

**Notice of Funding Availability for
HUD's Fiscal Year 2017 Family Self-Sufficiency:
Frequently Asked Questions**

Question 1: Can I use Workspace on Grants.gov?

Answer: The FSS NOFA forms are not workspace compatible. You must use the standard download method.

Question 2: How do I find 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”
- Then enter your email (recommended, so you get updates, if any, about the application package)
- Download the Instructions - this is a zip file with the General Section and the Program NOFA as well as a form that you'll only need if you are approved for a paper application (which we haven't done in many years)
- ALSO download the “package”
- Open the ***package*** - it is a PDF
- You will find the 52651 under “mandatory forms”

As you open each form, they remain open and to find them, scroll down.

Please make sure that you download the right application - FSS CFDA 14.896. Mixed-up applications will NOT be processed and are NOT a basis for appeal.

Question 3: 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 4: 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 5: I am getting an error message when saving my completed FY2017 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.

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 2015 or 2016 data? Can I use current 2017 salaries for my comparability information?

Answer: The CareerOneStop tool bases its information on 2016 data, so to be comparable, all salary comparability information must be based on 2015 or 2016 data. However, 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 2016.

Question 8: Where can I find the webcast?

Answer: The webcast can be found here: <https://www.youtube.com/watch?v=bDMtjpVqkiU>

The presentation materials used in the webcast can also be found here:

https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/fundingopps/FY2017FSSProg

Question 9: How do I sign up for the FSS email list?

Answer: The FSS email list (listserv) link can be found here:

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