary of Changes PBRA Residents

- The FY2015 appropriations law ([Pub. L.No. 113-235, enacted December 16, 2014](#)) continues to allow PHAs and/or Project-Based Rental Assistance (PBRA) property owners, to **continue to offer enrollment in FSS to residents in PBRA projects**, including RAD-converted properties.



# Summary of Changes

## PBRA Residents

- PHAs may use funds awarded under the FY2017 FSS NOFA to serve any PBRA resident (affected by RAD or not) in their FSS programs.
- PBRA owners that are not PHAs may implement their own FSS program **but** are not eligible to receive funding under this NOFA.

Section III.E.7.d "Rental Assistance Demonstration" of the NOFA for more information.



# Summary of Changes PIC Data

- Only data entered into the Office of Public and Indian Housing (PIH) Information Center (PIC) will be reviewed to determine funding eligibility under the FY2017 FSS NOFA.



# Summary of Changes PIC Data

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

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



# Summary of Changes Administrative and Training Cost

- Under this NOFA, administrative and training costs may be allowable costs subject to the provisions as described in Section II.A.1 of the FY2017 Family Self-Sufficiency (FSS) Program NOFA.



# Summary of Changes

## Performing PH or HCV Functions

- **HUD approval must be obtained** from your local HUD Field Office **before FSS coordinators may perform routine PH and HCV program functions.** These functions are allowed as long as it enhances the effectiveness of the FSS program.
  - Section IV.F.3.b of the NOFA for more information.



# TARGET PERIOD



# Target Period

**01/1/2016 –12/31/2016**

- 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

**Only PHAs (including MTW) and Indian tribes/TDHEs are eligible to apply if:**

- The applicant was funded under any of the FY 2014, FY 2015, and/or the FY 2016 FSS NOFAs, or
- The applicant received an FSS program through a transfer or consolidation from a PHA that was funded under such NOFAs.

**Appendix D provides a list of applicants who meet these criteria.**



# Eligible Applicants

**If you are not listed in Appendix D, but you believe you meet the criteria, you may request a review of eligibility from HUD:**

- Must submit a Request for Review of Eligibility via email to [fss@hud.gov](mailto:fss@hud.gov).
- The subject line should be "2017 Review of FSS Eligibility"
- The email must include:
  - The applicant's name,
  - PHA number (in the format found in Appendix D), and
  - A brief explanation of why the applicant believes they are eligible

**See Section III.A.2 of the NOFA**



# Joint Applicants

- If you **did not apply jointly under the most-recently funded NOFA**, (FY 2016, FY 2015, or FY 2014 FSS NOFAs) **you may not apply jointly under this 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
- As with all other applicants, **the joint applicant group is subject to the cap on number of renewal positions.**

Section IV.F.3 "Cap on Number of Renewal Positions" of the NOFA



# Number of Families Served

- Eligibility for funding will still be based on the number of FSS program participants in the applicant's entire FSS program during the target period. This number includes PH, HCV (including PBV) and PBRA FSS participants.
- 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**
  - **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 2014, FY 2015, and/or FY 2016).**
  - **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.**



# 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 the same number of positions and for the same funding amount that you were last funded for (in FY14, FY15, or FY16).



# Number of Families Served

Example 1:

|       | Positions Funded in FY16 (Cap on Renewal Positions) | Amount Funded in FY16 | FSS Families During FY17 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 FY16 (Cap on Renewal Positions) | Amount Funded in FY16 | FSS Families During FY17 Target Period |
|-------|---|-----------------------|--|
| PHA B | 1.5   | 89,000                | 68                                     |

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



# Number of Families Served

***How does the formula apply to an applicant under a transfer/consolidation where the combined number of renewal positions of the divesting and receiving PHA includes part-time positions beyond the initial position (e.g. 1.5, 2.5 positions)?***

- The receiving PHA will be eligible for the combined number of positions and the combined funding amount of the divesting and receiving PHA if:
  1. 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 2016 FSS NOFA's target period, **or**
  2. At least the required minimum number of FSS families applicable to the next full-time position.



# Number of Families Served

- Example 3:

|       | FSS Families During FY16 Target Period | Positions Funded in FY16 (Cap on Renewal Positions) | Amount Funded in FY16 | FSS Families During FY17 Target Period |
|-------|--|---|-----------------------|--|
| PHA A | 19                                     | 0.5   | 23,500                | 19                                     |
| PHA B | 50                                     | 1.0   | 65,235                | 50                                     |

- 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.



# Number of Families Served

**However, the receiving PHAs 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 in FY 2018, to continue to be eligible for the same cap on renewal positions and renewal funding amount.**



# 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

The following General Section requirements apply differently to the FSS NOFA:

- Compliance with Non-discrimination and Related Requirements
  - Economic Opportunities for Low-and Very Low-income Persons (Section 3).
  - Sufficiency of Financial Management System
  - Conducting Business in Accordance with Ethical Standards/Code of Conduct
  - Debarments and/or suspensions
  - Consistency with the Consolidated Plan and Analysis of Impediments to Fair Housing Choice
- 
- See Section III.D and III. E. 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 Comparability Information

In the past, HUD has asked applicants to keep documentation on file demonstrating that the salary that they are requesting is comparable to local wages for similar professions.

- For all positions requested under the this NOFA, **you are required to submit the salary comparability information as part of the application by completing Part IV of the FSS Application form (HUD-52651).**
- It is FRAUD to request more than you intend to pay the Program Coordinators funded under this NOFA.

**Section IV.B.2.c of the FY17 FSS NOFA for more information.**



# Unexpended Funds

- Funds projected to remain unexpended by the end of the grant period **for adequate reasons** (such as FSS coordinator turnover or prolonged absence)
  - **May also be used for eligible administrative and training costs related to the FSS program, subject to prior HUD approval.**
  - There is a cap of 10% of the total award amount.
    - For example, if the grantee was awarded a \$45,000 grant, no more than \$4,500 of this total may be approved for eligible administrative and training costs.



# Unexpended Funds- Eligible Activities

- **Examples of eligible training expenses include, but are not limited to, training materials, and/or cost of registration for trainings related to case management, service coordination, and economic self-sufficiency.**
- **PHAs or tribes/TDHE seeking to use funds for these purposes must seek prior approval from their local HUD Field Office before the grant period closes.**



# Unexpended Funds- Eligible Activities

- Such administrative and training **costs must be related to the FSS program and attributable to the PHA (not to the family).**
- **Examples of eligible administrative expenses include, but are not limited to,** mileage costs for visits to FSS families in relation to the FSS coordinator's case management/coaching functions and cost of FSS outreach materials.



# FUNDING RESTRICTIONS



# Funding Restrictions

## **Funding Increases for Renewal Positions.**

- Applicants can request up to the maximum award amount (\$72,000) supported by salary comparability information for renewal positions.

## **Cap on number of Renewal Positions:**

- Applicants will not be awarded more “renewal positions” than the most recent number of FSS coordinators funded.
- However, applicants can apply for New FSS Coordinator positions.



# Funding Restrictions

## Ineligible Activities:

- *PH or HCV Program Functions:* An FSS coordinator may perform some PH or HCV functions for FSS participants, such as annual reexaminations, if it enhances the effectiveness of the FSS program.
  - **Prior HUD approval is required for an FSS coordinator to perform such functions.**
- *Homeownership Functions:* FSS funds may be used to perform homeownership functions for FSS families only, but this may not be the sole function for which funds are used.
  - **If your FSS Coordinator provides homeownership counseling you are required to be in compliance with the housing counseling rule to continue providing homeownership counseling.**



# **APPENDIX D AND SUPPORTING DOCUMENTATION**



# Appendix D

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.
- PHA Type



# Supporting Documentation

- HUD will no longer accept documentation to correct the number of FSS families as shown in the PIC report in Appendix D.
  - Only the following applicants must submit an ad hoc report which details the number of participants served during the FY16 target period:
    - (1) Tribes/TDHEs,
    - (2) Moving to Work (MTW) PHAs, and
    - (3) PHAs that serve PBRA families.
- **See Section IV.B.1.a of the NOFA for additional details**



# APPLICATION REVIEW



# Funding Priority Categories

Funding will be distributed in order starting with Funding Category 1, then Funding Category 2, then Funding Category 3, then Funding Category 4.

- **Funding Category 1:** *Renewal Funding for Eligible Applicants.*
- **Funding Category 2:** *Funding Increase for Eligible Applicants Increasing from a Part-time Renewal Position to a Full-time Position.*
- **Funding Category 3:** *Funding Increases for Full-Time Renewal Positions.*
- **Funding Category 4:** *New Coordinator Positions (full-time) that were not funded in FY 2014, FY 2015, 2016 for Eligible Applicants.*



# Funding Priority Categories

## **Funding Category 1:** *Renewal Funding for Eligible Applicants.*

- Applicants must meet the “Number of FSS families served” eligibility requirement.
- Salary Comparability requirements also apply.
- If applications eligible for funding under this category is greater than amount made available under this NOFA, HUD will equally prorate each award.



# Funding Priority Categories

**Funding Category 2:** *Funding Increases for Applicants Increasing from a Part-time Renewal Position to a Full-time position.*

- If funding remains after funding all eligible applicants in category 1, funding will be made available to eligible applicants under this category.
- An applicant may request under this category if its “cap on number of renewal positions” is 0.5, 1.5., 2.5, and so forth
- The order of funding will be determined on the applicant’s staff to client-to- staff ratio reflected in PIC. Applicants with the highest client-to- staff ratio will be funded first.
- Salary Comparability requirements also apply.
- Applicants who are listed in Appendix D as ineligible under this funding category may become eligible after submission of such documentation. This only applies if you are a MTW, a Tribe/TDHE, and/or a PHA that serve PBRA FSS families.



# Funding Priority Categories

## **Funding Category 3:** *Funding Increases for Full-time renewal positions.*

- If funding remains after funding all eligible applicants in category 1 and 2, funding will be made available to eligible applicants under this category.
- Applicants are subject to salary comparability requirements.
- If requests for category 3 is greater than the amount remaining after funding categories 1 and 2, HUD will equally prorate each increase.



# Funding Priority Categories

## Funding Category 4: *New Coordinator Positions*

- If funding remains after funding all eligible applicants in category 1,2, and 3, funding will be made available to eligible applicants under this category.
- The order of funding will be determined on the applicant's staff to client-to- staff ratio reflected in PIC. Applicants with the highest client-to- staff ratio will be funded first.
- No applicant will receive a second new coordinator position until all other eligible applicants have received one new coordinator position.
- If two or more applicants have the same ratio and funding is not enough to fund them all, then none of these applicants will be funded in this category.
- Applicants are subject to salary comparability requirements.
- Request for new coordinators must be supported by the number of FSS families served eligibility requirements.



# Funding Priority Categories

## Additional Information:

- Only PIC will be used to determine numbers of FSS families served unless you are a MTW PHA, Tribe/TDHE, and/or PHA that serves PBRA families in the FSS program. The numbers of FSS families served is listed in Appendix D of the NOFA.
- Applicants must submit only one application even if applying under more than one funding category
- The HUD-52651 will indicate to HUD what categories the applicant is applying for.



# **FSS Statutory and Regulatory Requirements**



# Statutory and Regulatory Requirements

## FSS Program Termination Due to Reduced funding:

- Loss of funding for the FSS coordinator position does not relieve a renewal applicant from the contractual obligation to families already under an FSS contract.

## Rental Assistance Demonstration:

- PHAs that are converting or have converted public housing units to PBV assistance through RAD may use funds to serve those PH FSS participants who live in units converted by RAD.
- PHAs may offer enrollment in FSS to residents in development converted to PBRA that were not enrolled in FSS prior to the RAD conversion.
- PBRA owners that are not PHAs may implement their own FSS programs but are not eligible to compete for funding under this NOFA.
- See Section 1.6 (C)(5) of the RAD notice (Notice PIH 2012-32 (HA), Rev-2) for more information



# **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.



# 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.
  - *Lack of valid SAM registration is not deemed good cause for approving a waiver request*
- See Section IV.A of the NOFA for more information on requesting waiver to electronic submission requirement.



# Contents of Grants.gov Application Package

- **Mandatory Forms:**

- 1) SF-424 (Application for Federal Assistance);
- 2) HUD-2880 (Applicant/Recipient Disclosure/Update Report)
- 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.

**Review of NOFA for additional information on completing these forms.**



# FSS Program Coordinator Funding Form (HUD-52651)

- **Part II.A ("Previously Funded Positions")**: Enter the *total salary amount requested* for Renewal Positions (Funding Category 1), including *any increases* requested under Funding Category 3, under the "Salary Requested per Position" column. You will also enter whether the position is Full-Time or Part-Time, the Number of Hours each position works per week, and whether or not the positions are Supervisory or Non-Supervisory (*new this year*).
- **Part II.C ("Total Requested")**: This part will be populated automatically based on the information you enter in the preceding parts. Do not add or change anything.



# FSS Program Coordinator Funding Form (HUD-52651)

- **Part II.B ("New Positions")**: Applicants who are applying for a funding increase for a Part-Time Renewal Position that is increasing to a Full-Time Position (under **Funding Category 2**) must enter the requested increase amount (not the total amount requested) on column 2 "Salary Requested Per Position under this NOFA (Including Fringe Benefits)" and "Part-time" in column 3. This year you will enter the number of hours worked per position per week.
- Applicants who are requesting **NEW** positions under **Funding Category 4** must use Section II.B. to enter any new positions. Please note that only Full-Time Positions may be requested and funded under funding category 4; therefore, "Full-time" must be entered on column 3 for all positions.



# FSS Program Coordinator Funding Form (HUD-52651)

- **Part III (“Requests for PHAs that are NOT currently administering FSS Programs”)**: While this is still part of the form, it will not be displayed on grants.gov because ONLY applicants that are currently administering an FSS program are eligible for funding under this NOFA.



# FSS Program Coordinator Funding form (HUD-52651)

- **In Part IV** of the HUD 52651 form, applicants are **required** to **submit salary comparability information** as part of the application.
  - Salary comparability information shall be based on salary information for *similar positions* in the applicant's area.
  - An online resource, such as the **Career One Stop Salary Finder (sponsored by the U.S. Department of Labor)** may be used as the basis for only ONE of the salary comparables. <https://www.careeronestop.org/toolkit/wages/find-salary.aspx>
  - Applicants can also contact their **local Workforce Investment Board (WIB)** in completing the salary comparability information.
  - Applicants located in remote areas that are unable to find reliable salary comparability information for such areas may use comparability information from **nearby metropolitan areas**.
- See Section IV.B.2.c. of the FY2017 NOFA for more information.



# REPORTING



# Reporting- PIC

- PHAs must report FSS enrollments, progress and exit activities of their FSS program participants through form [HUD 50058](#) in Public & Indian Housing Information Center (PIC).
- An FSS Addendum must be submitted within 60 days of the *effective date* of an Enrollment or Exit from the FSS program.
- A progress report **must** be completed ***at least annually*** during each family's participation in the program.



# Reporting- PIC (MTW PHAs)

- MTW PHAs use HUD form 50058-MTW and any additional reports required for MTW reporting.



# Reporting- PIC

- See **Notice PIH 2016-08**, and any subsequent amendments to the notice, for information on FSS reporting requirements in PIC.
  - PIH 2016-08 Webcast training, published on August 12, 2016
  - May, 2015, HUD established a set of warnings and fatal edits related to FSS PIC reporting.
  - All are accessible on the FSS webpage at the following address:  
[https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/hcv/fss](https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/fss).



# 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.



# Reporting- VMS

- **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 **must be reported in VMS as administrative expenses**
  - Including additional costs associated with the administration of the FSS program such as office space, computer costs, office supplies, etc.



# Reporting – VMS & Operating 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 **Accounting Brief #23, Financial Reporting for the FSS Program** 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.
  - This applies to FY 2017 and FY 2016 grantees.
  - FY 2015 grantees are still required to submit a logic model report.
- Federal Financial Report, SF-425



# CONTACTS & RESOURCES



# Contacts & Resources

- **For Help with Grants.gov** please call 1-800-518-4276 or send an email to [support@grants.gov](mailto:support@grants.gov) or visit <http://www.grants.gov/web/grants/applicants.html>
- **For help with SAM.gov**, please contact the Federal Service Desk at 1-866-606-8220 or visit [www.FSD.gov](http://www.FSD.gov)
- **2017 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**.



# Contacts & Resources

## FSS Program Questions

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

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