

September 22, 2022

Housing Authority Board of Commissioners  
Clackamas County

Approval to apply for Family Self Sufficiency grant funds. Funded through the US Department of Housing and Urban Development.  
No County General funds are involved.

<b>Purpose/Outcomes</b>	Approval to apply for the US Department of Housing and Urban Development (HUD) Family Self Sufficiency (FSS) grant to continue to fund the full time FSS Coordinators for calendar years 2023 and 2024.
<b>Dollar Amount and Fiscal Impact</b>	To be determined by HUD through the application process. Last year was awarded \$160,000.
<b>Funding Source</b>	Federal grant funds. No County general funds involved.
<b>Duration</b>	Two Years: 1/1/2023-12/31/2024 and 1/1/2024 – 12/31/2024
<b>Previous Board Action/Review</b>	9/20/22 – Item presented at Issues
<b>Strategic Plan Alignment</b>	1. This funding aligns with H3S’s strategic priority to ensuring access to Safe, Stable Housing 2. This funding aligns with the County’s strategic priority to ensure safe, healthy, and secure communities.
<b>Counsel Review</b>	N/A
<b>Contact Person</b>	Toni Karter, HACC Interim Executive Director (503) 650-3139
<b>Procurement Review</b>	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. If no, provide brief explanation: This is a grant application.
<b>Contract No.</b>	N/A

The Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department of Clackamas County is seeking approval to apply for the Family Self-Sufficiency grant to fund two full-time FSS Coordinators to operate the Family Self-Sufficiency Program (FSS) for individuals and families in our Public Housing and/or Voucher Programs.

**BACKGROUND:**

HACC has been operating the FSS Program since 1999. The goal of the FSS program is to promote self-sufficiency strategies for low-income families and to encourage the growth of saving accounts and/or to build credit for assisted households.

This grant opportunity would renew funding for the current two full-time FSS Coordinators. The role of an FSS Coordinators is to promote enrollment in the FSS program, to ensure that FSS program participants are connected to the supportive services they need, to complete annuals

and interim reexaminations of rent assistance and to assist participants in working toward graduating from assistance.

The attached Notice of Funding Opportunity details the eligibility of the Housing Authority to request this renewal funding, the FSS Coordinator role in detail and the application process. HACC will be requesting funding for two full time FSS Coordinators for the next two calendar years. Funding will cover the full cost of employment, which includes indirect costs and historically has been renewed to continue or expand the FSS program since 1999.

There are no match funding requirements with this grant. Funds received would cover all costs to staff the positions. The application deadline is October 07, 2022.

**ATTACHMENTS:**

- FSS Notice of Funding Opportunity 2022

**RECOMMENDATION:**

Staff respectfully recommends that the Housing Authority Board of Clackamas County direct staff to submit the FSS Grant application with HUD for renewed funding of two full-time FSS Coordinators for calendar years 2023 and 2024.

Respectfully submitted,



Rodney Cook, Director  
Health, Housing & Human Services



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

Public and Indian Housing

2022 Family Self-Sufficiency NOFO

FR-6600-N-04

10/07/2022

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**Program Office:**

Public and Indian Housing

**Funding Opportunity Title:**

2022 Family Self-Sufficiency NOFO

**Funding Opportunity Number:**

FR-6600-N-04

**Assistance Listing Number:**

14.896

**Due Date for Applications:**

10/07/2022

**Summary**

The U.S. Department of Housing and Urban Development (HUD) Strategic Plan sets the direction and focus of our programs and staff to create strong, sustainable, inclusive communities and quality, affordable homes for all.

**HUD's Strategic Goals**

HUD's FY 2022-2026 Strategic Plan lays out this administration's strategy for ensuring everyone has an affordable, healthy place to live. Over the course of the next four years HUD will pursue two overarching priorities focused on increasing equity and improving customer experience across all HUD programs. Five strategic goals undergird the Plan as follows:

- Strategic Goal 1: Support Underserved Communities
- Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing
- Strategic Goal 3: Promote Homeownership
- Strategic Goal 4: Advance Sustainable Communities
- Strategic Goal 5: Strengthen HUD's Internal Capacity

The five goals of the FY 2022-2026 Strategic Plan present the core vision of what we hope to accomplish, the strategies to accomplish those objectives, and the indicators of success.

**Overview**

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Opportunity (NOFO) to invite applications from eligible applicants for the program and purpose described within this NOFO. 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 NOFO: Please direct questions regarding the specific

requirements of this NOFO to the office contact identified in Section VII.

**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 NOFO will identify its applicable OMB control number unless its collection of information is excluded from these requirements under [5 CFR part 1320](#).

**OMB Approval Number(s):**

2577-0178

**I. FUNDING OPPORTUNITY DESCRIPTION.**

**A. Program Description.**

• **Purpose**

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 PBRA properties to voluntarily make an FSS program available to their tenants. Please note that HUD published the Final Rule implementing the changes to the FSS program on May 17, 2022. The Notice can be accessed at <https://www.federalregister.gov/documents/2022/05/17/2022-09528/streamlining-and-implementation-of-economic-growth-regulatory-relief-and-consumer-protection-act>.

**b. Responsibilities of FSS Program Coordinators.** An FSS Program Coordinator must:

- Implement the FSS program as required by 24 CFR 984 (and 24 CFR 887 for PBRA owners). Be sure to become familiar with the updated regulations published on May 17, 2022.
- Create, Maintain and Update the FSS Action Plan (24 CFR 98 CFR 984.201) and all relevant local program policies.
- Create and implement an outreach plan and enroll FSS participant families, maintaining at least the minimum number to be served per this NOFO award.
- Ensure that an Individual Training and Services Plan (ITSP) is prepared for head of FSS family and each adult member of the FSS family who elects to participate in the FSS program. See Section I.A.4 for more information on eligible families.
- 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. See Section I.A.4 of this NOFO ("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).

- FSS Coordinators may also perform job development functions (e.g., outreach to potential employers) for the FSS program.
- 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) and the two webinar series posted on <https://www.hud.gov/strongfamilies>

- Ensure that the services and supports 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. This includes ensuring that FSS families are provided with a statement of their escrow account balance at least once each year, but more often is encouraged.
- Monitor the progress of participants, promote opportunities for them to increase their income and address and eliminate barriers to advancement and graduation.
- Oversee the account of forfeited escrow funds in accord with 24 CFR 984.305(f)(2) and local policy.

The [FSS Guidebook](#) and [Online](#) training are 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. The Guidebook and Training will be updated over the summer of 2022 to conform with the changes made by the FSS Final Rule. All FSS applicants must have a representative from their organization complete the new FSS training as a condition of award, prior to accessing funds (not prior to application). 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/coaching functions. While this NOFO requires at least 25 FSS participants to qualify for one full-time FSS Coordinator position (see Section III.F.3. of this NOFO "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.

**Please Note:** that best practice dictates that Program Coordinators be available in the community, in locations accessible by participants, potential participants, partners and potential



partners. This may include in homes, at workplaces, at partner sites and at days/hours that are outside of “traditional” work hours. In as much is possible, PHAs are encouraged to support this flexibility.

**d. Outreach.** Grantees must take affirmative steps 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 persons with limited English proficiency. 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](#).

Grantees must take appropriate steps to ensure effective communication with individuals with disabilities and must also ensure effective communication and provide reasonable accommodations for individuals with disabilities, to include providing all materials, notices, and communications in a manner that is effective for persons with hearing, visual and other communication-related disabilities. 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, and auxiliary aids or services or other reasonable accommodations must be provided to ensure equal participation by individuals with disabilities. Where accessibility for persons with disabilities is not possible, you must give priority to alternative participatory methods that are accessible and usable by qualified individuals with disabilities in the most integrated setting appropriate and must ensure effective communication with individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and HUD's implementing regulation at 24 CFR part 8, and Title II of the Americans with Disabilities Act (42 U.S.C. §§ 12131-12134) and the implementing regulation at 28 CFR Part 35. Additionally, grantees should take reasonable steps to engage and ensure participation by formerly homeless persons, veterans, persons with criminal records and any other underserved or historically unrepresented groups.

**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, Foster Youth initiative (FYI), 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.

- **Changes from Previous NOFO.**

**Applicants should read this entire NOFO 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 NOFO are followed.**

- **FOR THIS FY22 NOFO ONLY** – ALL PHAs that were funded in FY21, FY20, or FY19 NOFOs may apply for funding in this FY22 NOFO, even if you didn't meet the minimum number of participants requirement, because HUD is giving all PHAs a grace year due the impacts of COVID-19. HUD will not use 2021 PIC counts to limit your Baseline Positions.
- **Opportunity for New Grantee Awards.** For the first time since FY19, we anticipate having funding available to New (not funded in FY19, FY20, FY21) applicants (after all eligible renewals are funded).
- **Multifamily Housing (aka Project Based Rental Assistance or PBRA)**  
**Applicants.** This NOFO will accept applications from Multifamily Housing Owners for the first time due to now being included as eligible entities for funding in the FSS Final Rule. All Multifamily applicants will be in the "New" category.
- **Two-Year NOFO.** This NOFO may be used to make awards for a Subsequent Year of Funding if future appropriated funding becomes available and allows. HUD may use the grant applications received from this NOFO to make additional year renewal awards. HUD also reserves the right to issue a supplemental FSS NOFO, which may have a limited pool of applicants.
- **PBRA Participants.** Funds awarded under this NOFO may be used to serve residents of Project-Based Rental Assistance (multifamily) regardless of whether they were RAD-affected. Previously, only RAD-affected PBRA residents could be served using NOFO funding.
- **Part-Time to Full-Time.** If you serve at least 25 participants (according to the PIC report in Appendix C) and you are currently only funded for a part-time Coordinator, this NOFO will increase your part-time position to a full-time position (from .5 to 1), unless you submit a Part-Time Loss Acknowledgement letter with this NOFO application. This is not a change from FY21 but a reminder.
- **Funding Priority Categories:** In the previous NOFOs we offered three funding priority categories, which were Category 1: Renewal Funding for Eligible Applicants; Category 2: Increases from Part-time to Full-time Positions; and Category 3: Increases in Funding Amount. In this NOFO, for FY22, subject to your eligible request and available funds:

- Category 1 – Renewals - will be to fund you to the amount to which you were last funded for your Baseline Positions.
  - Category 2 – Renewals - If you serve at least 25 participants (according to the PIC report in Appendix C) and you are currently only funded for a part-time Coordinator, this NOFO will increase your part-time position to a full-time position (from 0.5 to 1), unless you submit a Part-Time Loss Acknowledgement letter with this NOFO application.
  - Category 3 – Renewals - will be to increase your funding, up to your Maximum Annual Award (or approved Exception Request) or Eligible Funding Request, whichever is less. See Appendix C and Section V.B.3.
  - Category 4 will fund New grantees (applicants not funded in FY19, FY20 or FY21).
- FY23 Funding Priorities for applications that came in with the FY22 NOFO cycle as well as any applications that are submitted in any supplemental opening of this NOFO.
    - Category 1 – Renewals - will be to fund you to the amount to which you were last funded for your Baseline Positions.
    - Category 2 – Renewals - If you serve at least 25 participants (according to the PIC report in Appendix C) and you are currently only funded for a part-time Coordinator, this NOFO will increase your part-time position to a full-time position (from 0.5 to 1), unless you submit a Part-Time Loss Acknowledgement letter with this NOFO application
    - Category 3 – Renewals - will be to increase your funding, up to your Maximum Annual Award (or approved Exception Request) or up to your Eligible Funding Request, whichever is less. See Appendix C and Section V.B.3.
    - Category 4 will fund New grantees (applicants not funded in FY20, FY21 or FY22).
- **Salary Comparability Information:** In previous NOFOs, applicants were asked to submit salary comparability information with their application. Under this NOFO, as with FY21, salary comparability information is NOT required. Instead, salary information will be taken from the U.S. Bureau of Labor Statistics (BLS) locality pay data, with 40 percent added for fringe benefits.
  - **Unexpended Funds:** Any unexpended funds will be recaptured and used to make future grants. This was the same in FY21 and FY20 but is a change from FY19.
  - **Unexpended Balance Explanation.** If you did not expend at least 60 percent of your last FSS award during its Period of Performance, you MUST submit an Unexpended Balance Explanation to your local Field Office as a condition of your award. This letter must explain why your last grant was not fully expended and how you plan to change your operations to ensure that this award is right-sized and will be fully expended. This application requirement is indicated in Appendix C under the column labeled “Unexpended Balance.”

- **Revised HUD form 52651 under this NOFO:** This NOFO will not require the HUD-52651 for Renewal applicants, as has been the case in recent FSS Renewal NOFOs. Instead, the relevant fields where HUD needs information from Renewal applicants have been indicated in the instructions in Section IV.B. and are to be completed on the SF-424. This is not a change from FY21, but a reminder. However, the HUD-52651 form has been revised and IS required for New Applicants.

All New applicants must include at least three partners that are currently participating or will be participating in your future Program Coordinating Committee. Information will be captured on form HUD-52651 in space number nine (#9). Applicants must include the name of each organization and the name, email address and phone number of a point of contact at that organization who, if contacted, would confirm that they are currently working with the applying entity on the FSS program or are committed to working with the applying entity if the applicant is successful in being funded for this grant.

- **Amount Requested, Annual Cost Adjustment, Baseline Annual Award, Baseline Funding per Position, Baseline Renewal Positions, Baseline Two-Year Award, First-Year Funding Request, Largest Renewal Award, Last Renewal Award, Last Renewal Positions, Maximum Annual Award, Maximum Expansion Positions, Maximum Two-Year Award, Multifamily Contract Number, Multifamily Quarterly Report, Number of FSS Participants, Second-Year Funding Request:** Please see Program Definitions IV.B. for information on these terms. The funding formula has changed from the FY21 and FY20 NOFOs, which means *applicants must do the math* to calculate their Maximum Two-Year Funding Request. *Please pay close attention to the new definitions and calculations to request the appropriate funding amount for the appropriate number of positions.*
- **Exception Request, Part-Time Loss Acknowledgment & Renewal Period:** Please see Program Definitions IV.B. for information on these terms and the process to submit an Exception Request or Part-Time Loss Acknowledgment, if desired. This is not a change from FY21, but a reminder.
- **Each applicant must apply with a unique TIN and UEI number:** This year, HUD will not be accepting DUNS numbers but will require a UEI number instead. For PHA applicants, as before, no more than one application will be accepted from any one TIN or UEI number. For PHA applicants, HUD will treat multiple applications from one UEI as duplicates and only review the last application received and validated by HUD. This is not a change, but a reminder. PBRA applicants, multiple applications from the same Multifamily Contract Number (PBRA HAP Contract Number) will be treated as duplicates. HUD will only review the last application received and validated by HUD.
- **Definitions.**

a. Standard Definitions

**Affirmatively Furthering Fair Housing (AFFH).** Affirmatively Furthering Fair Housing (AFFH) means taking meaningful actions, in addition to combating discrimination to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing

means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunities, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all program participant's activities and programs relating to housing and urban development.

**Assistance Listing number** refers to the publicly available listing of Federal assistance programs managed and administered by the General Services Administration, formerly known as the Catalog of Federal Domestic Assistance (CFDA). Assistance Listing is a unique number assigned to identify a Federal Assistance Listings, formerly known as the 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.

**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 HUD's requirements regarding the Consolidated Plan and related Action Plan).

**Contract** means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. For additional information on contractor and subrecipient determinations, see [2 CFR 200.331](#).

**Contractor** means an entity that receives a contract as defined above and in [2 CFR 200.1](#).

**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. Depending on specific criteria, deficiencies may be either Curable or Non-Curable.

- *Curable Deficiencies* may be corrected by the applicant 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 Deficiencies** cannot be corrected by an applicant 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 Dun and Bradstreet Data Universal Number System identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis.

**E-Business Point of Contact (E-Biz POC)** A user registered as an organization applicant who is responsible for the administration and management of grant activities for his or her organization. The E-Biz POC is likely to be an organization's chief financial officer or authorizing official. The E-Biz POC authorizes representatives of their organization to apply on behalf of the organization (see Standard AOR and Expanded AOR). There can only be one E-Biz POC per DUNS Number.

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

**Expanded Authorized Organization Representative (AOR)** An AOR is a member of your organization authorized by the EBiz POC to submit applications in Grants.gov on behalf of the organization. An applicant user with the Expanded AOR role is authorized to submit any applications on behalf of the organization and has privileges that allow the user to modify organization-level settings in Grants.gov.

**Federal Financial Assistance** means assistance that entities received or administer in the form of:

1. Grants;
2. Cooperative agreements (which does not include a cooperative research and development agreement pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710a)).
3. Loans;
4. Loan guarantees;
5. Subsidies;
6. Insurance;
7. Food commodities;
8. Direct appropriations;
9. Assessed and voluntary contributions; and
10. Any other financial assistance transaction that authorizes the non-Federal entity's expenditure of Federal funds.
11. Federal financial assistance does not include amounts received as reimbursement for services rendered to individuals as described in section [200.502\(h\)](#) and (i). ([2 CFR 200.1](#))

**Federal award**, has the meaning, depending on the context, in either paragraph (i) or (ii) of this definition:

1. (i) The Federal financial assistance that a recipient receives directly from a Federal awarding agency or a subrecipient receives indirectly from a pass-through entity, as described in [2 CFR §200.101](#); or
  - ii. The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in [2 CFR §200.101](#).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definitions of Federal financial assistance in [2 CFR §200.1](#), and this

NOFO, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

3. Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).
4. See also definitions of Federal financial assistance, grant agreement, and cooperative agreement in [2 CFR 200.1](#).

**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 NOFO.

**Historically Black Colleges and Universities (HBCUs)** The Higher Education Act of 1965, as amended, defines an HBCU as: "...any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation." HBCUs offer all students, regardless of race, an opportunity to develop their skills and talents.

**Non-Federal Entity (NFE)** means a state, local government, Indian tribe, Institution of Higher Education (IHE), or non-profit organization that carries out a federal award as a recipient or subrecipient.

**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.

**Recipient** means an entity, usually but not limited to non-Federal entities, that receives a federal award directly from HUD. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.

**Small business** is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than a corporation or regular-sized business. The definition of "small"—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. See [13 CFR Part 121](#).

**Standard Authorized Organization Representative (AOR)** An AOR is a member of your organization authorized by the EBiz POC to submit applications in Grants.gov on behalf of the organization. An applicant user with the Standard AOR role can only submit applications when they are a Participant of that workspace.

**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 pass-through entity. It does not include payments to a contractor or payments to an individual that is a 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.



**Subrecipient** means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

**System for Award Management (SAM)** is the Federal Repository into which an entity must provide information required for the conduct of business as a recipient. 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 (UEI)** means the identifier assigned by SAM to uniquely identify business entities.

- Program Definitions.

**Amount Requested** is the amount you are requesting under this NOFO. Please see definitions of Maximum Annual Award and Exception Request as well as section IV.B for more information. Your Amount Requested must be reflected on line 18.g of SF-424.

**PLEASE NOTE:** We may issue a Curable Deficiency for any Amount Requested that is larger than your Maximum Two-Year Award, without an Exception Request submitted as part of your application. We may also issue a Deficiency if it appears that you only requested one year of funding instead of two, just to be sure that is what you intended.

**Annual Cost Adjustment.** In the event that we are able to award FY23 renewal funding through this NOFO, you may request 5 percent more than your Maximum Annual Award for the second year of funding.

**PLEASE NOTE:** You MUST do the math to include this in your Estimated Funding on line 18.e of the SF-424. We will NOT do the math for you. If you submit the same amounts for FY22 on line 18.a and for FY23 on line 18.e of the SF-424, without an Annual Cost Adjustment included as part of your second-year request on line 18.e, we may issue a Curable Deficiency Notice.

**Baseline Annual Award.** The Baseline Award is the higher of:

1. The most recent FSS award you received during the Renewal Period (for purposes of this NOFO, this includes awards from FY21, FY20, and FY19 new, renewal, and supplemental NOFOs); and
2. Your Baseline Positions multiplied by your Baseline Funding per Position.

**PLEASE NOTE:** We may issue a Curable Deficiency Notice for any amount on line 18.a of the SF-424 that is less than your Baseline Annual Award or any amount on line 18.e of the SF-424 that is less than your Baseline Annual Award plus your Annual Cost Adjustment.



**Baseline Funding per Position.** The Baseline Funding Per Position is the greater of:

1. The U.S. Bureau of Labor Statistics data ([www.careeronestop.org/Toolkit/Wages/find-salary.aspx](http://www.careeronestop.org/Toolkit/Wages/find-salary.aspx)) for the median salary for the job title “Social Worker: Other” in your zip code (the zip code provided in your last application on record, except for state-wide PHAs, which will use the state level data), with a 40 percent allowance added for fringe benefits.
2. The annualized full-time living wage (for FY22: \$15 per hour x 2,080 hours = \$31,200), with a 40 percent allowance added for fringe benefits (\$31,200 + 40% = \$43,680). Adding a minimum hourly wage is NEW this year.

For Renewal Applicants, this amount is presented in Appendix C in the column titled “Baseline per Position.”

**PLEASE NOTE:** For FY22, applicants cannot have a Baseline Funding per Position, including salary and fringe, greater than \$176,300.

**Baseline Positions.** For New Applicants, the number of baseline positions requested will be 1. For Renewal Applicants, this is your Last Renewal Positions, with all part-time positions where the applicant has served at least 25 participants in the Target Period rounded up to a full-time position

Renewal Applicants will be funded for your Baseline Positions unless you request fewer by submitting:

- An Exception Request for fewer full-time positions (you can only request fewer full-time positions – not more – with an Exception Request), or
- A Part-Time Loss Acknowledgement to maintain a part-time position instead of a full-time position, if eligible

**Note:** FOR THIS FY22 NOFO ONLY – ALL grantees that were funded in FY21, FY20, and/or FY19 NOFOs may apply for funding under this FY22 NOFO, even if you didn’t meet the minimum number of participants requirement, because HUD is providing flexibility to PHAs due the impacts of COVID-19. HUD will not use 2021 PIC counts to limit your Baseline Positions.

**Baseline Two-Year Award.** Your Baseline Two-Year Award is your Baseline Annual Award, multiplied by two (to cover two years of possible funding), plus your Annual Cost Adjustment (up to 5 percent of your Maximum Annual Award), unless waived.

**PLEASE NOTE:** We may issue a Curable Deficiency Notice for any amount on line 18.g of the SF-424 that is less than your Baseline Two-Year Award.

**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 NOFO "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.

**Eligible Funding Request** is, for most applicants who intend to apply for two-years of funding, your Funding Awarded through this NOFO.

**Eligible Families Funding** awarded through this NOFO may be used to serve PH residents and HCV/PBV participants as well as PBRA residents (RAD-affected or not).

**Exception Request.** If you would like to be funded for MORE than the Maximum Annual Award, you must include with your application submission a letter signed by your PHA's Executive Director or PBRA owner's authorized representative explaining the need for a higher funding amount. See Section IV.B. for information on how to submit an Exception Request.

**PLEASE NOTE:** You do NOT need an Exception Request to request above your Baseline Annual Award unless you are requesting more than your Maximum Annual Award on line 18.a of the SF-424, or more than your Maximum Annual Award plus your Annual Cost Adjustment on line 18.e of the SF-424.

**First-Year Funding Request:** is the amount entered on line 18.a of the SF-424. This may not be larger than your Maximum Annual Award (or approved Exception Request).

**PLEASE NOTE:** We may issue a Curable Deficiency for any First-Year Funding Request that is larger than your Maximum Annual Award, without an Exception Request submitted as part of your application.

**FSS Action Plan** is required by FSS program regulations to be developed by FSS programs and approved by HUD. An Action Plan describes the policies and procedures of the program for operation at that particular organization. For a full description of the information that the Action Plan must contain, please see 24 CFR 984.201. See also, Sample FSS Action Plan Checklist [https://www.hud.gov/sites/dfiles/PIH/documents/FSS\\_Action\\_Plan\\_Review\\_Checklist\\_Rev\\_06152022\\_OFO\\_Edits.docx](https://www.hud.gov/sites/dfiles/PIH/documents/FSS_Action_Plan_Review_Checklist_Rev_06152022_OFO_Edits.docx). PLEASE NOTE: All FSS programs will be required to update their FSS Action Plans pursuant to the FSS Final Rule. Renewal grantees will not be able to access their FY22 awards without an approved updated FSS Action Plan in place. New applicants are not required to have an approved FSS Action Plan prior to application or award. New grantees will be required to have an FSS Action Plan approved by their local field office by March 31 of their first year of funding.

**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 program's FSS Action Plan. The escrow funds disbursed upon graduation 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 NOFO for more information.

**FY 2022 Appropriations Act and PIH Notice 2016-14.** The FY 2022 Appropriations Act states that no tenant-based Section 8 or Section 9 funds “may be used by any public housing agency for any amount of salary, including bonuses, for the chief executive officer of which, or any other official or employee of which, that exceeds the annual rate of basic pay payable for a position at level IV of the Executive Schedule (\$176,300) at any time during any public housing agency fiscal year 2022.” (Section 220 of Pub. L. No. 117-103, March 15, 2022, Consolidated Appropriations Act, 2022.)

**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 NOFO "Eligible Use of Funds" for more information.

**Largest Renewal Award.** The largest dollar amount that you have been awarded from an FSS NOFO in the Renewal Period (FY21 Renewal, FY20 Renewal, FY19 Renewal).

**Last Renewal Award.** The most recent dollar amount that you were awarded from an FSS NOFO in the Renewal Period (FY21 Renewal, FY20 Renewal, FY19 Renewal).

**NEW FOR FY22:** If you did not expend at least 60 percent of your last FSS award in the Renewal Period, you **MUST** submit an Unexpended Balance Explanation to your local Field Office as a condition of your award. Do not submit with this NOFO application. This letter must explain why your last grant was not fully expended and how you plan to change your operations to ensure that this award is right-sized and will be fully expended. This application requirement is indicated in Appendix C under the column labeled “Unexpended Balance.”

**Last Renewal Positions** are the last number of positions that you were funded for in the Renewal Period (FY21 Renewal, FY20 Renewal, FY19 Renewal).

**Maximum Annual Award.** Your Maximum Annual Award is the greater of:

1. Your Baseline Annual Award, plus 10 percent. This amount is NOT reflected in Appendix C, so you **MUST** do the math.
2. Your Largest Renewal Award, plus an Annual Cost Adjustment (of 5 percent). This amount is NOT reflected in Appendix C, so you **MUST** do the math.

If you would like to request **MORE** than your Maximum Annual Award, you **MUST** submit an Exception Request with this application. If your request on the SF-424 exceeds your Maximum Annual Award (or the amount in your approved Exception Request, if applicable), we reserve the right to request more information or make a determination.

**Maximum Funding per Position.** The Maximum Funding Per Position is the Baseline Funding per Position plus 10 percent.

**PLEASE NOTE:** This amount is NOT reflected in Appendix C. You MUST do the math. If you would like to be funded MORE than the Maximum per Position, you MUST submit an Exception Request with this application.

**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 NOFO "Program Administration" for more information.

**Maximum Two-Year Award.** Your Maximum Two-Year Award is your Maximum Annual Award (or approved Exception Request), multiplied by two (to cover two years of possible funding), plus your Annual Cost Adjustment (up to 5 percent of your Maximum Annual Award), unless waived.

**PLEASE NOTE:** You will NOT be funded for more than your Maximum Two-Year Award in this NOFO. If you wish to receive your Maximum Two-Year Award, you MUST reflect this in your Estimated Funding on lines 18.a (for FY22) and 18.e (for FY23, including any Annual Cost Adjustment) of the SF-424. The form will automatically total your FY22 and FY23 requests in line 18.g of the SF-424.

You do NOT have to apply for two-years of funding under this NOFO, but we can only fund you for a second year of funding if you include an amount on line 18.e of the SF-424. Therefore, we may issue a Curable Deficiency Notice for any amount on line 18.e that is less than the amount listed on 18.a.

**Multifamily Contract Number** (PBRA HAP Contract Number) is the number assigned by HUD to a Project Based Rental Assistance Housing Assistance Payments contract with the owner of a multifamily housing property. This number should be entered on line 3 of the HUD-52651.

**Multifamily Quarterly Report** is the report submitted by Multifamily (PBRA) properties with FSS programs, detailing information about each FSS family served. This is not applicable to Public Housing or HCV applications, even if they have RAD-PBRA participants (which should be reported separately with an ad-hoc report).

**Number of FSS Participants** is the total number of Eligible Families under an FSS Contract of Participation during the target period. The total Number of FSS Participants under an FSS Contract of Participation includes any FSS families with enrollment, progress, or exit report(s) during the target period. For public housing participants, 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](#).

**PBRA Participants:** the Number of FSS Participants will be confirmed based on the property's most recently submitted Multifamily Quarterly Report.

**Part-Time Loss Acknowledgement.** If you serve at least 25 participants (according to the PIC report in Appendix C) but you are currently only funded for a part-time Coordinator, you will be eligible for a full-time position in this NOFO. We will automatically increase your part-time position to a full-time position (from 0.5 to 1) in Category 2, unless you submit a Part-Time Loss Acknowledgement letter with this NOFO application. A Part-Time Loss Acknowledgement is a letter signed by the PHA's Executive Director acknowledging that you are eligible for a full-time position, but you choose to request only a part-time position. If you have a part-time position that will be increased to a full-time position, you should request a full-time salary.

**Period of Performance:** The period of performance for this NOFO is January 1, 2023 - December 31, 2023. The second round of funding, if offered, would cover to January 1, 2024 - December 31, 2024. Please note that this is different from the Target Period.

**PIC Report** shows data for the HCV and PH programs, including information about participating PHAs' FSS programs. The PIC report is attached to this NOFO as part of Appendix C. This is not applicable to PBRA applications.

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

**Renewal Period** For purposes of this NOFO, this includes FY21, FY20, and FY19 new, renewal, and supplemental NOFOs.

**Second-Year Funding Request:** is the amount entered on line 18.e of the SF-424. This may not be larger than your Maximum Annual Award (or approved Exception Request), plus your Annual Cost Adjustment.

**PLEASE NOTE:** We may issue a Curable Deficiency for any Second-Year Funding Request that is larger than your Maximum Annual Award plus your Annual Cost Adjustment, without an Exception Request submitted as part of your application.

If you submit the same amounts for FY22 on line 18.a and for FY23 on line 18.e of the SF-424, without an Annual Cost Adjustment included as part of your second-year request on line 18.e, we may issue a Curable Deficiency Notice.

**Supplemental NOFO** – This NOFO is published with a due date. At such time as more funding is made available, we may re-open this NOFO with a new due date. The supplemental NOFO will indicate the eligible applicants and indicate a new due date.

**Target Period.** The target period for this NOFO is from January 1, 2021 to December 31, 2021. An additional target period of January 1, 2022 - December 31, 2022 may be used if additional funds become available. Please note this is different from the Period of Performance.

## **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 Consolidated Appropriations Act, 2022 (Public Law 117-103), approved March 15, 2022 and the Consolidated Appropriations Act, 2021 (Public Law 116-260), approved December 27, 2020.

## **II. Award Information.**

### **A. Available Funds**

Funding of approximately **\$113,000,000** is available through this NOFO.

Additional funds may become available for award under this NOFO. Use of these funds might be subject to statutory constraints or other requirements. All awards are subject to the funding restrictions contained in this NOFO.

Subject to appropriations, HUD also reserves the right at its sole discretion to award FY 2023 funds based on this NOFO competition.

### **Eligible Use of Funds**

- Funds awarded to FSS grantees under this NOFO will be used to pay the salary and fringe benefits [defined at [2 CFR 200.431\(c\)](#) Compensation - fringe benefits] of full-time and part-time FSS program coordinators. You may include a training stipend in your calculation of “fringe benefits.”
- 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 staff position. However, please note that each position granted is for a Full-Time-Equivalent (FTE) with a maximum of 40 hours per week, so if a position is job-shared, the number of hours billed to the grant for that position may be no more than cumulative 40 hours (or whatever “full-time” is for the grantee entity.)
- See Section IV.F.2 of this NOFO "Ineligible Activities" for information on ineligible activities.

**PLEASE NOTE: If you request more funding than you actually need for salary & fringe (including training stipend) for each coordinator that you were funded under the FY21 FSS NOFO, then you requested too much and are out of compliance with NOFO requirements.**

Please see the table below for more information on eligible expenses under the FSS NOFO:

### Eligible FSS Activities

<u>Category</u>	<u>Allowable</u>	<u>Not Allowable</u>
Salary & Fringe	Salary & Fringe for the <b>exact number</b> of FSS coordinators for which you were funded in Appendix C of the FSS NOFO	Salary & Fringe for <b>more</b> than the number of FSS coordinators that you are funded for in the NOFO

	FSS Coordinator time spent on <b>FSS activities</b> (see position description in the NOFO for more guidance)	Staff time that is <b>NOT</b> spent working with FSS participants
	A portion of an FTE may go to supervisor/accounting/finance staff – <b>ONLY for the time spent on FSS</b>	Front desk/reception staff who directs residents to FSS resources (This should not be considered "FSS work." <b>The FSS Coordinator should not be asked to spend time at reception unless ALL staff share that role.</b> )
	Limited and non-routine overtime, with total staff hours including overtime NOT to exceed the number of total staff hours initially funded (for example, making up for lost staff time due to prior staff unavailability is allowable)	Excessive or routine overtime, with total staff hours including overtime exceeding the total staff hours initially funded (for example, paying one staff member overtime to cover the responsibilities for two funded positions is not be allowable)
<b>Administrative Expenses</b>	<b>NOT ALLOWABLE</b>	Administrative expenses, "overhead" or "Indirect Cost Rate"
<b>Case Coaching</b>	Case Management/Coaching for <b>FSS participants</b>	FSS Coordinators may <b>NOT</b> engage in non-FSS activities (i.e. standard housing activities like recertifications and HQS) <b>unless the grantee has obtained approval from the field office (and then, only for FSS participants)</b>
<b>Outreach &amp; Engagement</b>	Outreach and engagement with <b>FSS service partners and potential partners</b>	FSS Coordinators may <b>NOT</b> be charged through FSS for time spent working with <b>non-FSS households</b>
<b>Travel &amp; Training</b>	Training Stipend as <b>part of Fringe Benefits</b> – this may include costs of training or collaboration <b>PERTAINING TO FSS OR SERVICE COORDINATION</b>	The training stipend <b>CANNOT</b> be used for training that is <b>NOT</b> directly related to the management of the FSS program, service coordination, coaching/case management. (For example, FSS training stipend <b>CANNOT</b> be used to train an FSS coordinator in standard housing functions in place of other PHA funds that would normally serve that purpose.)

	In-person AND virtual trainings, and <b>travel related to in-person trainings</b> , and costs of convening with other service coordinators (such as regional roundtables, state-wide convenings, etc.)	
	Memberships to organizations that provide <b>FSS communities of practice</b> and/or trainings (such as NAHRO, Compass Working Capital, FSS Link, AASC, etc.)	

Additional Considerations

Number of Allowable FSS Positions. HUD is not offering funding for an increase in the number of coordinators for FY 2022. Unless you are moving from a part-time coordinator to a full-time coordinator, you will be funded for the SAME NUMBER of FTEs that you were funded for last year. New grantees will only be funded for a single position. Renewal grantees can see how many renewal positions they are eligible for in Appendix C.

**Allowable Staff Time. ALL STAFF TIME charged cannot total more than the FTE hours for which you are funded.**

**For example, if your standard workweek is 35 hours, then your FTE is 35 hours.**

Examples:

- Grantee requests and receives \$60,000 for one (1) FSS coordinator salary & fringe
- FSS coordinator works 40 hours a week on 100% FSS activities
- FSS coordinator gets paid \$40,000 salary/fringe from FSS grant funds
- Supervisor works 20 hours a week on 100% FSS activities
- Supervisor gets \$20,000 salary/fringe from FSS grant funds

**This example would not be allowable.** Why not? Because there is only one position funded, and the FSS coordinator is gets the full salary & fringe for that one position. If the \$60,000 in FSS grant funds is too much for one FSS coordinator within the grantee's pay structure, then \$20,000 in excess FSS grant funds must be returned to HUD.

In contrast, **this example would be allowable:**

- Grantee requests and receives \$60,000 for one (1) FSS coordinator salary & fringe
- FSS coordinator works 20 hours a week on 100% FSS activities
- FSS coordinator gets paid \$30,000 salary & fringe from FSS grant funds
- Supervisor works 20 hours a week on 100% FSS activities
- Supervisor gets \$30,000 salary & fringe from FSS grant funds



This is a true example of job sharing! Here, HUD still is only funding one full-time FSS coordinator, just split 50/50 between two people, each working part-time on FSS activities.

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

HUD expects to make approximately 800 awards from the funds available under this NOFO.

For information on the methodology used to make award determinations under this NOFO, 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, PBRA Quarterly Reports, and amount last funded.

Estimated Total Funding:

\$113,000,000

Minimum Award Amount:

\$0

Per Project Period

Maximum Award Amount:

\$0

Per Project Period

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

Most initial grants made pursuant to this NOFO, including awards for Funding Categories 1 to 4, will have a period of performance from January 1, 2023 to December 31, 2023. 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. If HUD makes additional grants pursuant to this NOFO the period of performance for those grants will run from January 1, 2024 to December 31, 2024. Please note that grant extensions are discouraged and will be done pursuant to 2 CFR Part 200.308. These Periods of Performance remain the same for any subsequent grant awards made from this NOFO or supplementary versions of this NOFO. Awardees will be allowed to use "pre-award costs" to cover grant eligible expenses starting January 1, 2023, if needed, or January 1, 2024 for FY23 Funding, as appropriate.

Estimated Project Start Date:

01/01/2023

Estimated Project End Date:

12/31/2023

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 Notice of Award. 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 e-LOCCS. FSS funds will continue to be disbursed using this system, and in accordance with the *Terms and Conditions*. Additional terms and requirements of the grant will be specified in the Terms and Conditions.

All grantees should have already obtained access to LOCCS or should begin the process of obtaining access. Obtaining access to LOCCS requires HUD approval and can be a lengthy process. If your organization does not currently have LOCCS access, HUD encourages you to begin the process as soon as possible, in the event that your organization is awarded funds under this NOFO. 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/loccs\\_guidelines](http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccs_guidelines), or contact the Office of the Chief Financial Officer, User Support Branch at 1-877-705-7504 (toll free).

Grantees should review the *e-LOCCS 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 e-LOCCS 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 Opportunity and Self Sufficiency" in block 5b (Program Name). In LOCCS, the FSS funds reside under the parent category of ROSS – so this is the correct category for FSS and is not related to the ROSS NOFO competition.

## **III. Eligibility Information.**

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

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

#### **Additional Information on Eligibility**

##### **1. Eligible Applicants.**

**For Renewal Applicants** - PHAs (including MTW PHAs) currently administering an FSS program that have met all funding requirements outlined in prior year Notice of Awards and Grant Agreements and the Terms and Conditions therein, see Appendix C. You will only be

eligible for Renewal funding if you were funded under any of the FY 2021, FY 2020, and/or FY 2019 FSS NOFOs

- **Please Note – PHAs that have repositioned all of their Public Housing stock in which FSS participants resided and do not serve HCV FSS participants are not eligible to apply for funding under this NOFO as renewal applicants, as, when their current funding ends, they will no longer meet the definition of “currently administering an FSS program.”** For example, your PHA has 60 PH units and no vouchers. You have 18 FSS participants. You reposition all the PH units where those 18 FSS participants live (for instance, you use RAD to convert all your family units to PBRA and all your FSS participants lived in family units.) Due to the RAD notice, you can continue using your FY21 FSS NOFO funding through 12/31/22. However, you no longer have a PH FSS program and you do not serve HCV FSS participants. After 12/31/22, your PHA will no longer administer an FSS program (even if you, as the PBRA owner, are serving those RAD-affected FSS participants). Thus, you are not eligible for renewal funding under this FY22 NOFO.

**For New Applicants** – PHAs that have not been funded for an FSS grant in any of the last 3 years (FY21, FY20, FY19) and PBRA owners already implementing or wishing to implement an FSS program are eligible for funding under Category 4 of this NOFO.

**Mandatory FSS Training.** All FSS grantees must review HUD's Online Guidebook that provides guidance on how to develop and administer a successful FSS program and complete the online training. We will be making available an updated Guidebook and a new online training that will incorporate the changes to the FSS Regulations and the FSS Final Rule. While we recommend that all FSS Coordinators take the training and familiarize themselves with the Guidebook, the requirement is that at least one person from each grantee must complete the NEW FSS online training. 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 grant will be held by your Field Office until proof of course completion is submitted to your Field Office. Even if completed the old training prior to the FY2022 awards, you must complete the NEW online training once it is available (which will be prior to award availability). You are not required to submit documentation of compliance with this NOFO application.

**NEW for FY22** : If you did not expend at least 60 percent of your last FSS award in the Renewal Period, you MUST submit an Unexpended Balance Explanation to your local Field Office as a condition of your award. This letter must explain why your last grant was not fully expended and how you plan to change your operations in order to ensure that this award is right-sized and will be fully expended. This requirement is indicated in Appendix C under the column labeled “Unexpended Balance.” NOTE: Do NOT submit this letter with your application.

**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 "FSS FY22 NOFO: Review of FSS Eligibility – [PHA/Organization Name and PHA Number/Multifamily Contract

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 NOFO 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.

## **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. Resolution of Civil Rights Matters.** Outstanding civil rights matters must be resolved before the application deadline. Applicants, who after review are confirmed to have civil rights matters unresolved at the application deadline, will be deemed ineligible. Their applications will receive no further review, will not be rated and ranked, and they will not receive funding.

- a. Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that have not been resolved to HUD’s satisfaction before or on the application deadline date are ineligible for funding. Such matters include:
  1. Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex, national origin, disability or familial status;
  2. Status as a defendant in a Fair Housing Act lawsuit filed by the United States alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);
  3. Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;
  4. Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; or the Americans with Disabilities Act; or

5. Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.
- b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:
  1. Current compliance with a voluntary compliance agreement signed by all the parties;
  2. Current compliance with a HUD-approved conciliation agreement signed by all the parties;
  3. Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;
  4. Current compliance with a consent order or consent decree;
  5. Current compliance with a final judicial ruling or administrative ruling or decision; or
  6. Dismissal of charges.

**2. Affirmatively Furthering Fair Housing.** With some exceptions for federally recognized Indian tribes and their instrumentalities, the application must discuss how the applicant will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations. Applicants may propose activities that are consistent with their jurisdiction’s Analysis of Impediments (AI), an Assessment of Fair Housing (AFH), or other means of fair housing planning that meaningfully supports their AFFH certification.

If the applicant will carry out proposed activities in a jurisdiction with an accepted Assessment of Fair Housing (AFH), the proposed activities should be consistent with the AFH’s fair housing goals and with fair housing strategies specified in the jurisdiction’s Consolidated Plan or Public Housing Agency Plan.”

**3. Timely Submission of Applications.** Applications submitted after the deadline stated within this NOFO 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](#).

- Active Prime and Sub Recipient registration with SAM.gov
- Outstanding Delinquent Federal Debts
- Debarments or Suspensions, or both
- Pre-selection Review of Performance
- Sufficiency of Financial Management System
- False Statements
- Mandatory Disclosure Requirement
- Prohibition Against Lobbying Activities

- In addition, each applicant under this NOFO must have the necessary processes and systems in place to comply with the Award Term in Appendix A of [24 CFR part 170](#) if the applicant receives an award, unless an exception applies as provided in [2 CFR 170.110](#).

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

**2. Troubled PHAs and PBRA Troubled Assets** . If you have been identified by HUD as PHAS/SEMAP Troubled as of the time of publication of this NOFO 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 NOFO 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.

For PBRA applicants, if your multifamily housing property has a risk rating of Troubled (scores of 1-3) in the Integrated Real Estate Management System (IREMS), you are not eligible for an award under this NOFO.

**3. Eligibility Requirement: Number of FSS Families Served.** Eligibility for funding will be based on your Baseline Positions. 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.

- FOR THIS FY22 NOFO ONLY – ALL PHAs that were funded in FY21, FY20, or FY19 NOFOs may apply for funding under this FY22 NOFO, even if you didn't meet the minimum number of participants requirement, because HUD is giving all PHAs a grace year due the impacts of COVID-19. HUD will not use CY21 PIC counts to limit your Baseline Positions.
- Full Renewal Positions: In this FY22 Renewal NOFO, we are using a 3-year look-back period for determining your Full Renewal Positions and will use the highest number of Baseline Positions (“capped positions” in previous NOFOs) in the Renewal Period to determine your Full Renewal Positions.

<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 Positions Beyond the Initial Position.**

If your Last Renewal Positions include a part-time position (such as .5 or 1.5 positions), your Baseline Positions will be the next highest number of full-time renewal positions, unless you submit a Part-Time Loss Acknowledgement letter with this NOFO application. These positions will be awarded in Funding Category 2 as described in Section V.B.3 “Funding Priority Categories.”

**b. PIC and Multifamily Quarterly Report Data.**

The number of families that are under an FSS Contract of Participation (including enrollment, progress, and exit reports) during this NOFO's target period will be based on data in HUD's PIC system (as shown in the PIC report in Appendix C) or Multifamily Quarterly Report data (for PBRA properties). In general, no additional documentation will be reviewed or considered. The only applicants who will be allowed to submit additional documentation are: (1) MTW PHAs, and (2) PHAs that served RAD-PBRA families. (3) PBRA properties. See Section IV.B. for more information.

**NOTES:** No applicant may be funded for a part-time position beyond the initial position under this NOFO.

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

NOTE: This is not the same as “Mandatory Program Slots” that were established between 1992 and 1998 and have been reduced by graduations since 1998 pursuant to the original FSS statute.

**4. Baseline Positions.**

You will not be awarded more than your Baseline Positions. See Section V.B.3 "Funding

Priority Categories" of this NOFO for more information.

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

A receiving PHA/owner under a program transfer or consolidation will be eligible for the combined Baseline Positions of the receiving and divesting PHAs/owners for that number of renewal Coordinator positions, provided that the divesting PHA/owner was also funded under FY 2021, FY 2020, and/or FY 2019 FSS NOFO. If the divesting PHA/owner was not funded under any of these NOFOs, the receiving PHA will only be eligible for its own Baseline Positions. A receiving PHA/owner's eligibility is subject to the Number of FSS Program Participants served requirement, per Section III.F.3 of this NOFO. If the divesting PHA/owner was also funded under FY 2021, FY 2020 and/or FY 2019 FSS NOFO, the divesting PHA/owner's Number of FSS Families will be added to the receiving PHA/owner's Number of FSS Families.

Please note that the above calculation for transfers/consolidations applies only to the first NOFO competition after the transfer/consolidation. Beyond that initial competition, the grantee must adhere to all the regular requirements of future NOFOs. This means that the newly consolidated/receiving PHA/owner must raise the number of participants served to the minimum number required for the number of coordinators they were funded for in FY 2022 in order to continue to be eligible for that number of coordinators in FY 2023.

Please see Appendix C for PHAs that have transferred/consolidated during the target period.

### **6. Joint Applicants.**

For Renewals: PHAs/owners that are eligible to apply under this NOFO may add PHAs/owners that are not eligible to apply separately for this NOFO as joint applicants. Adding new joint applicants, even if they currently run an FSS program and have participants reflected in PIC or their Quarterly Report, would not increase the number of coordinators for which they are eligible. The benefit of adding a joint applicant for PHAs would be that a previously un-funded 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 NOFO 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).

For PBRA owners, a benefit of applying jointly could be that small entities that might not be able to meet the requirements alone and are geographically close and could effectively be served by one coordinator could combine to meet the requirements.

For Renewal Applicants: If you applied jointly under the most-recently funded NOFO, you may not apply separately under this NOFO. 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.

For New Applicants: PHAs may join together with other nearby PHAs, and PBRA owners may



join together with other nearby PBRA owners, to apply jointly for funding, but the maximum number of coordinators that New Applicants may be awarded under this NOFO, including new joint applicants, is one. Each entity that is part of a joint application must have, or develop, an approved FSS Action Plan.

**As with all other applicants, the joint applicant group would normally be subject to the Baseline Positions and must meet the Number of FSS Families Served eligibility requirement. Additionally, each joint applicant would normally be required to individually meet the requirement set forth in Section VI.B and III.D. This requirement is waived for FY22 due to COVID.**

#### **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 NOFO must administer the FSS program in accordance with HUD regulations and requirements in 24 CFR part 984 (and Part 877 for PBRA owners) 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. 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. 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 program of its contractual obligation to families already under an FSS contract.**

**d. 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 NOFO to serve families enrolled in FSS prior to RAD conversion. PBRA owners that are not PHAs may implement their own FSS programs. 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. The PBRA owner that takes over the RAD-affected PBRA FSS participants may be eligible to apply as a New applicant under this NOFO.

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](#). Once the FSS Guidebook is updated pursuant to the Final Rule, guidance for all FSS programs will be combined.

#### **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 Assistance Listing Number and Assistance Listing Description on the first page of the Application Package, and the Funding Opportunity Title and the Funding Opportunity Number match the Program and NOFO 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 NOFO and forms necessary for a complete application. The Instruction Download may include Microsoft Word files, Microsoft Excel files, 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/UEI 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 the Applicant fails to submit to HUD in writing or via email a request for a waiver at least 15 calendar days before the application deadline. If HUD grants a waiver, a paper application must be received before the deadline for this NOFO. To request a waiver, you must contact:

Name:

FSS Program Office

Email:

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

HUD Organization:

PIH, OPHI

Street:

451 7th Street S.W. Room 4149

City:

Washington

State:

DC DISTRICT OF COLUMBIA

Zip:

20410

The subject line of the email message should be "FY 2022 FSS NOFO 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 2022 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 NOFO 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 Assistance Listing and Funding Opportunity Number is Non-Curable unless otherwise stated under the Threshold requirements section.

**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.
SF-424B Assurances for Non-Construction Programs		
<b>Application for Federal Assistance (SF424)</b>	Submission is required for all applicants by the application due date. It is	See Section IV.B.2.b of this NOFO ("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

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
	a Grants.gov fillable form.	Sections IV.D.4 of this NOFO "Corrections to Deficient Applications" for more information). PLEASE NOTE: This NOFO may be used to award funding for FY22 and FY23, at HUD's discretion, pending sufficient and allowable future funds. Therefore, to receive funding for both fiscal years through this application, please enter your requested FY22 (CY23) funding in Line 18a (federal) and enter your requested FY23 (CY24) funding, including any Annual Cost Adjustment, in line 18e (other). The form will TOTAL your separate FY22 and FY23 funding requests on line 18g. See Further Instructions below
<b>Family Self-Sufficiency (FSS) Program Coordinator Funding (HUD52651)</b> , if applicable	Submission is required ONLY for NEW applicants by the application due date.	ONLY required for NEW applications. All New applicants are required to include on form HUD-52651 in space #9, at least three partners that are currently or will be on your future Program Coordinating Committee. This must include the name of each organization and the name, email address and phone number of a point of contact at that organization who, if contacted, would confirm that they are currently working with the FSS program or are committed to the program should the application be selected for funding  NOT required for RENEWAL applications.
<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.	
<b>Acknowledgment of Application Receipt (HUD2993), if applicable</b>	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>HUD-2880</b>	Required for all applicants.	Part 1 #1 is YES Part 1 #2 is YES if you are requesting \$200,000 or more for ONE YEAR of funding. Then complete Parts II and III. Use N/A if applicable. Part 1 #2 is NO if you are requesting less than \$200,000 for ONE YEAR of funding (then you are done)

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 NOFO is the PIC report as defined in Section I.A.4 of this NOFO. 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.

Please Note: When awarding FY23 funds, should that be allowed, agencies to whom the requirements apply may be requested to submit updated documentation that would cover a later time period (e.g., CY22)

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.**

- PBRA Owners; or
- an MTW PHA; or
- a PHA that served RAD-PBRA families in your FSS program during the target period, 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. For further questions, please see the RAD Notice.

**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 NOFO; "Definitions") in your FSS program during the target period of this NOFO. This includes any FSS participants that had an enrollment, progress, or exit report during this NOFO's target period.
- The documentation must include a participant's name only once. If you are a PHA serving RAD-PBRA and you are affiliated with a Multifamily Housing owner, or if you are a Multifamily Housing owner affiliated with a PHA that serves RAD-PBRA families, you may NOT include the same participant on your ad-hoc or Multifamily Quarterly Report documentation for more than one application under this NOFO, UNLESS that participant moved from a one program to another the other during the NOFO's target period.
- 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 NOFO "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 NOFO. 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 NOFO. See Sections IV.D.4 of this NOFO "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 NOFO. Unsolicited material will not be reviewed or considered in the application.**

**If you are submitting BOTH an Exception Request AND a Part-Time Loss Acknowledgement, they should be two separate letters, both signed by your PHA's Executive Director.**

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

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

0 Pages maximum length of narratives

**a.General.** Applications must be completed in [Grants.gov](https://www.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 - All applicants 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) or PBRA Contract Number for PBRA properties. IT IS CRITICAL THAT YOU ENTER THIS INFORMATION CORRECTLY. DO NOT GUESS. IF YOU DO NOT KNOW, PLEASE ASK SOMEONE WHO DOES OR CONTACT [FSS@HUD.GOV](mailto:FSS@HUD.GOV).

- Question 8.a – The legal name must be the name of a PHA or PBRA owner entity
- Question 8 b.-c. - Each application must have unique UEI & TIN numbers. Applications received using the same UEI number will be treated as duplicate applications and only the latest submission will be reviewed by HUD. PLEASE MAKE SURE THAT YOUR UEI HAS BEEN ACTIVATED PRIOR TO SUBMITTING YOUR APPLICATION.
- 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 or PBRA contract number and legal name in this field on the 424. For multiple joint applicants, separate each with a comma then space. A project title is not required.**
- 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, 2023-December 31, 2023 (however, this is an estimate and the actual dates will be determined at grant agreement).
- Question 18 - In line 18.a. (federal), enter the amount requested from HUD for the FY22 award (POP is CY23). The dollar amount entered in 18.a. must include the dollar amount for fringe benefits, if applicable.
- In line 18e. (federal) enter the amount requested for the FY23 award (POP is CY24). This should include salary and fringe. You may include an Annual Cost Adjustment.
- Line 18g will automatically total lines 18a and 18e.
  - HUD reserves the right to request more information, use the lower of the two amounts, or send a deficiency request.
- 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 organization. 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.



## TO RECAP

Renewal applications MUST include

- SF-424 – all fields as indicated above PLEASE READ!!!
- SF-424-B
- HUD-2880

Renewal applications MAY include

- SF-LLL
- Supporting Documentation for participant counts
- Exception Request Letter
- Part-Time Loss Acknowledgement Letter

New Applications MUST include

- SF-424
- SF-424 – B
- HUD-52651- including required information in space #9
- HUD-2880

New Applications May include

- SF-LLL
- Exception Request Letter

ALL APPLICANTS PLEASE REVIEW YOUR SF-424 – the following may generate Deficiencies and/or HUD reserves the right to make a determination based on the information present:

- any First-Year Funding Request that is larger than your Maximum Annual Award, without an Exception Request submitted as part of your application.
- any Second-Year Funding Request that is larger than your Maximum Annual Award plus your Annual Cost Adjustment, without an Exception Request submitted as part of your application.
- Total Amount Requested that is larger than your Maximum Two-Year Award, without an Exception Request submitted as part of your application.
- any amount on line 18.g of the SF-424 that is less than your Baseline Two-Year Award.
- line 18.e that is \$0. (You are not REQUIRED to apply for two-years of funding under this NOFO, but we can only fund you for a second year of funding if you include an amount on line 18.e)
- If you submit the same amounts for FY22 on line 18.a and for FY23 on line 18.e, without an Annual Cost Adjustment included as part of your second-year request on line 18.e, (that's allowable, we may just ask you to be sure.)
- any amount on line 18.a of the SF-424 that is less than your Baseline Annual Award or any amount on line 18.e of the SF-424 that is less than your Baseline Annual Award plus your Annual Cost Adjustment (again, allowable)

## **C. System for Award Management (SAM) and Unique Entity Identifier (UEI).**

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

Applicants must be registered with <https://www.sam.gov/> before submitting their application. Applicants must maintain current information in SAM on immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a federal contract or grant within the last three years, if applicable. Information in SAM must be current for all times during which the applicant has an active Federal award or an application or plan under consideration by HUD.

### **2. UEI Requirement.**

Applicants must provide a valid UEI, registered and active at [/www.sam.gov/](https://www.sam.gov/) in the application. For more information, see: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>.

The DUNS number remained the official identifier for doing business with the U.S. Government only until April 4, 2022. As of April 4, 2022, entities doing business with the federal government must use the Unique Entity Identifier created in SAM.gov.

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

Anyone planning to submit applications on behalf of an organization must register at grants.gov and be approved by the E-Biz POC in SAM to submit applications for the organization. Registration for SAM and 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. Complete registration instructions and guidance are provided on grants.gov.

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

### **Application Due Date Explanation**

The application deadline is 11:59:59 PM Eastern Standard time on 10/07/2022

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit a paper application. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

"Received by Grants.gov" means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Grants.gov then assigns an application tracking number and date-and timestamp each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by 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 you submit your applications at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

**Grants.gov Customer Support.** Grants.gov provides customer support information on its website at <https://www.grants.gov/web/grants/support.html>. Applicants having difficulty accessing the application and instructions or having technical problems can receive customer support from Grants.gov by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to [support@grants.gov](mailto:support@grants.gov). The customer support center is open 24 hours a day, seven days per week, except Federal holidays. The phone number above may also be reached by individuals who are deaf or hard of hearing, or who have speech disabilities, through the Federal Relay Service's teletype service at (800)-877-8339.

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, 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 NOFO 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 NOFO deadline date that does not meet the Grace Period requirements will be marked late and will not be reviewed by HUD for funding consideration. Improper or expired registration and password issues are not sufficient cause to allow HUD to accept applications after the deadline date.

4. Corrections to Deficient Applications.

HUD will not consider information from applicants after the application deadline except for curable deficiencies.

HUD will uniformly notify applicants of each curable deficiency. See curable deficiency in the definitions section (Section I.A). 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 organization representative identified on the SF-424 Application for Federal Assistance via email. This email is the official notification of a curable deficiency.

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 - XXXXXXXXXXXX). 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 UEI/DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a UEI/DUNS number and active registration in SAM will render the application ineligible for funding.

5. **Authoritative Versions of HUD NOFOs.** The version of these NOFOs as posted on Grants.gov are the official documents HUD uses to solicit applications.
6. **Exemptions.** Parties that believe the requirements of the NOFO 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. Awarded funds** are only to be used for the salary and fringe benefits for FSS Program Coordinators.

**2. Ineligible Activities.**

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

b. Funds under this FSS NOFO may not be used for performance of routine PH, PBRA, or HCV program functions. However, an FSS coordinator may perform some PH, PBRA, 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 their primary work. FSS Coordinator positions must not be used to balance or fill in for gaps in traditional staffing. Performance of routine HCV, PBRA 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, PBRA 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 NOFO 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, 2021. In order for the cost of Housing Counseling performed on or after August 1, 2021 (final date extended due to COVID) by an FSS coordinator to be an eligible activity under this NOFO, 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 NOFO "Program Definitions").

#### **Indirect Cost Rate.**

Indirect Cost Rate is not applicable to this NOFO as no indirect costs are allowable eligible expenses.

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

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

**Standard Form 424 (SF-424) Application for Federal Assistance** is the government-wide form required to apply 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 SF-424D (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 organization 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 SF-424 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 organization 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, or Alaskan native villages and those applicable to applicants other than federally recognized Indian tribes or Alaskan native villages.

### **Assurances.**

By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and other requirements, including, but not limited to civil rights requirements. Upon receipt of an award, you, and any recipients and subrecipients of the award are also required to submit assurances of compliance with federal civil rights requirements. *See, e.g.,* Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975; *see also* [24 C.F.R. §§ 1.5; 3.115; 8.50; and 146.25](#). HUD accepts these assurances in the form of the SF-424B and SF-424D, which also require compliance with all general federal nondiscrimination requirements in the administration of the grant.

### **Applicant Disclosure Report form 2880.**

Required for each applicant applying for assistance within the jurisdiction of HUD to any housing project subject to Section 102(d). Assistance is provided directly by HUD to any person or entity, but not to subrecipients. It includes assistance for the acquisition, rehabilitation, operation conversion, modernization, renovation, or demolition of any property containing five or more dwelling units that is to be used primarily for residential purposes. It includes assistance to independent group residences, board and care facilities, group homes and transitional housing but does not include primarily nonresidential facilities such as intermediate care facilities, nursing homes and hospitals. It also includes any change requested by a recipient in the amount of assistance previously provided, except changes resulting from annual adjustments in Section 8 rents under Section 8(c)(2)(A) of the United States Housing Act of 1937 ([42 U.S.C. 1437f](#)). [See HUD Reform Act regulation for additional information.](#)

## **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 FSS performance measurement system to provide HUD, Congress, and PHA grantees with information on the performance of individual FSS programs.

Under the FY 2022 NOFO, 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 NOFOs if permitted under future Appropriations Acts.

**Maximum Points: 0**

**Maximum Points: 0**

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

This program does not offer points for Section 3.

#### **Preference Points**

This program does not offer any preference points.

This program does not offer points for Climate Change

This program does not offer points for Environmental Justice

#### **HBCU.**

This program does not offer HCBU 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:

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

Timely use of funds received from HUD;

Timely submission and quality of reports submitted to HUD;

Meeting program requirements;

Meeting performance targets as established in the grant agreement;

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

The number of persons served or targeted for assistance;

Promoting self-sufficiency and economic independence

Producing positive outcomes and results.

HUD may reduce scores based on the past performance review, 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 of 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](#)".

#### **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, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, 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 200.208:

1. Based on HUD's review of the applicant's risk under 2 CFR 200.206;
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 NOFO.

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

Fiscal Year 2022 Funds available under this NOFO will be distributed through multiple rounds. We anticipate fully funding Category 1, 2, and 3 requests, but if there is a shortfall of available funds, we will prorate all per position increases equally among all positions that are not yet fully funded, until we run out of FSS funds. If we are unable to fully fund all eligible Category 3 requests at the time of initial award, we may continue this proration to make additional awards at a later date if additional funds become available.

In Category 4, we will fund New Applicants to the extent possible up to your Maximum Annual Award for a single full-time position.

**PLEASE NOTE:** We will issue Grant Awards and Grant Agreements for awards made in Funding Categories 1–4 for FY22. If funds allow us to make second year grants, we will follow Funding Categories 1-4 again, including any applicants that submit applications under a supplemental opening of this NOFO.

#### ***Funding Category 1 – Single-Year Funding for Eligible Renewal Applicants.***

The first and baseline round of funding will fund your First-Year Funding Request, up to your Last Renewal Award.

**PLEASE NOTE:** If there is a shortfall of available funds in Category 1, we will prorate all per position increases equally among all positions that are not yet fully funded, up to their Baseline Funding per Position, until we run out of FSS funds.

#### ***Funding Category 2 – Renewal Increases from Part-time to Full-time Positions.***

In the second round of funding, we will fund your remaining First-Year Funding Request for Category 2 Eligible applicants, with all of your Baseline Positions (except where a submitted Part-time Loss Acknowledgment letter is approved) funded up to your per-position funding rate from Category 1.

Eligible Category 2 applicants are indicated in Appendix C under the header “Category 2 Eligible?” If you are NOT listed as Category 2 Eligible in Appendix C but believe you should be, you MUST email [FSS@HUD.gov](mailto:FSS@HUD.gov) with the subject “FSS FY22 NOFO: Category 2” no later than one week prior to the NOFO deadline.

**PLEASE NOTE:** If there is a shortfall of available funds in Category 2, we will prorate all per

position increases equally among all positions that are not yet fully funded, up to their Baseline Funding per Position, until we run out of FSS funds.

***Funding Category 3 – Increases in the single-year Renewal Funding Amount.***

In the third round of funding, we will fund to the extent possible your First-Year Funding Request, up to your Maximum Annual Award (or approved Exception Request).

**PLEASE NOTE:** If there is a shortfall of available funds in Category 3, we will prorate all per position increases equally among all positions that are not yet fully funded, up to their Maximum Funding per Position, until we run out of FSS funds.

***Funding Category 4 – Single-Year Funding for New Applicants.***

In the fourth round of funding, all eligible applications for NEW funding will be entered into a lottery. We will review the pool of eligible applicants any may adjust the lottery to ensure that the percentage of PHA and PBRA awardees are representative of the applicant pool.

As mentioned, should Fiscal Year 2023 Funds become available, those funds may be distributed under this NOFO. Renewal applicants funded in FY22 that indicated the request for FY23 funding will not need to resubmit an application for funding because second year funds were already identified on the SF424. Renewal applicants who were not funded in FY22 will likely have the opportunity to apply via a supplemental application process.

The following are funding priorities in FY23:

***Funding Category 1 – Second-Year FY23 Funding for Renewal (including those newly awarded)***

Should additional and unrestricted funds be available, we will begin awarding FY23 Second-Year Funding Requests for FY22 Renewal Grantees (from Categories 1 to 3) and newly awarded FY22 Grantees (from Category 4) in FY23 Funding Category 1. We will ONLY fund those Renewal Awardees funded in Categories 1 to 3 and New Awardees funded in Category 4 with this FY23 Category 1 funding.

In FY23, Category 1, we will first fund to the extent possible your eligible renewal Second-Year Funding Request up to your Category 3 (for FY22 Renewal Applicants) or Category 4 (for FY22 New Grantees) funding amounts, then up to your full eligible request.

If there is a shortfall of available funds in FY23 Category 1, we will prorate all per position funding equally among all positions in the Category in which we are not able to meet all requests. until we run out of FSS funds.

***Funding Category 2– Single-Year FY23 Funding for New Applicants.***

If, after FY23 Category 1 renewals are funded, there are appropriations funds remaining or any roll-over, recapture or other funds, all eligible applications for NEW funding will be entered into a lottery. We will review the pool of eligible applicants any may adjust the lottery to ensure that awardees are representative of the applicant pool.

**PLEASE NOTE:** This NOFO may be used to award funding for FY22 and FY23, at HUD's discretion, pending sufficient and allowable future funds. Therefore, to receive funding for both fiscal years through this application, you would need to include your separate FY22 and FY23 funding requests, including any Annual Cost Adjustment, for all applicable Funding Categories

in your total estimated federal funding request in item 18 on the SF-424.

If there are funds remaining after all eligible requests are fully funded, we will retain these funds for future grant award funding.

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

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

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

**Final Grant.** After HUD has made selections, HUD will finalize specific terms of the award and budget in consultation with the selected applicant. If HUD and the selected applicant do not finalize the terms and conditions of the award in a timely manner, or the selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant.

HUD may impose specific conditions on an award as provided under [2 CFR 200.208](#):

- Based on HUD's review of the applicant's risk under [2 CFR 200.206](#);
- When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
- When the applicant or recipient fails to meet expected performance goals contained in a federal award; or
- When the applicant or recipient is not otherwise responsible.

**Adjustments to Funding.** To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD will fund no portion of an application that:

- (1) Is not eligible for funding under applicable statutory or regulatory requirements;
- (2) Does not meet the requirements of this notice; or
- (3) Duplicates other funded programs or activities from prior year awards or other selected applicants.

b. If funds are available after funding the highest-ranking application, HUD may fund all or part of another eligible fundable application. If an applicant turns down an award offer, or if HUD and an applicant do not finalize the terms and conditions of the award in a timely manner, HUD may withdraw the award offer and make an offer of funding to another eligible application.

c. If funds remain after all selections have been made, remaining funds may be made available within the current FY for other competitions within the program area, or be held for future competitions, or be used as otherwise provided by authorizing statute or appropriation.

d. If, after announcement of awards made under the current NOFO, additional funds become available either through the current appropriations, a supplemental appropriation, other

appropriations or recapture of funds, HUD may use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

**Funding Errors.** If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFO, HUD may select that applicant for funding, subject to the availability of funds. If funding is not available to award in the current fiscal year, HUD may make an award to this applicant during the next fiscal year, if funding is available.

**Appeals.** Successful applicants will receive a notification with instructions about the steps grantees must take in order to access funding and begin implementing grant activities; funding will be provided via a grant agreement and through the LOCCS system. Unsuccessful applicants will receive a denial letter from HUD that will state the basis for the decision.

Applicants wishing to appeal a funding determination must submit their request within 30 calendar days of the date that FSS grant awards are publicly announced. Your appeal request must include the basis for your appeal and must be sent to [fss@hud.gov](mailto:fss@hud.gov). The subject line should read "2022 FSS Funding Determination Appeal." In the event HUD committed an error that, when corrected, would result in increased funds, HUD may issue a revised award, subject to the availability of funds. Separate and apart from an appeal request, you may request a debriefing related to your application. See Section VI.D for more information

## **B. Administrative, National and Department Policy Requirements and Terms for HUD Recipients Financial Assistance Awards**

For this NOFO, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply.

1. Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFOs. 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 (see cf. [24 CFR 5.105\(a\)](#)).

- Affirmatively Furthering Fair Housing ([Click Here](#)).

- Economic Opportunities for Low-and Very Low-income Persons (Section 3). See [24 CFR part 75](#).

- Improving Access to Services for Persons with Limited English Proficiency (LEP) See [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/limited\\_english\\_proficiency](https://www.hud.gov/program_offices/fair_housing_equal_opp/limited_english_proficiency).

- Accessible Technology. See

<https://www.hud.gov/sites/dfiles/OCIO/documents/s508103017.pdf>

2. Equal Access Requirements. [See 24 CFR 5.105\(a\)\(2\)](#)

3. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business.

4. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.

5. Participation in HUD-Sponsored Program Evaluation.

6. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

7. Drug-Free Workplace.

8. Safeguarding Resident/Client Files.
9. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.
10. Accessibility for Persons with Disabilities. See [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/disability\\_overview](https://www.hud.gov/program_offices/fair_housing_equal_opp/disability_overview)
11. Violence Against Women Act. See [24 CFR part 5](#), subpart L and applicable program regulations.
12. Conducting Business in Accordance with Ethical Standards/Code of Conduct.
13. Buy American Build American
14. System for Award Management and Universal Identifier Requirements
15. Trafficking in persons.
16. Award Term and Condition for Recipient Integrity and Performance Matters
17. Suspension and debarment.

### **Environmental Review**

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

### **Prohibition on Surveillance**

[2 CFR 200.216](#) Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment

### **Remedies for Noncompliance**

[2 CFR 200.340](#) *Termination* A Federal award may be terminated in whole or in part if the grantee fails to comply with the terms and conditions of the award or if HUD determines the award no longer effectuates the program goals or agency priorities.

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

When providing education or counseling on buying or renting housing that may include pre-1978 housing under your grant you 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).

## **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, the award will be subject to post award reporting requirements reflected in Appendix XII to Part 200 Award Terms and Conditions 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.

The required Race, Ethnicity and Other Data Reporting is included in the HUD-50058 Family Report. Grantees are not required to submit any separate Race and Ethnicity reporting.

**3. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA).** FFATA requires information on federal awards be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov). Accordingly, each award HUD makes under this NOFO will be subject to the requirements provided by the Award Term in Appendix A to [2 CFR Part 170](#), "REPORTINGSUBAWARD AND EXECUTIVE COMPENSATION INFORMATION," unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month following the month in which the recipient awards any sub-grant equal to or greater than \$30,000.

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

PHA grantees will be required to submit an annual report. The form and instructions will be sent towards the end of your Period of Performance. *Include a cross-reference to the reporting requirements in the program rule or describe the program-specific reporting requirements and frequency of reporting into this text box.*

PBRA grantees will be required to submit annual reports to their HUD Account Executive or Resolution Specialist using the Multifamily Reporting Tool. Future FSS renewal funding may be contingent on timely submission of annual reports.

#### **D. Debriefing.**

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFO, 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 organization representative 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 NOFO. Questions regarding specific program requirements for this NOFO should be directed to the POC listed below.

Name:

HUD FSS Program Office

Phone:

Email:

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.**

This NOFO provides funding 24 CFR part 984 or FR \_\_\_\_\_, which does not contain environmental review provisions because it concerns activities that are listed in 24 CFR 50.19(b) as categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) (“NEPA”). Accordingly, under [24 CFR 50.19\(c\)\(5\) \(ii\)](#), this NOFO is categorically excluded from environmental review under NEPA.

### **2. Web Resources.**

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [Assistance Listing \(formerly CFDA\)](#)
- [Unique Entity Identifier](#)
- [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](#)
- [NOFO Webcasts](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Uniform Relocation Assistance and Real Property Acquisition Act of 1970 \(URA\)](#)
- [USA Spending](#)

### **3. Program Relevant Web Resources**

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

HUD often makes available FAQs and/or a webcast regarding the FSS NOFO 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 NOFO-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: <https://public.govdelivery.com/accounts/USHUDPIH/signup/30989>. 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.

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)

## 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 NOFO. 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 NOFO (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 NOFO.
4. **Late Applications.** Applicants must successfully submit their applications prior to the deadline date as stated in the NOFO; otherwise, their applications will not be processed. The deadline date for application submission can be found on the first page of this NOFO.
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 NOFO ('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 1/1/2021 – 12/31/2021.

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 2021, FY 2020 AND/OR FY 2019 NOT YET FUNDED IN FY 2022 FOR THE FY22 FSS RENEWAL NOFO

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

Please review additional selection criteria as described in the NOFO. The listing of FSS participant counts below was based on IMS/PIC data taken from 01/01/2021 to 12/31/2021 (12 months).

September 22, 2022

Housing Authority Board of Commissioners  
Clackamas County

Approval to apply for Family Self Sufficiency grant funds. Funded through the US Department of Housing and Urban Development.  
No County General funds are involved.

<b>Purpose/Outcomes</b>	Approval to apply for the US Department of Housing and Urban Development (HUD) Family Self Sufficiency (FSS) grant to continue to fund the full time FSS Coordinators for calendar years 2023 and 2024.
<b>Dollar Amount and Fiscal Impact</b>	To be determined by HUD through the application process. Last year was awarded \$160,000.
<b>Funding Source</b>	Federal grant funds. No County general funds involved.
<b>Duration</b>	Two Years: 1/1/2023-12/31/2024 and 1/1/2024 – 12/31/2024
<b>Previous Board Action/Review</b>	9/20/22 – Item presented at Issues
<b>Strategic Plan Alignment</b>	1. This funding aligns with H3S’s strategic priority to ensuring access to Safe, Stable Housing 2. This funding aligns with the County’s strategic priority to ensure safe, healthy, and secure communities.
<b>Counsel Review</b>	N/A
<b>Contact Person</b>	Toni Karter, HACC Interim Executive Director (503) 650-3139
<b>Procurement Review</b>	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. If no, provide brief explanation: This is a grant application.
<b>Contract No.</b>	N/A

The Housing Authority of Clackamas County (HACC), a part of the Health, Housing and Human Services Department of Clackamas County is seeking approval to apply for the Family Self-Sufficiency grant to fund two full-time FSS Coordinators to operate the Family Self-Sufficiency Program (FSS) for individuals and families in our Public Housing and/or Voucher Programs.

**BACKGROUND:**

HACC has been operating the FSS Program since 1999. The goal of the FSS program is to promote self-sufficiency strategies for low-income families and to encourage the growth of saving accounts and/or to build credit for assisted households.

This grant opportunity would renew funding for the current two full-time FSS Coordinators. The role of an FSS Coordinators is to promote enrollment in the FSS program, to ensure that FSS program participants are connected to the supportive services they need, to complete annuals

## Financial Assistance Application Lifecycle Form

Use this form to track your potential award from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

**\*\* CONCEPTION \*\***

### Section I: Funding Opportunity Information - To be completed by Requester

Award type:  Direct Appropriation (no application)  
 Subrecipient Award  Direct Award

Lead Department & Fund #: HHS, Housing Authority of Clackamas County Funding #FR-6600

Award Renewal?  Yes  No

If renewal, complete sections 1, 2, & 4 only. If Direct Appropriation, complete page 1 and Dept/Finance signatures only.

Name of Funding Opportunity: 2022 Family Self Sufficiency NOFO

If Disaster or Emergency Relief Funding, EOL will need to approve prior to being sent to the BCC

Funding Source: Federal  State  Local

Requestor Information (Name of staff person initiating form): Elizabeth Miller

Requestor Contact Information: emiller@clackamas.us or 971-201-0467

Department Fiscal Representative: Kiran Markos

Program Name and prior project # (please specify): Family Self Sufficiency (FSS)

Brief Description of Project:

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) and, for the first time, private and nonprofit Multifamily Housing Owners 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. PHAs and each individual participating family execute a five-year Contract of Participation 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.

Name of Funding Agency: U.S. Department of Housing & Urban Development (HUD)

Notification of Funding Opportunity Web Address:

[https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps/fy2022\\_fss](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy2022_fss)

**OR**

Application Packet Attached:  Yes  No

Completed By: Elizabeth Miller 9/13/2022  
Date

**\*\* NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE \*\***

### Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Application <input checked="" type="checkbox"/>	Non-Competing Application <input type="checkbox"/>	Other <input type="checkbox"/>	
CFDA(s), if applicable:		Funding Agency Award Notification Date:	<u>TBD</u>
Announcement Date:	<u>8/4/22</u>	Announcement/Opportunity #:	<u>Funding Opportunity Number FR-6600-N-04</u>
Grant Category/Title:	<u>Federal Grant</u>	Funding Amount Requested:	<u>TBD by HUD</u>
Allows Indirect/Rate:	<u>YES</u>	Match Requirement:	<u>NO</u>
Application Deadline:	<u>10/7/22</u>	Other Deadlines:	<u>MUST APPLY BY 10/07/2022</u>
Award Start Date:	<u>1/1/23</u>	Other Deadline Description:	
Award End Date:	<u>12/31/24</u>		
Completed By:	<u>ToniKarter</u>	Program Income Requirement:	<u>Participants cannot exceed 80% AMI</u>
Pre-Application Meeting Schedule:	<u>None scheduled due to quick turnaround for the annual renewal</u>		

Additional funding sources available to fund this program? Please describe: None

How much General Fund will be used to cover costs in this program, including indirect expenses? 0

How much Fund Balance will be used to cover costs in this program, including indirect expenses? 100%

In the next section, limit answers to space available.

**Section III: Funding Opportunity Information - To be completed at Pre-Application Meeting by Dept Program and Fiscal Staff**

**Mission/Purpose:**

1. How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?

- 1. This funding aligns with H3S's strategic priority to ensuring access to Safe, Stable Housing
- 2. This funding aligns with the County's strategic priority to ensure safe, healthy, and secure communities

2. What, if any, are the community partners who might be better suited to perform this work?

None.

3. What are the objectives of this funding opportunity? How will we meet these objectives?

To make families more Self Sufficient and build escrow to purchase homes.

4. Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?

Yes.

**Organizational Capacity:**

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?

No. Job market conditions and lagging HR recruitment has left us understaffed with budget to spend on staffing from prior years of funding.

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

Yes, Worksource Agency, Community College and other nonprofits provide services as needed through a Worksource IGA.

3. If this is a pilot project, what is the plan for sunseting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

No.

4. If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

No. For the last 18 years funding has been renewed annually when we apply. Would stop the program if not awarded funds. However, due to lack of staffing due to job market and HR lag, we lots of bumping positions to fill.

Collaborator

1. List County departments that will collaborate on this award, if any.

None just H3S/HACC/WorkSource.

Reporting Requirements

1. What are the program reporting requirements for this grant/funding opportunity?

Weekly PIC, VMS Monthly and SEMAP all HUD usual reporting requirements.

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

Use YARDI as data source and PIC, VMS and SEMAP. We are audited annually.

3. What are the fiscal reporting requirements for this funding?

Weekly PIC, VMS Monthly and SEMAP all HUD usual reporting requirements.

Fiscal

1. Are there other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

No.

2. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, local grant, etc.)?

NA no Match requirements.

3. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

Yes

Other information necessary to understand this award, if any.

Program Approval:

Toni Karter

9/13/2022

*Toni Karter*

Name (Typed/Printed)


Date

Signature


**\*\* NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR \*\***

**\*\* ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY, COUNTY FINANCE OR ADMIN WILL SIGN. \*\***

**Section IV: Approvals**

<b>DIVISION DIRECTOR (or designee, if applicable)</b>		
Toni Karter	9/13/2022	
Name (Typed/Printed)	Date	Signature

<b>DEPARTMENT DIRECTOR (or designee, if applicable)</b>		
Denise Swanson	9.14.22	
Name (Typed/Printed)	Date	Signature

<b>FINANCE ADMINISTRATION</b>		
Elizabeth Comfort	9.14.2022	
Name (Typed/Printed)	Date	Signature

<b>EOC COMMAND APPROVAL (DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)</b>		
Name (Typed/Printed)	Date	Signature

**Section V: Board of County Commissioners/County Administration**

*(Required for all grant applications. If your grant is awarded, all grant awards must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)*

**For applications less than \$150,000:**

<b>COUNTY ADMINISTRATOR</b>	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Name (Typed/Printed)	Date	Signature

**For applications greater than \$150,000 or which otherwise require BCC approval:**

BCC Agenda item #:

Date:

OR

Policy Session Date:

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County Administration Attestation

**County Administration: re-route to department contact when fully approved.  
Department: keep original with your grant file.**

COVER SHEET

- New Agreement/Contract
- Amendment/Change/Extension to \_\_\_\_\_
- Other \_\_\_\_\_

Originating County Department: \_\_\_\_\_

Other party to contract/agreement: \_\_\_\_\_

Description:

After recording please return to: \_\_\_\_\_

- County Admin
- Procurement

If applicable, complete the following: \_\_\_\_\_

Board Agenda Date/Item Number: \_\_\_\_\_