



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-8000

OFFICE OF PUBLIC AND INDIAN HOUSING

Special Attention of:

All Public Housing Agencies

All Multifamily PBRA Project Owners

Notice PIH-2024-33

Issued: September 24, 2024

Expires: June 30, 2025 (or until superseded)

**SUBJECT: FY2024 Family Self-Sufficiency Grant Program Annual
Funding Notification and Application Process**

I. Purpose.

This Notice provides guidance to public housing agencies (PHAs) and Project-Based Rental Assistance (PBRA) owners seeking Family Self-Sufficiency (FSS) grant funding. This Notice contains the specific application criteria and funding process for the Fiscal Year (FY) 2024 FSS competition.

This Notice should be read together with Notice PIH 2024-32, Family Self-Sufficiency Grant Program Requirements and Application Procedures – General, which establishes general application and program administration rules related to the FSS program.

Funding for this program is authorized by the Consolidated Appropriations Act, 2024 (Public Law 118-42), approved March 9, 2024. Application and process criteria for subsequent years may be published in future Annual Notices.

II. Application Process.

Further and more detailed application instructions, videos, webinars, FAQs, etc., may be provided on HUD's FSS Website.

A. All Applicants. You must complete the following steps before you can apply for funding. These steps can take time to process, so please complete them ASAP to avoid delays in your ability to apply for, receive, or access any award:

1. System for Award Management (SAM) & Unique Entity Identifier (UEI):

You must have a valid SAM registration and active UEI in SAM. You must renew your UEI annually to keep it active. You cannot apply for funding, and we cannot issue you an award if your SAM registration or UEI are inactive.

2. GrantSolutions: Ensure that your organization has an active Authorized Organizational Representative (AOR) in GrantSolutions. If you do not already have an AOR, do not know who your AOR is, or if they are no longer part of your organization, you can submit a Grantee User Account Request form to GrantSolutions, copying FSS@HUD.gov, so that we can assign your organization an AOR. You must have an AOR to apply for funding or accept any award.

B. Renewal Applicants. If you have been funded in the year this Notice is posted or one of the prior two years, through this notice or any precursor FSS Notices of Funding Opportunity/Availability (NOFO/NOFAs), and you meet all other applicable requirements under the FSS Funding Notices, you may apply for FSS funding through a Directed Announcement on GrantSolutions.

1. **Application Notification.** On or after the publication date of this Notice, all eligible Renewal Applicants' AORs will receive an email notification from GrantSolutions inviting them to apply. If you do NOT receive an email from GrantSolutions, please ensure that you have completed the mandatory steps above before contacting FSS@HUD.gov for support.
2. **Priority Deadline.** To be awarded Renewal funds before January 1, 2025, or to be considered for Expansion positions under this Notice, you should apply before November 1, 2024, at 11:59pm Eastern Standard Time (EST).
3. **Final Deadline.** Any Renewal applicants who do not apply by June 30, 2025, at 11:59pm Eastern Daylight Time (EDT), may be unable to receive funding under this Notice.
4. **Late Applications.** Any applications received after these deadlines may not be guaranteed funding, although every effort will be made to provide renewal funding if available.

C. New Applicants. If you have NOT been funded in the year that this Notice is posted or at least one of the prior two years, through this notice or any precursor FSS NOFO/NOFAs, and you are an otherwise Eligible Applicant under this FSS Funding Notice, you may submit a Statement of Interest via the FSS New Applicant posting on GrantSolutions to be considered as a New Applicant.

1. **Statement of Interest.** Your New Applicant Statement of Interest should:
 - a. Be on official organizational letterhead
 - b. Certify that you are an eligible applicant for FSS funding
 - c. A list specifying the names and contract numbers of the properties intended to be served under this application
 - d. Certify that you have the capacity to run an FSS program
 - e. Certify that you agree to meet all FSS program requirements
 - f. Certify that you will continue to serve all FSS participants throughout the duration of their Contracts of Participation, regardless of whether you continue to receive funding under this or any subsequent FSS funding notice
 - g. Be signed and dated by an official authorized by your organization to request such funding
2. **Applying for Funding.** If your Statement of Interest is accepted, you may then apply for funding through the instructions for Renewal Applicants above.
3. **No Guarantee of Funding.** Acceptance as a New Applicant is not a guarantee of funding, and New Applicants will only be funded in accordance with the FSS Funding Notices, subject to Congressional appropriation.

III. Eligible and Ineligible Uses of Funds.

In this notice, HUD is expanding upon Section IV of Notice PIH-32 "Family Self-Sufficiency Grant Program Requirements and Application Procedures - General."

- A. **Eligible Expenses.** Funds awarded to FSS grantees under this Notice may only be used to pay the salary and fringe benefits of FSS program coordinators, including supervisors performing FSS program functions.

1. **Training Stipend.** FSS applicants may include a training allowance in your calculation of salary and fringe benefits. This may include associated travel costs for out-of-area trainings and membership in professional organizations.
2. **Job Sharing.** The funds awarded per eligible FSS coordinator position may support multiple staff through job sharing. However, the number of hours billed to the grant for each funded position may be no more than the “Full-Time Equivalent.” This is typically 40 hours, unless defined differently for all employees at your organization.

B. Ineligible Expenses. FSS funds may not be used for the following purposes (in accordance with the FSS statute, rules, and guidance, as well as 2 CFR 200):

1. Administrative Expenses
2. Direct Services for FSS program participants
3. The Resident Opportunities and Self-Sufficiency (ROSS), Jobs Plus, or other Supportive Services Program
4. Routine Public Housing, Project-based Rental Assistance, or Housing Choice Voucher program functions, such as annual reexaminations
 - a. Programs may seek HUD approval to perform these functions only if all of the following conditions are met:
 - i. They are only performing these functions for FSS participants
 - ii. Performing these functions enhances the effectiveness of the FSS program
 - iii. They are able to fully fulfill their primary roles as FSS coordinators
 - iv. FSS coordinators are not being used to fill in or replace traditional staff
5. Homeownership functions performed for families not enrolled in the FSS program
6. A contract administrator, an overall grant administrator, or a financial management agent that oversees the implementation or financial aspects of the grant
7. Indirect costs, including an Indirect Cost Rate

IV. Eligible and Ineligible Applicants.

- A. Verification of Eligibility.** Applicants may be deemed ineligible if information provided on the application does not match PHA or PBRA owner information in HUD’s administrative systems, such as the integrated Real Estate Management System (iREMS), Inventory Management System / Public and Indian Housing Information Center (IMS/PIC), or Housing Information Portal (HIP).
- B. Troubled PHAs.** If you have been identified by HUD as Troubled in the Public Housing Assessment System (PHAS) or Section Eight Management Assessment Program (SEMAP), you are subject to a review, corrective action plan, and monitoring of your Public Housing or Housing Choice Voucher (HCV) Program, including the FSS Program, if applicable.¹

¹ As required by HUD regulations at 24 CFR 902.73 and/or 24 CFR 985.107.

1. **Recovery Agreement.** 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. 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.
2. **Funding Contingency.** 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.

C. Troubled PBRA Assets. A PBRA Owner's FSS property that has a Risk Rating of "Troubled," with a Risk Rating of 1–3 at the time of application or award, is ineligible to be funded, either individually or as part of a joint application. Ineligible properties may be removed from a Joint Application, so long as an eligible entity is made the Lead Applicant.

V. Joint Applicants.

A. Transferring or Consolidating FSS Programs. An active FSS Program with an already-accepted award that is transferred from one eligible entity to another will be treated as a Renewal Applicant for purposes of this Notice.

1. **HUD Approval.** Must be received in case of:
 - a. **PHAs.** Consolidation
 - b. **PBRA Owners.** Transfer of physical assets or assignment of a HAP contract
2. **Funding Formula Impact.** A receiving FSS Program under a program transfer or consolidation will be eligible for the combined renewal funding of the receiving and divesting FSS Programs. We will consider annual participant counts from all combined or transferred programs for purposes of determining eligible renewal positions.
3. **Impact on PBRA New Applications.** If an FSS grant is already accepted by a PBRA owner and transferred to a new eligible ownership entity after closing, with HUD approval, the grant funding may be transferred to the new ownership entity. However, any transfer in ownership during the period between an application for FSS funding and executed acceptance of an FSS award may result in the application being deemed ineligible and removed from further consideration for funding, unless updated to reflect new eligible ownership, with HUD approval.

B. FSS Applications with Multiple Applicants: Joint Applicants and Combining Programs. PHAs or PBRA Owners may submit Joint Applications with other PHAs or PBRA Owners for funding, combine programs, or enter into cooperative agreements with one another, provided that a Lead Applicant is designated.

1. **Designation of Lead Applicant.** For purposes of a joint FSS funding application or when executing a cooperative agreement, a single participating PHA or PBRA property must be designated as the Lead Applicant.
 - a. **Mixed PHA and PBRA Owner Applications:** Any applications with Joint PHA and PBRA Owner Applicants must have a PHA as the Lead Applicant.
 2. **New Applicants:** Every PHA or PBRA property that is part of a joint award must have a Cooperative Agreement prior to implementation of their FSS Program.
 3. **Renewal Applicants.** If two or more PHAs or PBRA Owners wish to operate a joint program, they may request that their grants be combined into one grant, provided a single Lead Applicant is designated, and FSS Action Plans for the affected properties are amended to reflect the changes. The applicant for the combined grant must be PHA or PBRA Owner of one of the affected properties.
- C. Removing Joint Applicants.** If two or more Joint Applicants no longer wish to remain part of a Joint Application, the Lead Applicant on the Joint Application may remain eligible for renewal funding, along with any remaining Joint Applicants.
1. **Lead Applicant Remains.** If the Lead PHA or Property remains part of the Joint Application, any properties that are removed from the Joint Application will no longer be eligible for renewal funding, and the withdrawing PHA or PBRA Owner must apply as a new applicant to receive future FSS funding.
 2. **Lead Applicant Withdraws.** If the Lead Applicant on a Joint Application withdraws from the application, another PHA or PBRA Owner on the Joint Application may be designated as the new Lead Applicant at the time of application.
 3. **Honoring All Existing Contract of Participation (CoP).** PHAs or properties with active FSS programs must honor all existing CoPs, even if they no longer receive grant funding for any reason, including non-renewal of funding or splitting a joint application.
- D. Cooperative Agreements.** A PHA or PBRA property with an FSS program may serve the residents of another eligible nearby PBRA property via a Cooperative Agreement if their FSS coordinator has capacity to serve additional participants, as determined by the FSS grantee.
- E. Program Impacts:**
1. **FSS Action Plans.** Each entity that is part of a Joint Application or Cooperative Agreement must have, or develop, an approved FSS Action Plan. The plans may be essentially the same, but demographic information must be broken out separately for each property and must specify any differences in how the FSS program will operate at the different properties (such as different service partners). A copy of the Action Plan and Action Plan checklist must be submitted for approval to the Account Executive (or Resolution Specialist) of each participating property.

2. **FSS Escrow and PBRA HAP Vouchering.** Each PHA or PBRA Owner that is part of a Joint Application or Cooperative Agreement remains responsible for FSS Escrow management, including PBRA HAP Vouchering, and reporting, for their own residents.
3. **FSS Participant Count.** Participants from all PHAs or properties in a Joint Application or Cooperative Agreement will be included in the number of participants served for all purposes related to the grant.
4. **Honoring All Existing Contract of Participation (CoP).** PHAs or properties with active FSS programs must honor all existing CoPs, even if they no longer receive grant funding for any reason, including non-renewal of funding or splitting a joint application.

VI. Funding Priority.

A. Renewal Awards. Eligible programs funded in FY21, FY22 or FY23 may request Renewal Funding under this 2024 Funding Notice.

1. **Ratio of Participants to Positions.** The ratio of participants to eligible FSS Positions is as follows:

Participants	Positions
15–24	1 FSS Part-time Position
25–74	1 FSS Full-time Position
75–124	2 FSS Full-time Positions
Each Additional 50 Participants	1 Additional FSS Full-time Position

Example: Last year, you were funded for 1 Full-time Position.

- Last year, you served 60 Participants.
- Two years ago, you served 70 Participants.
- Three years ago, you served 80 Participants.
- Your highest number of Participants is 80, so your Participant Count is 80.
- For 2 Full-time Positions, you need 75–125 Participants, which you qualify for based on your Participant Count of 80.
- Therefore, you may request 2 Positions:
 - 1 Full-time Renewal Position
 - 1 Full-time Expansion Position, based on your Participant Count.

B. Expansion Positions. Renewal Awards are eligible for Expansion Positions under this 2024 Funding Notice.

1. **FSS Performance Measures.** As per Section 238 of the Consolidated Appropriations Act, 2024, FSS Performance Measures, including FSS Achievement Metrics (FAM Score, 88 FR 78374), will not be used to determine awards under this 2024 Funding Notice.

C. New Applicants. Under this 2024 Funding Notice, New Applications will be accepted but may only be considered for funding if all Expansion Positions are fully funded. Unfunded New Applicants that remain eligible may be funded in the future, pending funds availability and Congressional Appropriations.

D. Incentives for Innovation and High Performance. There is no set-aside for incentives for innovation and high performance in this 2024 Funding Notice.

VII. Funding Formulas.

A. The Bureau of Labor Statistics (BLS) Locality Pay Data. The BLS median salary for the job title “Social Worker: Other” in your Zip Code.

1. BLS Data Source. You can look up the BLS data for your your Zip Code online at: www.careeronestop.org/Toolkit/Wages/find-salary.aspx

a. Determining your Zip Code

- i. Local PHAs:** The Zip Code of the Lead Applicant from your last application on record, as validated by HUD data systems, such as PIC or the Housing Information Portal (HIP).
- ii. State-wide PHAs:** Use State-level data for your state.
- iii. PBRA Properties:** The property Zip Code of the Lead Applicant (PHA) or Lead Property (PBRA Owner) from your last application on record, as validated by HUD data systems, such as iREMS.

B. Eligible Positions. Is based on the Participant Count, except for new grantees and applicants, as follows: A count of 15 participants is needed for a part-time position, 25 participants for a full-time position, 75 for a second full-time position, continuing in this manner with an additional position at intervals of 50.

1. Participant Count: The highest annual Participant Count in the past three calendar years.

- a. Initial Moving to Work (MTW) PHAs:** For the 2024 Annual Funding Notice, you must submit your Annual Participant Counts for CY2023, CY2022, and CY2021 in an ad-hoc report.
- b. PHAs serving PBRA Properties:** You must indicate if your PHA is serving a PBRA Property and include the Multifamily Contract Number for each property. We will then add the number of participants you served at these properties to your participant count for each year, as reported in the Multifamily FSS Annual Report.
- c. All other PHAs:** Determined by grantee-entered information reported in the PIC.
- d. PBRA Owners:** Participant number will be taken from FSS Multifamily Annual Report.
- e. New Grantees (within the past three years of the year this Notice is posted):** A minimum of one full-time eligible position.
- f. New Applicants:** Eligible for exactly one Full-time initial position in the first year of funding.

C. Funding Limits.

- 1. Funding Floor.** For the 2024 Annual Funding Notice, the Funding Floor is Eligible Positions multiplied by \$43,680.
- 2. Funding Ceiling.** For the 2024 Annual Funding Notice, the Funding Ceiling is Eligible Positions multiplied by \$191,900, which is the annual rate of basic pay payable for a position at level IV of the Executive Schedule.

D. Renewal Funding.

1. **Annual Cost Adjustment.** For the 2024 Annual Funding Notice, the Annual Cost Adjustment is up to four percent (4%).
2. **Initial Renewal Funding.** Initial Renewal Funding is based on the previous year's eligible award, whether funded or not, plus the Annual Cost Adjustment, up to the Funding Ceiling.
3. **Optimized Renewal Funding.** For Renewal Programs beyond their third year of renewal, funding may be adjusted according to the Optimization Formula. If so, a separate spreadsheet will be published with Optimized Renewal Funding for each eligible renewal applicant.
 - a. **Optimization Formula:** Initial Renewal Funding multiplied by High-3 Expenditure Rate, increased if necessary until it is at the Funding Floor.
 - b. **Expenditure Rate.** Your highest grant expenditure rate in the past three years, as calculated for each year by the percent of funds last awarded that remain unexpended at the end of the year, raised up to a minimum of 60%.

Example: Your Initial Renewal Funding is \$100,000 for 1 Full-time Position.

- You have expended the following percentages of your awarded funds:
 - Last year: 45%
 - 2 years ago: 50%
 - 3 years ago: 55%
 - The highest rate among these three years is 55%.
- 55% is below the 60% minimum, so your Expenditure Rate is 60%.
- Your Optimized Renewal Funding will be $60\% \times \$100,000 = \$60,000$.
- \$60,000 is greater than the Funding Floor (\$43,680) for 1 Full-time Position, so your Optimized Renewal Funding stays at \$60,000.
- You may request more than \$60,000, so long as you submit an approved Renewal Funding Modification.

4. **Requesting a Funding Modification.** Renewal applicants may request a Funding Modification, so long as the request represents an accurate estimation of anticipated eligible costs.
 - a. **Renewal Funding Increase.** Upon request, a Renewal Applicant's funding request may be increased up to 10% above the higher of:
 - i. Optimized Renewal Funding, and
 - ii. Their Eligible Positions, multiplied by the BLS locality pay data + 40%, up to the Funding Ceiling, or
 - iii. A greater amount with adequate justification, if approved by HUD, up to the Funding Ceiling.
 - b. **Renewal Funding Decrease.** Upon request, a Renewal Applicant's funding request may be decreased to the lower of:
 - i. Their Funding Floor, or
 - ii. A lesser amount with adequate justification, if approved by HUD, but under no circumstance less than the Local, State, or Federal Minimum Wage (for the 2024 Funding Notice, \$7.25 an hour, or \$15,080 annual full-time pay) per Eligible Position.

VIII. Grant Term.

Under this 2024 FSS Funding Notice, the initial Period of Performance will be Calendar Year 2025 (January 1–December 31, 2025). In accordance with 2 CFR § 200.344: Closeout, all closeout procedures must be completed no later than 120 days following the end of the final Period of Performance, which may be extended if the grant is renewed or until all grant funds are used.

X. Accepting an Award.

A. Confirming Ownership of Lead Property. For New PBRA Owner applicants, before an award is made, HUD will confirm whether the Lead Property ownership entity that applied still owns the Lead Property at the time of award. This may be determined by changes in the UEI and/or Tax ID Number (TIN). If the Lead Property ownership has changed, another eligible property on the application may become the Lead Property at the time of award.

B. Accessing funds in the electronic Line of Credit Control System (eLOCCS). FSS funds will be disbursed in eLOCCS, in accordance with the Grant Agreement.

All grantees should have already obtained access to eLOCCS or should begin the process of obtaining access. Obtaining access to eLOCCS requires HUD approval and can be a lengthy process. If your organization does not currently have eLOCCS access, HUD encourages you to begin the process as soon as possible, in the event that your organization is awarded funds under this Notice. Should you not get eLOCCS approval in sufficient time, you could potentially face a lapse in availability of FSS program coordinator funding.

To access *eLOCCS Resources*, please visit:
https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_access/quick_reference
 for information on the steps needed to gain access to eLOCCS through HUD's Secure Systems platform.

XI. Contact

For more information, FSS applicants or grantees may contact FSS@hud.gov.



Richard J. Monocchio
 Principal Deputy Assistant Secretary for
 Public and Indian Housing