U.S. Department of Housing and Urban Development

Public and Indian Housing

Family Self-Sufficiency Program - New Applicants
FR-6200-N-50
Application Due Date: 06/13/2019

Family Self-Sufficiency Program - New Applicants
FR-6200-N-50
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U.S. Department of Housing and Urban Development

Program Office:	Public and Indian Housing
Funding Opportunity Title:	Family Self-Sufficiency Program - New Applicants
Announcement Type:	Modification
Funding Opportunity Number:	FR-6200-N-50
Primary CFDA Number:	14.896
Due Date for Applications:	**06/13/2019**

Overview

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.

For Further Information Regarding this NOFA: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the office contact identified in Section VII.

OMB Approval Number(s): 2577-0178

I. Funding Opportunity Description.

A. Program Description.

1. Purpose

HUD is making approximately $1,000,000 available under this NOFA for new FSS grantees.

a. Overview:

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) to support the salaries and training needs of FSS Program Coordinators who assist participating families receiving housing assistance through the Housing Choice Voucher (HCV), RAD-affected Project-Based Voucher (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 literacy, 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 contract 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.

On May 24, 2018, The Economic Growth, Regulatory Relief, and Consumer Protection Act

became public law No: 115-174. This bill amends the United States Housing Act of 1937 to revise the FSS program, an employment and savings incentive program for families that reside in public housing or having vouchers. Specifically, the bill:

- Combines existing, separately operated FSS program into a single program;
- Extends program eligibility to tenants of certain privately-owned properties subsidized with project-based rental assistance (PBRA);
- Revises program requirements related to eligibility, supportive services, and escrow deposits; and
- Other modifies the FSS program.

This bill will not be in effect until HUD issues implementing regulations for the FSS program. This bill will not impact funding awarded under this NOFA,

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

- 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.3 of this NOFA ("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 Investment Boards/One Stops, see "From the Ground Up: Creating Partnerships between Public Housing Authorities and Workforce Investment Boards" at http://www.wf31.org/view/5001417448285409284/info.
- Ensure that an Individual Training and Services Plan is prepared for the head of the FSS family and each adult member of the FSS family who elects to participate in the FSS program.
- Ensure that the services 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. FSS coordinators may also perform job development functions (e.g., outreach to potential employers) for the FSS program.
- Monitor the progress of participants and evaluate the overall success of the 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 can 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 literacy tools and resources available to help HUD assisted families enhance their financial literacy and asset building skills, please see Notice PIH 2014-26 (HA).

The FSS Guidebook and Online training is a resource that potential applicants, 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 provides in-depth information about all aspects of the FSS program drawing on evidence about "what works" and the experience of practitioners. They can be found here: https://www.hudexchange.info/programs/fss/#1-introduction All FSS applicants must have a representative from their agency complete the FSS training. See Section III.A.3 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 functions. However, this NOFA requires at least 25 FSS participants to be served for one full-time FSS Coordinator position. While this NOFA requires at least 25 FSS participants to qualify for one full-time FSS Coordinator position, grantees are encouraged to serve at least 50 FSS participants per full-time coordinator position. Applicants awarded through this NOFA must have enrolled and provided service coordination for at least 25 FSS participants by the end of the grant term. See Section III.E.3 for more information.

d. Outreach. Grantees are encouraged 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 on their FSS PCC that work with and provide services to families with disabilities and that work with and provide services to persons with limited English proficiency. Additionally, grantees are encouraged to reach out to formerly homeless persons, veterans, and formerly incarcerated persons.

e. Coordination between Programs with Services or Service Coordination. Grantees that are located in a jurisdiction that receives multiple sources of HUD 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. Programs include: ROSS Service Coordinators (ROSS-SC), Jobs Plus, HOPE VI Revitalization, Choice Neighborhoods, Elderly/Disabled Service Coordinators, HUD-VASH, Family Unification Program (FUP) vouchers, Multi-Family Service Coordinators, 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 who are part of FSS should not be served also 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.

2. Changes from Previous NOFA.

Appendix B has been added to this NOFA as referred to in Section IV.B.1.a

The references to Section V.B.4 in Appendix A.5 and Section IV.B.1. have been removed as they were irrelevant.

Changes have been made to the instructions on how to complete the mandatory form 52651 for this NOFA.

Section IV.B.2 of the NOFA previously outlined instructions for completing a section on the 52651 that does not exist (Part III).

Applicants should follow these updated instructions in order to ensure proper completion of the requested information outlined therein.

For any questions regarding these changes, please send questions to FSS@HUD.gov.

A webcast link to view a recording of and slides from the "FSS NEW APPLICANTS NOFA WEBINAR" presented by HUD on 4/24/19 can be found at https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy18fss_newapplicants

and the webinar recording here:https://hud.adobeconnect.com/p5hywyha0ru9/

3. Definitions.

a. Standard Definitions

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.

Award, as used in this NOFA means a federal, grant, cooperative agreement, loan, or loan guarantee.

Catalog of Federal Domestic Assistance (CFDA) is a directory of the various Federal listings, projects, services and activities offering financial and non-financial assistance and benefits to the American public. CFDA Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

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 more information about the Consolidated Plan and related Annual Action Plan).

Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR 200.22.)

Contractor means an entity receiving a contract.

Deficiency is information missing or omitted within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box, etc.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- Curable Deficiency – Applicants may correct a curable deficiency 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 able to be remedied within the time frame specified in the notice of deficiency.

- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

Non-curable deficiencies are deficiencies 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 identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal.
Eligibility requirements are mandatory requirements for an application to be eligible for funding. Deficiencies in meeting an eligibility requirement may be categorized as either curable or non-curable.
Federal Awardee Performance and Integrity Information System (FAPIIS) is a database that has been established to track contractor misconduct and performance.
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 in Grants.gov is required for submission of applications to prospective agencies.
NOTE: Passwords expire every 60 days. Accounts inactive for 1 year or more result in removal of all account roles. For more account management information, review the Applicant FAQs contained on the grants.gov web page.
Non-Federal Entity means a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying 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 point of contact is listed in item 8F on the SF424.
Promise Zones are federally-designated, high-poverty urban, rural and tribal communities where the Federal government will partner with and invest in communities to accomplish these goals: create jobs, leverage private investment, increase economic activity, expand educational opportunities, and reduce violent crime.
Promotores/Promotoras are Spanish-speaking Community Health Workers who work in their communities to reduce barriers to health services and make health care systems more responsive.
Recipient means a non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.
Section 3 Business Concern means a business concern (1) 51 percent or more owned by Section 3 residents; or (2) of which at least 30 percent of permanent, full-time employees are currently Section 3 residents, or were Section 3 residents within three years of the date of first employment with the business concern; or (3) provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns meeting the qualifications in this definition.
Section 3 Residents means: 1) Public housing residents; or 2) Low and very-low income persons, as defined in 24 CFR 135.5, who live in the metropolitan area or non-metropolitan county where Section 3 covered assistance is expended.
Standard Form 424 (SF424) Application for Federal Assistance Programs, required by discretionary grant programs.

Subaward means an award provided by a recipient to a subrecipient for the subrecipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual's beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the recipient considers a contract.
Subrecipient means a non-Federal entity receiving a subaward from a recipient to carry out part of a HUD program; but does not include an individual's beneficiary of such program.
A subrecipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).
System for Award Management (SAM), is an official website of the U.S. government. You can access the website at Sam.gov There is no cost to use SAM. SAM is the official U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with Sam.gov is required for submission of applications via Grants.gov.
Threshold Requirement – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility. Threshold requirements are listed in Section III.C. of this NOFA.
Applicants must ensure their application package addresses threshold requirements. Please check your application carefully!

4. Program Definitions

Action Plans may be submitted within 3 months from the announcement of awards. All FSS grantees are required by FSS program regulations to be develop an Action Plan that is approved by HUD. An Action Plan describes the policies and procedures of the PHA for operation of a local FSS program. For a full description of the information that the Action Plan must contain, please see 24 CFR 984.201 and the Best Practices Guidebook (https://www.hudexchange.info/resources/documents/FSS-Program-Guidebook.pdf). There are also sample FSS Action Plans available at the HUD Resource Library on HUD Exchange (https://www.hudexchange.info/programs/fss/#1-introduction).

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.E.2 of this NOFA "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 Families are PH program participants, HCV program participants, or PH participants enrolled in the FSS program prior to a Rental Assistance Demonstration (RAD) conversion that have become Project-Based Rental Assistance (PBRA) residents. See Section III.E.7.d "Rental Assistance Demonstration" for more information).

FSS Escrow Account: is a savings account for FSS participants. As a participating family?s earned income increases, their (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) deposited into the participant?s escrow account. The participating family can access the funds in their escrow account upon graduation from the FSS program. The escrow funds may be used for any purpose, as determined by the graduated family. See 24 CFR 984.103 for the definition and 24 CFR 984.305 for further information. See also HUD PIH Accounting Brief #23.

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 NOFA for more information.

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 NOFA "Eligible Use of Funds" for more information.

Moving to Work (MTW) PHAs are PHAs that are under MTW agreements with HUD. See Section III.E.7.a of this NOFA "Program Administration" for more information.

Performance Evaluation System is the new performance measurement system that HUD will use to determine the performance and impact of FSS programs. The final notice on the methodology of the FSS performance evaluation system was published November 15, 2018 (see https://www.federalregister.gov/documents/2018/11/15/2018-24949/family-self-sufficiency-performance-measurement-system-composite-score). Under this NOFA, applicants will not be affected by the performance evaluation system in determining funding eligibility. However, the performance evaluation system may be used to determine future eligibility for funding.

Program Coordinating Committee (PCC) is a requirement of the FSS program. The PCC functions are to assist the PHA in securing commitments of public and private resources for the operation of the FSS program within the PHA's jurisdiction, including assistance in developing the FSS Action Plan and implementing the program. See 24 CFR 984.202 for further information.

5. Web Resources
The resources indicated provide details for the application process

- Affirmatively Furthering Fair Housing
- Code of Conduct list
- Do Not Pay
- Dun & Bradstreet
- Request a DUNS Number
- Equal Participation of Faith-Based Organizations
- Federal Awardee Performance and Integrity Information System
- Federal Subaward Reporting System) FSRS
- Grants.gov
- Grants.gov support
- Healthy Homes Strategic Plan
- Healthy Housing Reference Manual
- HUD Funds available
- HUD’s Strategic Plan
- HUD Grants

- NOFA webcasts
- Procurement of recovered materials
- Promise Zones
- Section 3 Business Registry
- State Point of Contact List
- System for Award Management (SAM))
- Real Property Acquisition and Relocation
- USASpending

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, 2018 (Public Law 115-141).

II. Award Information.

A. Available Funds

Funding of up to **$1,000,000** is available through this NOFA.

Additional funds may become available for award under this NOFA as a result of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the applicable funding restrictions contained in this NOFA.
HUD has set aside approximately $500k of FY18 funds to award eligible applicants under this NOFA in accordance with the FY18 Consolidated Appropriation Act. At the Department's discretion and subject to appropriation, HUD may also use approximately $500k of FY19 funds to award eligible applicants under this NOFA.

1. **Eligible Use of Funds.**

- Funds awarded to PHAs under this NOFA will be used to pay the salary and fringe benefits (defined at 2 CFR 200.431 Compensation - fringe benefits) of FSS program coordinators.
- Funds awarded under this NOFA that are projected to remain unexpended by the end of the grant period for adequate reasons (such as FSS coordinator turnover or prolonged absence) also may be used for eligible administrative and training costs related to the FSS program, subject to prior HUD approval and a cap of 10% of the total award amount. (For example, if the grantee was awarded a $45,000 grant, no more than $4,500 of this total may be approved for eligible administrative and training costs.) Such administrative and training costs must be related to the FSS program and attributable to the PHA (not to the family). Examples of eligible administrative expenses include, but

are not limited to, mileage costs for visits to FSS families in relation to the FSS coordinator's case management/coaching functions and costs of FSS outreach materials. Examples of ineligible administrative costs include, but are not limited to, security deposits, landlord incentives, and food and beverages. Examples of eligible training expenses include, but are not limited to, training materials, and/or cost of registration for trainings related to case management, service coordination, and economic self-sufficiency. PHAs seeking to use funds for these purposes must seek prior approval from their local HUD Field Office before the grant period closes. If a PHA submits a request to use funds for administrative and/or training costs during the first, second, or third quarter of the grant period, the PHA will have until the end of the grant period to expend funds or funds will be recaptured at the end of the one-year grant period. If a PHA submits a request to use funds for administrative and/or training costs during the last quarter of the grant period, the PHA will have up to 3 months after the grant period to expend funds or funds will be recaptured. Further information may be provided in the grant agreement or through other means. See Section IV.F.3 of this NOFA "Ineligible Activities" for information on ineligible activities.

- The funds for an FSS coordinator position may be used to job-share. See definition at Section I.A.4.
- Funding awarded through this NOFA may be used to coordinate services for the FSS coordinator PH residents and HCV/PBV participants. The funds may be used for the FSS coordinator to continue coordinating services for PH residents who have converted to PBRA, because of a RAD conversion and who were enrolled in the FSS program prior to the RAD conversion.

B. Number of Awards.

HUD expects to make approximately 12 awards from the funds available under this NOFA. For information on the methodology used to make award determinations under this NOFA, please see section V.B "Review and Selection Process below.

C. Minimum/Maximum Award Information

The maximum award amount per coordinator is $72,000 subject to salary comparability information. Applicants will only be awarded for one coordinator position.

Estimated Total Funding:	$1,000,000
Minimum Award Amount:	$0 Per Project Period
Maximum Award Amount:	$72,000 Per Project Period

D. Period of Performance

Most grants made pursuant to this NOFA will run from January 1, 2020 to December 31, 2020. 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. Please note that grant extensions are discouraged and will be done pursuant to 2 CFR Part 200.308. Depending on when grants are awarded, there may be an extra start-up period between the date of grant award and 1/1/2020 wherein awardees may begin incurring costs. However, the next FSS grant project period will

not start until 1/1/2021 regardless of when the project period of this award begins.

Estimated Project Start Date:	01/01/2020
Estimated Project End Date:	12/31/2020
Length of Project Periods:	12-month project period and budget period

Length of Project Periods Explanation of Other:

E. Type of Funding Instrument.

Funding Instrument Type: Grant

Funding will be disbursed through HUD?s Line of Credit Control System (LOCCS), in accordance with each successful applicant?s executed Grant Agreement. 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 *Grant Agreement.* Additional terms and requirements of the grant will be specified in the Grant Agreement.

All grantees should have already obtained access to LOCCS. Obtaining access to LOCCS requires HUD approval and can be a lengthy process. If your agency does not currently have LOCCS access, we encourage you to begin the process as soon as possible, in the event that your agency is awarded funds under this NOFA. 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, or contact the Office of the Chief Financial Officer, User Support Branch at 1-877-705-7504 (toll free). Grantees should also review the *eLOCCS User Guide* (http://portal.hud.gov/hudportal/documents/huddoc?id =eloccs_registration_guide.pdf) for information on the steps needed to gain access to eLOCCS 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 (LOCSS Program Area) and ?Resident Opport and Self Sufficiency? in block 5b (Program Name).

III. Eligibility Information.

A. Eligible Applicants.

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

Additional Information on Eligibility:

Eligible applicants. PHAs (including MTW PHAs) that were not funded under the FY16,

FY17, and/or FY18 FSS NOFA competition. Applicants are not required to have an FSS program in place.

As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have an active Data Universal Numbering System (DUNS) number (http://fedgov.dnb.com/webform) and have an active registration in the System for Award Management (SAM) (www.sam.gov) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks; therefore, applicants should start this process or check their status.

See Section V.B.3 of this NOFA for more information on how funding will be distributed among eligible applicants. See also Section IV.B.1 for necessary form and content information.

B. Cost Sharing

This Program does not require cost sharing, matching or leveraging.

C. Threshold 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. Timely Submission of Applications – Applications submitted after the deadline stated within this NOFA 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 also Section IV Application and Submission Information, part D. Application Submission Dates and Times

2. Narrative Statement. Applicants must submit a narrative statement. If the narrative statement is not submitted as part of the application, it will not be requested during the deficiency period. This is a non-curable deficiency. Applicants failing to submit a required narrative statement shall be deemed ineligible for funding under this NOFA. Please see section IV.B.1.

Note: Please see section IV.B. for all required forms that must be submitted with your application.

D. 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 (**click here**).

Resolution of Civil Rights Matters
Outstanding Delinquent Federal Debts
Debarments and/or Suspensions
Pre-selection Review of Performance
Sufficiency of Financial Management System
False Statements

Mandatory Disclosure Requirement
Prohibition Against Lobbying Activities
Equal Participation of Faith-Based Organizations in HUD Programs and Activities

E. Program Specific Requirements.

1. Program Modifications to HUD Wide or Federal Agency Wide Requirements

a. Sufficiency of Financial Management System. By applying for this NOFA, you confirm that you have a financial management system that meets federal standards (per 2 CFR Part 200, subpart D).

b. Debarment and/or Suspensions. This requirement does not apply directly to eligible applicants under this NOFA. However, no person employed by or contracted with the applicant that appears on the Excluded Parties Listing System (EPLS) may be paid pursuant to funding under this NOFA. The EPLS may be accessed through the SAM website at the following address: https://www.sam.gov/portal/SAM/#1.

c. Conducting Business in Accordance with Ethical Standards/Code of Conduct. In addition to submitting a copy of your code of conduct, dated and signed by the Executive Director, Chair, or equivalent official, as required in paragraph III.D.2.g, you shall continue to maintain a written code of conduct in your PHA administrative plan and/or Admissions and Continued Occupancy Policy (ACOP) that prohibits the solicitation or acceptance of gifts or gratuities, in excess of a nominal value, by any officer or employee of the PHA, or any contractor, subcontractor, or agent of the PHA. Your administrative plan and/or ACOP shall state PHA policies concerning PHA administrative and disciplinary remedies for violation of the PHA code of conduct. PHAs and employees must conduct business in accordance with 2 CFR Part 200. The PHA shall inform all officers, employees, and agents of its organization of the PHA's code of conduct. Pursuant to applicable Federal and HUD regulations, applicants must disclose in writing any potential conflict of interest and all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

d. Consistency with the Consolidated Plan and Analysis of Impediments/ Assessments of Fair Housing. This requirement is not applicable to this NOFA because FSS is not one of the public housing or Section 8 programs under the United States Housing Act of 1937 that requires consistency with the consolidated plan.

2. Troubled PHAs.

If you have been identified by HUD as PHAS/SEMAP Troubled as of the time of publication of this NOFA, 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 NOFA I.A.3 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.

3. Maximum Number of Service Coordinators. Grantees under this NOFA will be awarded one service coordinator position only.

4. Minimum Number of Units/Vouchers. You must have at least 250 ACC and/or HCV/PBV (or a combination of PH, HCV, and PBV) in your portfolio to be eligible.

5. Number of FSS Participants. A full-time FSS Program Coordinator should be able to serve approximately 50 FSS participants, depending on the coordinator's case management functions. However, this NOFA requires at least 25 FSS participants to be served for one full-time FSS Coordinator position.

6. PIC Data. All grantees under this NOFA must report using the PIC System. For more information about FSS PIC reporting, see PIH Notice 2016-08.

7. Joint Applicants. You may apply jointly with another eligible entity under this NOFA. The joint applicant group is subject to the minimum number of units/vouchers as defined above and all other program requirements.

8. FSS Statutory and Regulatory 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 NOFA must administer the FSS program in accordance with HUD regulations and requirements in 24 CFR part 984 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. A PHA's FSS program may share a PCC with another PHA. (See 24 CFR 984.202 for more information).

MTW agencies must administer their FSS programs in accordance with 24 CFR part 984 unless there are approved activities in their MTW Plan to the contrary. Please note that an MTW PHA that applies 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 apply jointly (each MTW PHA is subject to its own MTW plan and may not transfer any of the flexibilities of that plan to the other MTW PHA).

As provided under 24 CFR 984.303(g), a family enrolled in FSS is eligible to graduate from the program and receive the amount that has accrued in the escrow account when the family has completed all of its obligations under the Contract of Participation, even if such completion occurs before the expiration of the Contract. These obligations must include the two required goals of suitable employment for the Head of Household and being free from welfare cash assistance for at least the last 12 months. PHAs are responsible for determining what qualifies

as suitable employment for each individual "based on the skills, education, and job training of the individual that has been designated the head of the FSS family and based on the available job opportunities with the jurisdiction served by the PHA" (24CFR 984.303(b)(4)(iii)). While HUD encourages FSS programs to work with their participants to go beyond basic employment. PHAs shall not establish increased mandatory requirements such as a certain number of hours or rate of pay as "suitable" for all FSS participants.

b. Portability and other consideration due to moves between rental assistance programs.

Additional guidance on FSS portability provisions can be found in PIH Notice 2016-08. (https://www.hud.gov/sites/documents/PIH2016-08.PDF).

9. FSS Program Termination Due to Reduced or No 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 grantees from their contractual obligation to families already under an FSS contract.

10. Rental Assistance Demonstration

Project based voucher (PBV) Conversions: PHAs that are converting or have converted public housing units to PBV assistance through RAD are allowed to use funds under this NOFA to serve those PH FSS participants who live in units converted by RAD and who will as a result become PBV FSS participants. Please note that PH FSS participants whose PH assistance is converted to PBV assistance under RAD continue to be eligible for FSS after their housing is converted.

See Section 1.6(C)(5) of the RAD notice (Notice PIH 2012-32 (HA), Rev-3) 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 NOFA to serve families enrolled in FSS prior to RAD conversion, until such participants exit the FSS program.

PBRA owners that are not PHAs may implement their own FSS programs but are not eligible to compete for funding under this NOFA. 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 their residents who had enrolled in FSS prior to the RAD conversion.

See Section 1.7(B)(4) of the RAD notice (Notice PIH 2012 -32 (HA), Rev-3). 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.

F. Criteria for Beneficiaries.

IV. Application and Submission Information.

A. Obtaining an Application Package.

Instructions for Applicants.

You must download both the Application Instruction and the Application Package from Grants.gov. To ensure you are using the correct Application Package and Application Instructions, you must verify the CFDA Number and CFDA Description on the first page of the Application Package, and the Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the Adobe forms created by Grants.gov. The Instruction Download contains official copies of the NOFA, and forms necessary for a complete application. The Instruction Download may include Microsoft Word, Microsoft Excel 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 is not deemed 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 HUD does not receive your written request at least 15 days before the application deadline or if you do not demonstrate good cause. An email request sent 15 days before the application will also be considered. If HUD waives the requirement, HUD must receive your paper application or email request before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you must contact:

Email: FSS@hud.gov

The subject line of the email message should be, "FY 2018 FSS NOFA New Applicant Waiver Request." If an you are granted a waiver, then the approval will provide instructions for submitting paper copies to the appropriate HUD office(s). Waivers to submit via paper will only be granted in extreme circumstances; for example, natural disasters.

B. Content and Form of Application Submission.

You must verify boxes 11, 12, and 13 on the SF424 match the NOFA 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 CFDA and Funding Opportunity Number is not a curable deficiency and will result in your application being declared ineligible for funding.

1. Content.

Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Application for	This form is required of all	See Section IV.B.2.b of this NOFA

Federal Assistance - Form SF_424	applicants. It is a Grants.gov fillable form.	("SF_424") for more information. HUD may contact you to clarify items on this form, and it will be treated as a curable deficiency (see Sections IV.D.4 of this NOFA "Corrections to Deficient Applications" for more information).
Disclosure of Lobbying Activities - Form SF-LLL, if applicable	If this form is not applicable to your agency, do not include it as part of your submission.	This form is only applicable if your agency has used or intends to use non-federal funds for lobbying activities. HUD may contact you to clarify items on this form, and it will be treated as a curable deficiency (see Sections IV.D.4 of this NOFA "Corrections to Deficient Applications" for more information).
Applicant/Recipient Disclosure/Update Report - Form HUD-2880	This form is required of all applicants. It is a Grants.gov fillable form.	This is the HUD Applicant Recipient Disclosure Report on Grants.gov. HUD may contact you to clarify items on this form, and it will be treated as a curable deficiency (see Sections IV.D.4 of this NOFA "Corrections to Deficient Applications" for more information).
Family Self-Sufficiency (FSS) Program Coordinator Funding - Form HUD_52651	This form is required of all applicants. It is a Grants.gov fillable form.	This is the FSS application form. All FSS applicants will use the HUD-52651 form; see Section IV.B.2.c of this NOFA ("HUD_52651") for more information. HUD may contact you to clarify items on this form (e.g., the amount requested,), and it will be treated as a curable deficiency (see Sections IV.D.4 of this NOFA "Corrections to Deficient Applications" for more information).
Acknowledgment of Application Receipt - Form HUD-2993, if applicable	If this form is not applicable to your agency, do not include it as part of your submission.	This form is only applicable if a waiver of the electronic application requirement is granted for your agency.

Additionally, your complete application must include the following narratives and non-form attachments.

a. Narrative Statement is required for all applicants. Failure to submit a narrative statement is

not curable and shall not be requested by HUD during the deficiency or "cure" period. Similarly, if information concerning rating factors is missing, it shall not be requested as part of the deficiency process, and you will not be awarded points for the specific item that is missing.

Applicants must submit one narrative statement that addresses all rating factors. Each rating factor must be clearly identified and addressed as a section of the narrative statement (see sample narrative statement outline in Appendix B of this NOFA). The narrative statement must be no more than 15 pages, double-spaced, with one-inch margins and 12-point Times New Roman font (charts/graphs may be no smaller than 10pt font), and include page numbers.

b. Memorandum of Understanding (MOU) with Workforce Investment Board. If you are submitting documentation of partnership with your local Workforce Investment Board (see Capacity Rating Factor) the letter or MOU must be attached. MOUs must be signed by both parties and dated within 60 days of the submission of application to grants.gov.

c. MOU or Partnership Agreements with Other Service Providers. If you are submitting documentation of existing partnerships with local service providers (see Soundness of Approach Rating Factor) you must submit a copy of the MOU or partnership agreements with such partner organizations. MOUs & Partnership letters must be on organizational letterhead and must be signed by both parties and dated within 60 days of the submission of application to grants.gov.

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

Guidance for Locating and Completing Forms.

a. General. Please note that the application consists of the "application download" and the "instructions download." Forms referred to as "electronic" are part of the application download in grants.gov, and forms referred to as "attachments" are part of the instructions download in grants.gov. Use only the forms included in the Grants.gov application download and instructions download for this funding opportunity to avoid using outdated forms.

b. SF 424.

Question 2 – 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).

Question 5b – you may leave this blank.

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 14 – you may leave blank and do not need to attach anything.

Question 15 – you may choose the title. However, we suggest using the name of your PHA plus FSS.

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, 2020-December 31, 2020 (however, this is an estimate and the actual dates will be determined at grant agreement).

Question 18 – complete 18.a. which is the amount requested from HUD in this FSS application. The dollar amount entered in 18.a. must be the total requested under this NOFA and should include the dollar amount for fringe benefits, if applicable. No funding amount should be reported in 18.b. through 18.f. (enter $0 if required.) The total, 18.g. will populate when you complete 18.a.

Question 19 – answer c. Program is not covered by E.O. 12372.

Do not add attachments to the SF_424. Use the Attachments Form in the electronic application to submit attachments.

c. HUD_52651. The functionality of the HUD_52651 will work the same as the SF_424. In other words, you will fill out this form electronically.

The form can be found with the Mandatory Documents.

Fill in Part I FIRST. All applicants must answer YES to Part I.B. even if they are not currently administering an FSS Program. Once "YES" is checked, it will open Part II.

Funding requests for the one eligible position possible under this NOFA must be entered in Section Part.II.A "Renewal Positions" (even though they are new, not renewal) as described below.

Part II.A ("Previously Funded Positions"): Enter the total salary and fringe amount requested for one FSS Coordinator Position. Although there is more than one line available, this NOFA only funds ONE position. You will also enter whether the position is full-time or part-time and the number of hours this position works per week. You must also indicate the position type (supervisory or non-supervisory).

Part II.B ("New Positions"): Please do not complete this section.

Part II.C ("Total Requested"): This part of the form will be populated automatically based on the information you enter in the preceding parts. Do not add or change anything. Please make sure the total requested amount matches the total amount requested on the SF_424 (question 18a).

Complete Part IV. ("Salary Comparability"): Use Part IV to enter your salary comparability information. Do not submit any other documentation to show salary comparability. Salary comparability information shall be based on salary information for similar positions in your area. Similar positions are those whose responsibilities are like the responsibilities of an FSS coordinator. Examples include, but are not limited to: community and social service specialists, community outreach specialists, resident services coordinators, etc. The information must be based on data not older than 2017.

If applicable, you may use the wages you pay your own workers in similar positions as one of the comparable salaries. An online resource, such as the CareerOneStop salary finder (http://www.careeronestop.org/toolkit/wages/find-salary.aspx), may be used as the basis for only one of the salary comparables. You may also seek assistance from your local Workforce Investment Board (WIB) or Workforce Development Boards (WDB) in completing the salary comparability information. Applicants located in remote areas that are unable to find reliable

salary comparability information for such areas may use comparability information from nearby metropolitan areas. The salary comparability information must be from three different sources.

CareerOneStop.org does not include fringe benefits. If you choose to use CareerOneStop or any other online source that does not include fringe benefits, you will need to use another source (other than the two additional sources of salary comparability information) for fringe benefits. In such cases, include both sources in the "source" box and include the information for the Point of Contact (POC) for that second source, if the second source is not online. If both are online sources, please enter either the POC at your local OneStop or a POC at your agency. The POC information must be complete for all 3 salary comparables.

There are two tables included under Part IV. The first table (Table A) is to be used when entering salary comparability information for non-supervisory positions. Use the second table (Table B) ONLY if you employ supervisory FSS positions as part of your FSS program. The information in Table B will show salary comparability information for similar supervisory positions.

A proposed salary request will be considered comparable if it does not exceed the average of the three salaries submitted for comparability purposes by more than 10%. Salaries requested that are not supported by the salary comparability information are subject to reductions (including denial of an award) without further notice prior to award announcement. For example, if the average of the three salary comparables is $45,500, a salary request will be deemed comparable if it is not more than $50,050. If the salary request in this example is $55,000, this salary request is not comparable and is subject to adjustment to conform with the salary comparability information. That is, the requested salary may be adjusted to $50,050.

You must continue to keep salary comparability information on file and ensure that funding requested under this NOFA is supported by such salary comparability information.

C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.

1. SAM Registration Requirement

Applicants must be registered with SAM before submitting their application. In addition, applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

2. DUNS Number Requirement.

Applicants must provide a valid DUNS number, registered and active at SAM, in the application. DUNS numbers may be obtained for free from Dun & Bradstreet.

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 EBiz Point of Contact 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 submit an application through Grants.gov. Complete registration instructions and guidance are provided at

Grants.gov. See also Section IV.B for necessary form and content information.

D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **06/13/2019**. Applications must be received no later than the deadline.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form. 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. Then Grants.gov assigns an application tracking number and **date-and time-stamps** 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 submitting an application.

HUD strongly recommends applications be submitted at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

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 as 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 Notice of Funding Awards 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, or 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 NOFA deadline date that does not meet the Grace Period requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

4. Corrections to Deficient Applications.
HUD will not consider information from applicants after the application deadline. HUD may contact the applicant to clarify other items in its application. HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that if **corrected** it would not alter, in a positive or negative fashion, the review and rating of the application. See curable deficiency in definitions section. 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 representative. The email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request for cure of deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

Applicants must email corrections of curable deficiencies to applicationsupport@hud.gov within the time limits specified in the notification. The time allowed to correct deficiencies will not exceed 14 calendar days or be less than 48 hours 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 must state: **Technical Cure** and include the Grants.gov application tracking number (e.g., Subject: Technical Cure - GRANT123456). 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. This only applies to certain programs and responses should be sent to the NOFA specific program.

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

5. Authoritative Versions of HUD NOFAs. The version of these NOFAs as posted on Grants.gov are the official documents HUD uses to solicit applications.

E. Intergovernmental Review.

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

F. Funding Restrictions.

1. Maximum number of positions: Grantees will only be funded for one full-time service coordinator position. Applicants awarded FSS funds in FY2016, FY2017 and/or FY 2018 are ineligible for funding under this NOFA.

2. Ineligible Activities.

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

b. Funds under this FSS NOFA may not be used for performance of routine PH or HCV program functions. However, an FSS coordinator may perform some PH 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 Coordinators' ability to fully fulfill the role of the FSS Program Coordinator as his or her primary work. FSS Coordinator positions MUST NOT be used to balance or fill in for gaps in traditional staffing. Performance of routine HCV and/or PH functions for non-FSS families does not enhance the effectiveness of the FSS program and is therefore an ineligible use of FSS funds. If an FSS coordinator will perform some PH or HCV functions, a request must be submitted to HUD after grant award 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 NOFA 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 (which will be 36 months from the date HUD issues a separate Federal Register Notice announcing the availability of the HUD Certified Housing Counselor Examination), 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. If your FSS Coordinator provides homeownership or if your refer participants to a Housing Counseling partner after the Final Compliance Date, you will be required to be in compliance with the housing counseling rule in order to continue providing homeownership counseling. However, we are noting this Final Rule and potential implications for future use of FSS funding. The Final Rule (and FAQs, including FAQs regarding the FSS program is affected by the Final Rule) can be found at https://www.hudexchange.info/programs/housing-counseling/certification/.

d. Funds may not be used to pay for a Contract Administrator (as defined in Section I.A.3 of this NOFA; "Definitions").

Indirect Cost Rate.

G. Other Submission Requirements.

1. Application Certifications and Assurances

By signing the SF424 either through electronic submission or in paper copy submission (for those granted a waiver), applicant affirms certifications and assurances associated with the application are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and 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, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

2. Lead Based Paint Requirements

When providing education or counseling on buying or renting housing that may include pre-1978 housing, when required by regulation or policy, 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).

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

Applicants passing threshold review will be scored and ranked based on the total number of points allocated for each of the rating factors described below in this section. Each factor is weighted as indicated by the number of points that are assigned to it. The total maximum score that can be attained is 54 points.

To be eligible for funding, you must meet the rating factor requirements contained in this section. You must submit a narrative statement addressing relevant experience and capacity, as outlined below. See Section IV.B.1.a of this NOFA for more information concerning formatting requirements for narrative statements. We will rate your application based on how well it addresses the items below and the supporting documents submitted with this application.

If you have had previous Public & Indian Housing or other HUD grant awards, we will also consider the past performance on these awards and whether you adhered to grant and reporting requirements.

Rating Factor 1 - Past Performance and Capacity	Maximum Points: 10

1. Previous Grant Experience: Demonstrate experience with and capacity managing multi-year grants that serve public housing (PH) residents, Housing Choice Voucher (HCV) tenants, and/or other low-income residents within the past five years by completing the chart below.
    a. To receive full credit, you must provide all of the following information for each grant. Applicants will receive one point for each grant listed, up to 5 grants (up to 5 Points):
    b. Provide outcomes data from within the past five years that these programs have led to employment (or increased employment) and/or increases in earned income for at least 25% of the participants overall. (1 point for 25%, 2 points for 25.1% - 35%, 3 points for 35.1% or higher) (up to 3 points total).

Grant Name	Grant Year(s)	Source(s) of Funds	Grant Amount (indicate per year or overall)	Number of Families Served	# of participants with increased employment	% of participants with increased earned income
Total	N/A	N/A				

2. Previous Service Coordination Experience:
    a. Describe experience with providing and/or coordinating supportive services such as employment training, job placement, financial empowerment and/or other resident engagement initiatives to low-income residents (up to 2 points).

Rating Factor 2 - Need Maximum Points: 8

1. Provide a quantitative description of demographic information of public housing and/or HCV/PBV residents at your PHA in relation to the city and/or region. This must be in chart form as seen below. You must provide all of the listed items below to receive points (up to 4 points - 1 point for the completed PHA data, 1 point for completed City/Region data and 2 points for high unemployment rate, as described below).

- **Population.** Number of households in your PH and/or HCV/PBV programs (must be at least 250 to be eligible). You are not required to provide city/region data.
- **Work-able Head of Households.** Number of heads of households that are 18-64 that are not disabled. You are not required to provide city/region data.
- **Average Annual Household Income** of your PH and/or HCV/PBV households vs the

average annual household income of your city/region.

- **Education Attainment** of your PH and/or HCV/PBV households with a High School Diploma or GED vs the city/region
- **Unemployment Rate.** Percentage of PH and/or HCV/PBV households that report no earned income in PIC vs the city/region unemployment rate. You will receive 2 points if the unemployment rate at your PHA is 40% or higher than the city/region unemployment rate, HUD is using this point approach to target impact in areas where unemployment rates are highest.

You must include a table with these elements in your narrative.

	PHA	City/Region	Difference
# households		N/A	N/A
Work-able HoH		N/A	N/A
Avg Annual Household Income			
% w High School Diploma or GED			
Unemployment rate			

2. Describe the services that you have identified as being needed by residents in order to move families towards economic self-sufficiency, and describe how these needs were determined. Examples could include: financial literacy training, high quality child care (situational and long-term), transportation, behavioral healthcare coordination, physical health, etc. (up to 2 points).

3. Describe the survey process (who was surveyed, by whom and how) and provide survey results from any recent (within the last five (5) years) assessment(s) of residents to support the need for the services identified (up to 2 points).

Rating Factor 3 - Soundness of Approach	Maximum Points: 36

1. Case Management/Coaching (up to 5 points):
    a. Explain how the case management/coaching approach will ensure residents are supported throughout the program. You must include, as part of your explanation, how you will determine the frequency of meetings and communication with participants and where/how you plan to meet with residents. (3 points).
    b. Case Management Software: 2 points will be provided if the applicant will use case management software to support its case management activities. You must state the name of the case management software to be used. If you address this item, your application submission will serve as certification that your agency will use case management software. Please note, the grant does not provide funding for software (2 points).

2. PCC Membership and Service Commitment (up to 25 points):

a. Provide an MOU or letter of commitment between your PHA and a partner that will meet one or more of the needs identified in the Need Rating Factor wherein the partner commits to *participate on your Program Coordinating Committee (PCC)*. (up to 5 points: 1 point per partner. You may list more than 5 partners, but a maximum of 5 points will be given.)
b. PLEASE NOTE: At least one of these partners must be a local Workforce Development Board (WDB) OneStop Career Center OR another entity providing access to employment and training services. You must indicate with an asterix (*) or some other indication on the chart, which of your partners is a WDB or employment and training agency. If you do not indicate at least one, it will be a curable deficiency, but you will not be allowed to add any agencies after the due date of the NOFA.
c. Services for FSS Participants: One point will be given for each service that the MOU or letter of commitment indicates the partner will *make available* to your FSS participants for at least the period of the grant, for example one of your partners will offer a GED training course (up to 10 points: 1 point per service. You may list more than 10 services, but a maximum of 10 points will be given).
d. Commitment to FSS: One point will be given for each service that the MOU or letter of commitment indicates the partner will guarantee or set-aside for FSS participants during the period of the grant. In this subfactor, the partner is guaranteeing a spot or priority for FSS families, while in the previous subfactor, the partner is making available, but not guaranteeing, the service, for example one of your partners is offering a GED training course and reserving 10 spots for FSS participants (up to 10 points: 1 point per service committed. You may list more than 10 commitments, but a maximum of 10 points will be given).

You must address the "PCC Membership and Engagement" rating factor by including the chart below (one partner/service per row) as part of your narrative and attaching letters of Commitment/MOUs that corroborate the chart. Note that any partnership/service limits included in this section are solely for purposes of rating applications under this NOFA. In no way does this limit a PHA's ability to secure additional partnerships and services in support of its FSS program.

Partner	PCC Membership (yes/no)	Services Offered	Services/Slots Set Aside/Prioritized

3. PCC Engagement: Describe in detail how your agency will develop a strong, cohesive PCC membership base, and meaningful engagement with the PCC partners in order to ensure that the PCC is able to work together and support the FSS program (up 2 points).

4. Outreach and Enrollment: Describe how your agency will recruit *and* retain FSS participants. We are interested in both proven and innovative approaches to engaging residents for participation in their FSS program. Responses could include separate strategies for identifying and recruiting/retaining: unemployed, under-employed, disabled, youth, elderly, multi-generational households, etc. Please consider where, when and how you will recruit potential participants and how you will maintain engagement for retention of participants (up to 4 points).

2. Preference Points.

Preference points are not available for this program.

B. Review and Selection Process.

1. Past Performance

In evaluating applications for funding, HUD will take into account an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to:

a. The ability to account for funds appropriately;
b. Timely use of funds received from HUD;
c. Timely submission and quality of reports submitted to HUD;
d. Meeting program requirements;
e. Meeting performance targets as established in the grant agreement;
f. The applicant's organizational capacity, including staffing structures and capabilities;
g. Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
h. The number of persons to be served or targeted for assistance.

HUD may reduce scores as specified under V.A. Review Criteria. Each NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts. Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding of each applicant's performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.D 1. Pre-selection Review of Performance, above.

2. Assessing Applicant Risk

HUD may impose special conditions on an award as provided under 2 CFR 200.207:

1. Based on HUD's review of the applicant's risk under 2 CFR 200.205;
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.C., III.D., III.E.a-c., and Section V of this NOFA.

3. Reviews: Applications are reviewed by HUD to determine if they are technically adequate based on the NOFA requirements. Applications that meet all NOFA requirements will be rated and ranked. Applicants that earn less than 30 points are not eligible for funding.

4. Funding Priorities. HUD will fund applicants in ranked order starting with the highest review score until there are not enough funds to award a full salary. If more than one applicant shares the same score and there is not enough funding to award them both, HUD will conduct a lottery to determine the order of funding for applicants with the same score.

C. Anticipated Announcement and Award Dates.

It is anticipated that award announcements will take place before September 30, 2019.

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.

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. The subject line should read "2018 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 for HUD recipients

For this NOFA, the following General Administrative Requirements and Terms for HUD Financial Assistance Awards apply. Please [**click here**] to read the detailed description of each applicable requirement.

1.Compliance with Non-discrimination and Other Requirements.
Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs. Please read the following requirements carefully as the requirements are different among HUD's programs.

- Compliance with Fair Housing and Civil Rights Laws.
- Affirmatively Furthering Fair Housing.
- Improving Access to Services for Persons with Limited English Proficiency (LEP).

2. Equal Access to Housing Regardless of Sexual Orientation or Gender Identity.
3. Participation in HUD-Sponsored Program Evaluation.
4. OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
5. Drug-Free Workplace.
6. Safeguarding Resident/Client Files.
7. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.
8. Accessibility for persons with Disabilities.

C. Reporting.

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.
1. Reporting Requirements and Frequency of Reporting. Applicants should be aware that if the total Federal share of your Federal award includes more than $ 500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition 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. NOFAs may specify the data collection and reporting requirements. Many programs use the Race and Ethnic Data U.S. Department of Housing OMB Approval No. 2535-0113 Reporting Form HUD-27061.

3. Performance Reporting. All HUD funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes

under the purpose of the program and the work plan in the award agreement.

4. PIC and MTW. Successful applicants must report activities of their FSS enrollment, progress and exit activities of their FSS program participants through required submissions of the form HUD_50058 at least annually. MTW PHAs will report using the form HUD_50058_MTW and any additional reports required for MTW reporting. HUD's assessment of the accomplishments of the FSS programs of PHAs funded under this NOFA will be based primarily on PIC system data obtained from forms HUD 50058 and HUD 50058 MTW.

The HUD_50058 form, which provides racial and ethnic data to HUD's PIC data system, is a comparable program form that should be used by PHAs for reporting racial and ethnic data for FSS program participants.

See Notice PIH 2016-08, and any subsequent amendments to the notice, for information on FSS reporting requirements in PIC. A webcast training on the provisions of PIH 2016-08 was published on August 12, 2016. Also note that as of May 2015, HUD established a set of warnings and fatal edits related to FSS PIC reporting. All of the preceding documents and information can be found on the FSS webpage at the following address: http://portal.hud.gov /hudportal/HUD?src=/programoffices/publicindianhousing/programs/hcv/fss.

5. SF-425. Grantees must also submit a completed Federal Financial Report, SF-425.

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFA, 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 official whose signature appears on the SF424 or by his or her successor in office, and be submitted to the point of contact 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 Contacts.

HUD staff will be available to provide clarification on the content of this NOFA. Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

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 NOFA provides funding under 24 CFR part 984, which does not contain

environmental review provisions because it concerns only activities listed in 24 CFR 50.19(b). Accordingly, under 24 CFR **50.19(c)(5),** this NOFA is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

Additional Technical Assistance and Additional Information.

HUD often makes available FAQs and/or a webcast regarding the FSS NOFA 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 or on the NOFA-specific page that can be accessed from that page. You may also check HUD's webcast page at http://portal.hud.gov/hudportal/HUD?src=/press/multimedia.

We encourage all applicants to sign up for the Family Self-Sufficiency (FSS) Program Listserv mailing list at http://portal.hud.gov/hudportal/HUD?src=/subscribe/signup&;listname=Family%20Self-Sufficiency%20(FSS)%20Program%20Listserv&;list=FSS-L. You'll receive an email message shortly after you enter your email address, asking you to confirm your registration. Once you confirm, you'll receive periodic email messages with upcoming trainings, resources, and FSS program updates.

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 NOFA. For more information about SAM, please visit https://www.sam.gov/portal/SAM/#1.

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 NOFA (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 NOFA.

4. Late Applications. Applicants must successfully submit their applications prior to the deadline date as stated in the NOFA; otherwise, their applications will not be processed. The deadline date for application submission can be found on the first page of this NOFA.

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 Section IV.D.4 of this NOFA ('Corrections to Deficient Applications') for more information.

Appendix B: Narrative Outline

1. Review Criteria

Rating Factor 1 – Past Performance and Capacity

1. Previous grant experience

a. Completed chart below listing grants.

b. Outcomes data

Grant Name	Grant Year(s)	Source(s) of Funds	Grant Amount (indicate per year or overall)	Number of Families Served	# of participants with increased earned income	% of participants with increased earned income

Total	N/A	N/A				

2. Previous service coordination experience

a. Experience providing and/or coordinating supportive services

Rating Factor 2 – Need

1. Quantitative description of demographic information

	PHA	**City/Region**	**Difference**
# households		N/A	N/A
Work-able HoH		N/A	N/A
Avg Annual Household Income			
Unemployment rate			

2. Services needed

3. Survey results

Rating Factor 3 – Soundness of Approach

1. Case management/coaching

a. Case management/coaching approach

b. Case management software

2. PCC membership and engagement

a. MOU + letter of Commitment from partners meeting needs identified in Need Rating Factor

b. List of Services for FSS participants

c. Commitment to FSS of partners in MOUs indicating what they are guaranteeing

d. MOU with local Workforce Investment Board OneStop Career Center

PCC Membership and Engagement Chart:

Partner	**PCC Membership (yes/no)**	**Services Offered**	**Services/Slots Set Aside/Prioritized**

3. PCC Engagement: A detailed description of how applicant will develop the PCC membership base and engagement with PCC Partners.

4. Outreach and enrollment: A detailed description of how your agency will recruit and retain FSS participants.