



# Family Self-Sufficiency: New Grantee Kickoff!

Welcome New FY23 Grantees!

*June 18, 2024*



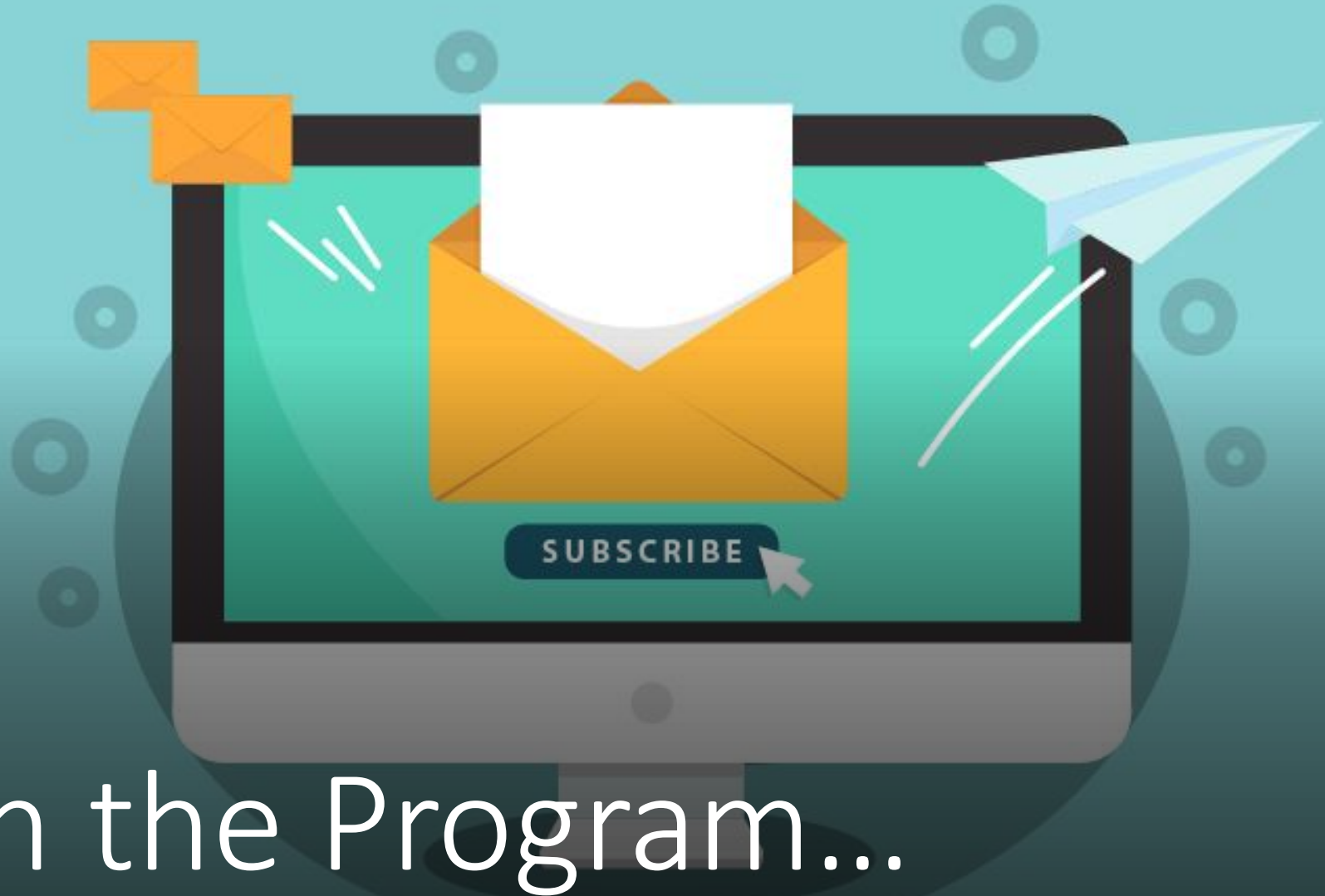
# Let's Take a Poll!!



WHO'S HERE?



WHAT DO YOU KNOW?



Get with the Program...

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# Agenda

- ✓ **FSS 101**
- ✓ **Grant Agreement**
- ✓ **Startup Steps**
- ✓ **What's Next**

**FSS 101**

# What is FSS?

The Family Self-Sufficiency Program (FSS), helps assisted housing residents increase their earnings and build financial assets. The program has two key features:

**A financial incentive** for residents to increase their earnings in an escrow account that grows as residents' earnings increase

- TTP continues to go up as normal, but the difference between the baseline subsidy and the new subsidy calculation is escrowed instead of the HUD subsidy being reduced



**Case management or coaching** to help residents access services they may need to overcome barriers to employment and strengthen their financial capability

- The program is voluntary for both owners and residents
- Goals in the Contract of Participation (CoP) and Individualized Services and Training Plan (ITSP) are individualized based on FSS participants' needs and goals
- Head of Household does not need to participate or sign the CoP for other household members to participate





# FY 2023 FSS New NOFO Competition

- **Unique Applications Received:** 254
- **Eligible Applicants:** 227
- **Total Funded New Applicants:** 155
  - Number of Funded New PHAs: 56
  - Number of Funded PBRA Owners: 99
- **Remaining Unfunded Applicants:** 72
  
- **Total New Awards: \$13,307,105**
  - Award Amount for New PHAs: \$4,401,360
  - Award Amount for PBRA Owners: \$8,905,745



# New: FSS for Multifamily PBRA Owners!

## FSS Timeline

- 1990: The program has operated in Public Housing and Voucher programs
- 2015: Congress authorized FSS for Project-Based Rental Assistance (PBRA)
- 2018: PBRA owners eligible for grants with the re-authorized statute
- 2022: FSS New Final Rule published, putting new statute into effect
- Now: Multifamily PBRA properties are grant funded for the second year!

## Impact on Multifamily FSS programs

- Multifamily owners can still use other funding sources including private grants, residual receipts, and other non-HUD funds
- Non-funded properties may continue voluntary, unfunded FSS programs
- Serving residents through Cooperative Agreements is an option – between PHAs or other private owners (owner is still responsible for escrow)
- Minimum participation is generally 5 years, though some families graduate sooner (average of 3.5 years) and others get up to two-year extensions to continue

# FSS Grant Basics

- **ONLY ONE Eligible Use of Grant Funds!**
  - Salary & Fringe (including Training Stipend)
- **NEW grants pay for salary and fringe benefit costs for 1 Full-Time Equivalent (FTE) FSS coordinator**
  - Up to 2080 hours per calendar year
- **Cooperative Agreements**
  - Grantees can serve other PBRA properties through cooperative agreements (sample forthcoming)
  - CANNOT serve Section 202/811 properties
- **Joint Applicants**
  - All properties will need to submit an action plan
  - Sites will share an FSS coordinator who will serve all sites
  - Each owner will be responsible for escrowing their own tenants
  - FSS coordinator will need to coordinate with all served properties to ensure vouchers are correct

# FSS Escrow Funds

## – **Whose Escrow?**

- Escrows are HUD funds until a participant graduates and receives their escrow

## – **Interim Disbursements**

- Participants can get interim disbursements for tuition or other costs (per local policy), and will receive their remaining escrow upon graduation

## – **Forfeited Escrow**

- If a participant doesn't graduate, the escrow stays with the program to use **ONLY** for the benefit of FSS participants (uses per local policy)

## – **NOTE:** There are **NO** limitations on family uses of their escrow after graduation!


# Grant Agreement

# Where's the Grant Agreement?

Notice of Award (NOA) is found in Grant Solutions.



Grant Agreement is an attachment to the NOA

- Grantees “sign” for the grant in Grant Solutions and in so doing, commit to abiding by the Grant Agreement and NOFA.
  - Field Offices don't have to do anything in order to obligate/accept funds.
- 

Can also be found on the FSS Resources page

## Period of Performance

January 1 – December 31, 2024

“Pre-award Costs”

- Need approval from your Field Office / Grant Specialist for work completed January 1 – May 31, 2024

NOTE – Batch #2 (announced 5/31) were for only 9 months of funding.

# Eligible Activities

## Salary & Fringe

### Fringe CAN include a training stipend

- Up to the program to decide how much/for what (related to FSS program/coaching)
- May include training-related travel ONLY

### THAT'S IT

- NO admin
- NO Indirect Cost Rate
- NO services for participants

### Job-Sharing is allowable

- You may charge up to 40 hours per week (or whatever is your full-time) per coordinator
- You may split the grant, split however you choose.

### Sub-Contracting is allowable

- Make SURE you have a strong agreement with clear communication about escrow

### FY21 and FY22 NOFO Eligible Activities (same for FY23)

## Housing Program Functions

# FSS Coordinators may **ONLY** engage in FSS activities!

- Does NOT include standard housing activities:
  - NO Rent Re-certifications
  - NO Housing Quality Standards (HQS)

## Any exceptions?

- ONLY if it:
  - Serves FSS Participants
  - Enhances the effectiveness of the FSS Program
- MUST:
  - NOT interfere with the FSS Coordinator's role
  - Obtain approval from Field Office / Grant Specialist
    - ***Approval only required once***



## Training could include...

- Membership to NAHRO/Compass Working Capital/AASC or other professional/industry organization that works with Service Coordinators
- FSS Regulations training
- Coaching
- Motivational Interviewing
- Trauma-Informed Care
- Financial Social Work Certification
- Human-Centered Design
- Etc.



**Mandatory FSS Training**. HUD has developed an Online Mandatory Training on the FSS program to provide guidance on how to develop and administer a successful FSS program.



One person from each FSS Program must complete this training by July 31, 2024. At that time, we will send FOs a list of programs that are in compliance. If you are not in compliance at that time, your grant may be suspended until you are in compliance.



***FSS Guidebook and other resources available on HUD Exchange***  
View the new [FSS Program Guidebook](#) published January, 2023

# Mandatory Training

# FSS Action Plan Requirements

- **All new programs must have an FSS Action Plan approved by their local field office/Account Executive before enrolling any FSS participants.**
- During their first year of funding, new grantees are required to draft and submit an FSS Action Plan to their local field office for approval by June 30, 2024. (Batch #2 New Grantees will have an extension through September 30, 2024)
- If an updated FSS Action Plan has been approved prior to this grant, a new FSS Action Plan is NOT required, but may be submitted.
- Grantees must enroll at least 25 participants in their FSS program prior to 12/31/24 in order to be considered eligible for renewal funding with the FY25 Renewal FSS NOFO (all FY23 NEW grantees will get a grace year and be eligible for FY24 funding automatically).
  - This will likely be extended to two grace years considering the late funding

# Continuing Obligation to FSS Participants

FSS Program Termination Due to Reduced funding:

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



## Drawdowns

HUD funds are made available based on actual need.

*Grantees may drawdown **only** for incurred costs.*

NOTE: Drawdowns in excess of need may result in special procedures for payments, or termination of the grant when there are persistent violations.

Funds requisitioned through e-LOCCS must be disbursed within three calendar days after receipt of funds drawdown.

# How long do I have to keep my records?

- Generally, three years...
  - You may be requested to submit any post-closeout reports for **up to three years** from the date of the submission of the annual financial report
- Recommend keeping participant files as long as possible

# Startup Steps

# Where do we start?

- **Set up LOCCS**
- **Hire your FSS Coordinator**
- **Write your FSS Action Plan (and have it approved by HUD)**
  - Consider a Trauma-Informed Approach
  - Make an outreach/engagement plan
  - Launch your Program Coordinating Committee
  - Create a Needs/Strengths Assessment
- **Bring together your Partners/Program Coordinating Committee (PCC)**
- **Recruit FSS Participants**



# Set up electronic Line of Credit Control System (eLOCCS)

- **Want your money?** You'll have to use eLOCCS to draw down your grant funds!
- **How to get access?** Complete the [eLOCCS Access Authorization Form HUD-27054](#)

# eLOCCS Access Authorization Form HUD-27054 for PHAs

9. Program Area Authorizations		<a href="#">*Click here to access the latest list of LOCCS Program Area</a>	
Reason as checked in Block 1:	<input type="text"/>		
Organization Tax-ID:	<input type="text"/>	Organization Name:	<input type="text"/>
Program Area ID	Program Area Name	Add or Remove (only for active eLOCCS users)	Q = Query D = Drawdown
ROSS	Resident Opport & Self Sufficiency	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# eLOCCS Access Authorization Form HUD-27054 for PBRA

9. Program Area Authorizations		<a href="#">*Click here to access the latest list of LOCCS Program Area</a>	
Reason as checked in Block 1:	<input type="text"/>		
Organization Tax-ID:	<input type="text"/>	Organization Name:	<input type="text"/>
Program Area ID	Program Area Name	Add or Remove (only for active eLOCCS users)	Q = Query D = Drawdown
SSMF	Supportive Services Multifamily	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Role of your FSS Coordinator (from the NOFO)

1. Build partnerships with employers and service providers in the community
  - Work with the Program Coordinating Committee (PCC) and with such local service providers
  - Ensure that FSS program participants are linked to the supportive services they need to achieve self-sufficiency
2. Ensure that an Individual Training and Services Plan (ITSP) 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
3. Ensure that the services included in the participants' Contracts of Participation are provided on a regular, ongoing and satisfactory basis
4. Ensure that participants are fulfilling their responsibilities under the Contracts
5. Ensure that FSS escrow accounts are established and properly maintained for eligible families
6. FSS coordinators may also perform job development functions (e.g., outreach to potential employers) for the FSS program
7. Monitor the progress of participants and evaluate the overall success of the program

# Best Practices for Hiring your FSS Coordinator

- An FSS Coordinator is NOT just another Housing Specialist!
- If an FSS Coordinator is paid 100% from the FSS grant, they should be spending 100% of their time on FSS
- Be flexible about where and when they work
  - Should be in the community meeting and building relationships with partners (coffee IS work)
  - Evenings and weekends may be required in order to meet participants where they are.
- FSS Coordinators (especially when not in a Resident Services department) are often isolated – they need to be able to meet with their service coordinator peers.
- Senior/Executive staff may need to champion the FSS program to the Board and to leadership of potential partner organizations – only so much can be done/commitments made at the staff level
- Housing staff, Portability staff, other staff that interact with participants and their files need to know about FSS – and can be a valuable asset to the FSS program
- The tone and regard of the FSS program is set by leadership and can have a major impact on the ultimate success of the program

# Considerations for Hiring your FSS Coordinator

Does your staff reflect your participants?

Organic Intellectuals/Indigenous Knowledge  
vs. Professionals

Hiring current/former residents (pro/con)

Know your HR policies

Background Checks

Drug Tests

# Write your FSS Action Plan

Your Action Plan should reflect your policies (as required by regulation)

- Key components:
  - Interim disbursements
  - Motivation as a selection factor
  - Re-enrollments
  - Program size
  - Goal changes
  - Uses of Forfeited Escrow

# FSS Action Plan Resources

- **FSS Action Plan Checklist**
  - **Required for Submission of Plans**
- **Sample FSS Action Plan**
  - **FSS Action Plan Webinar**
  - **Slides from FSS Action Plan Webinar**



# Consider a Trauma-Informed Approach...

## A Trauma-Informed Approach (Four R's)

A trauma-informed program, organization, or system:

**Realizes**

- Realizes widespread impact of trauma and understands potential paths for recovery

**Recognizes**

- Recognizes signs and symptoms of trauma in clients, families, staff, and others involved with the system

**Responds**

- Responds by fully integrating knowledge about trauma into policies, procedures, and practices

**Resists**

- Seeks to actively resist re-traumatization.

*From SAMHSA's Concept Paper*

# Consider a Trauma-Informed Approach...

## SAMHSA'S 6 PRINCIPLES *of a* TRAUMA-INFORMED APPROACH



### SAFETY

Prevents violence across the lifespan and creates safe physical environments.

### TRUSTWORTHINESS

Fosters positive relationships among residents, City Hall, police, schools and others.

### EMPOWERMENT

Ensures opportunities for growth are available for all.

### COLLABORATION

Promotes involvement of residents and partnership among agencies.

### PEER SUPPORT

Engages residents to work together on issues of common concern.

### HISTORY, GENDER, CULTURE

Values and supports history, culture and diversity.

# Consider a Trauma-Informed Approach...

## Start by viewing all work through the Social Determinants of Health & Wellness Lens to Increased Self-Sufficiency & Stability





Create and implement an outreach/marketing plan?

When/where/how do you recruit?



Create a “with” or an “in-group”?



Capitalize on graduates as potential “thought leaders” or mentors



Convene a focus group or leadership circle of current or former or potential participants



Use social media – for outreach and/or for communication with participants - CAREFULLY

# Make an Outreach/Engagement Plan

# Launch your Program Coordinating Committee (PCC)

- How will you utilize your PCC? How will you ensure your meetings are helpful to your partners?
- Do you include families with lived experience with your systems and services as Subject Matter Experts on your PCC?
  - Hint: this is required!
- Based on what you find in your needs assessments, do you have the right providers in place?
- Do you have to seek out any partners/services that you don't already have lined up?
- Are you having trouble finding partners for any specific needs?

# Launch your Program Coordinating Committee



Are you reaching out to employers to promote FSS and your participants?



Do you know what kind of training employers want your participants to have?



Do you include Employers on your PCC?

# Collaboration

Asset Mapping – think wholistically and creatively

Include families with lived experience as Subject-Matter Experts

Establish a comprehensive program with an array of services

Work closely with social services agencies and other non-traditional partners – *a significant portion of work time should be working with partners and building and maintaining a network.*

Cross-Train your program staff and other staff at your agency that work with your program – such as intake, rent re-certification staff, property management, etc.

**What's Next**

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# FSS Foundational Documents

- **FSS FY 2022 Notice of Funding Opportunity (NOFO)**
  - [FSS Notice of Funding Availability](#)
  - [Eligible Activities](#)
- **FSS FY 2023 Grant Agreement**
  - [FY23 Grant Agreement for Renewal and New FSS grantees](#)
- **FSS Statute**
  - Section 23 of the 1937 Housing Act
    - [SEC. 23. \[42 U.S.C. 1437u\]](#)
- **FSS Regulations**
  - [24 CFR Part 984](#)

# Key FSS Resources

## ■ FSS Action Plan

- [Checklist](#)
- [Sample Action Plan](#)
- [Action Plan Webinar \(slides\)](#)
  - [Recording of FSS Action Plans for New Grantees](#) - March 14, 2023
  - [FSS Action Plans for New Grantees - Slides](#)

## ■ FSS Contract of Participation (CoP)

- [HUD-52650](#)
- [HUD CLIPS](#) has CoP translated in 10 languages!

# FSS Escrow

## ■ FSS Escrow Resources

- [Accounting Brief #26 - Financial Reporting for FSS](#)
- [PIH Notice 2022-20 on Establishment of the Escrow Accounting Line and Use of Forfeited FSS Escrow](#)
- [Webinar on the changes in Escrow regulations and new Escrow Calculation Workbook \(slides\)](#)

## • FSS Escrow Spreadsheets

- [Sample for PHAs](#)
- [Sample for Project-Based Rental Assistance \(PBRA\) Owners](#)

# Reporting and Monitoring

- **PHAs**

- Please see [PIH Notice 2016-08](#)
  - [Webinar](#)
  - [PowerPoint Slides](#)

- **PIC Submissions**

- [HUD-50058, Section 17](#)
  - Log Enrollments, Progress, and Exits
  - Must have at least one per year per participant
- For PHA software providers
  - [Update of warnings/errors in PIC FSS](#)
- [Will be updated with conversion to HIP](#)

- **Multifamily Owners**

- NEW! You will receive information on the due date for submission of your Annual Report using the [Multifamily Reporting Tool](#)
- Submit to Account Executive via the appropriate Incoming box
- No more Quarterly Reports
- HUD will publish a new Handbook chapter on FSS in 2024

# FSS Reporting and Monitoring

- **FSS Reporting**


- [Sample FSS Annual Report Survey](#)
- [FY23 FSS Annual Report Survey](#) (due for all programs running in CY23 by 3/15/24)
- Will be an MS Forms link that will be sent the Jan/Feb AFTER your first year.
- Qualitative information. All numbers will be pulled from PIC/MF Annual Report.

- **FSS Monitoring**

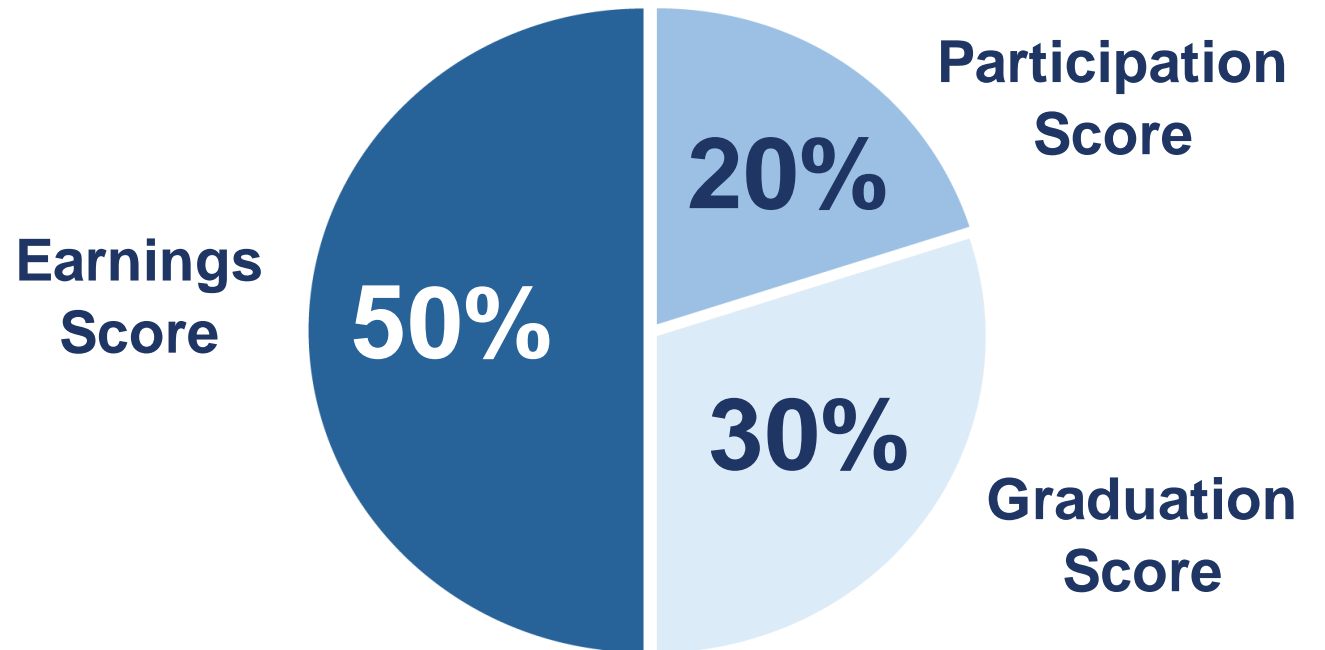
- Want to know if you're in compliance? Assess yourself!
- This is the exact tool that HUD will use when monitoring your program
- PHA Programs monitored at least once every 5 years
- **(NEW) [FSS Monitoring Review Tool Self-Assessment](#) (updated 2/6/24)**
  - [Recording of Monitoring Review Tool Webinar for Stakeholders](#)
  - [Slides from Monitoring Review Tool Webinar for Stakeholders](#)

# What is included in the FAM Score?

- The overall FAM score is comprised of 3 component metrics:
  - Participation (20%)
  - Graduation (30%)
  - Earnings (50%)



Performance Category	Overall Score
1	7.9 to 10
2	4 to 7.89
3	3.5 to 3.99
4	0 to 3.49



# Please Join Us!

- FSS “Office Hours” webinar generally every 2<sup>nd</sup> Tuesday.
- Brief updates
- We answer your questions
- Get registration and link as a message on the FSS Mailing List

# FSS Trainings

**NOTE: THIS IS NOT AN ENDORSEMENT!!**

These training organizations provide (or have provided) FSS training:

- Compass Working Capital
- Nan McKay
- NAHRO
- Quadell
- Nelrod
- PIC Consulting
- Others?

**IMPORTANT: HUD DOES NOT REQUIRE A CERTIFICATION FOR FSS COORDINATORS**



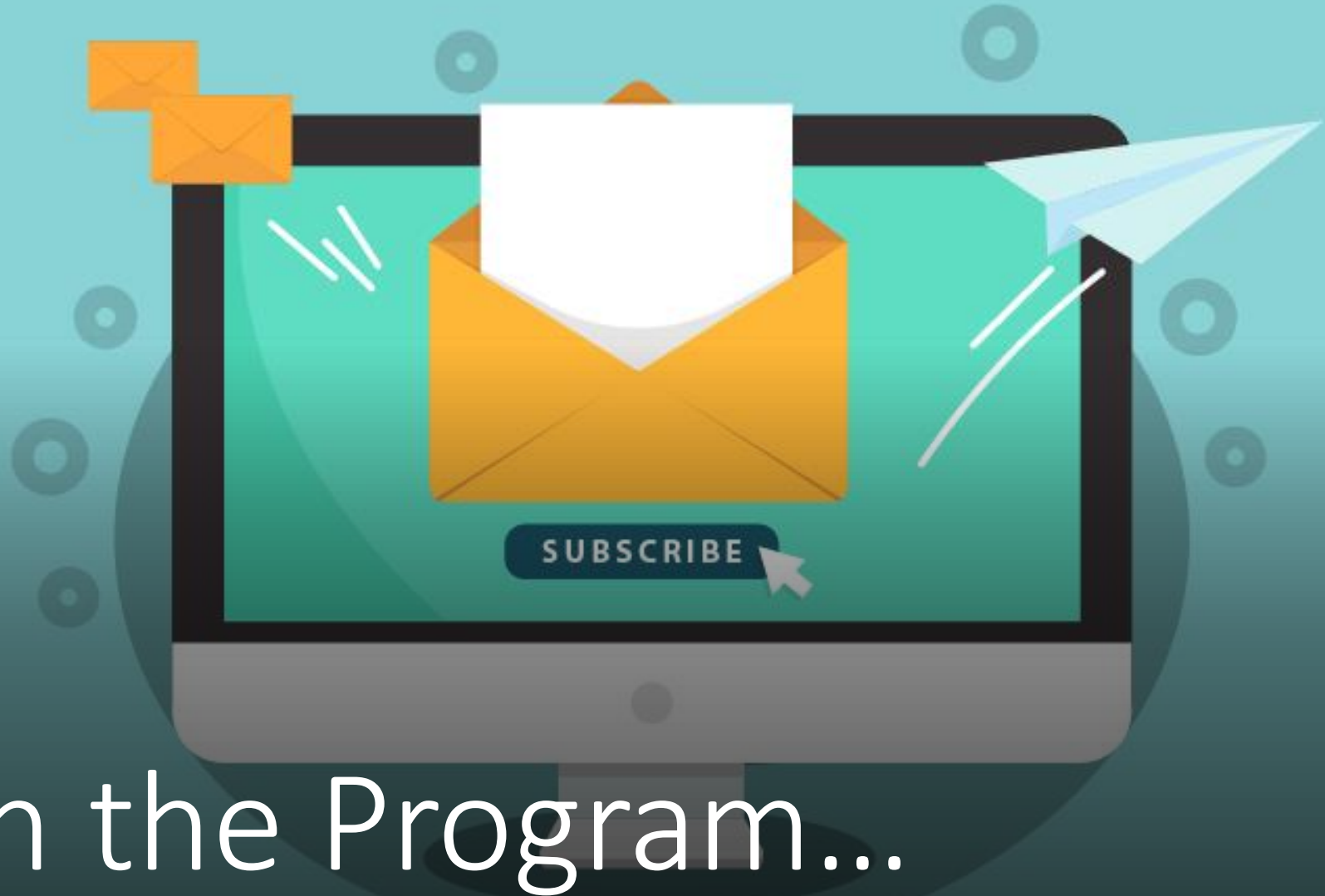
# FSS Peer Support

**PLEASE NOTE: These are not endorsed or monitored for accuracy by HUD!**

- [Compass FSS Link](#)
  - Peer discussion board
  - Program management
  - Financial coaching tools and templates
  - Monthly webinars
  - National FSS conference
- [National Association of Housing and Redevelopment Officials \(NAHRO\)](#)
  - Listserv provides a forum for discussion of information
  - Participants share thoughts, ideas, resources and documents
  - [FSS+subscribe@familyselfsufficiency.groups.io](mailto:FSS+subscribe@familyselfsufficiency.groups.io)

# Resources

- [FSS Resources Page](#)
  
- [FSS HUD Exchange](#)
  - [Administering an Effective Family Self-Sufficiency Program](#)
  - [25 Years of the Family Self-Sufficiency Program](#)
  
- [FSS Questions](#)
  - **PH & HCV:** Field Office & [FSS@hud.gov](mailto:FSS@hud.gov)
  - **PBRA:** Your Grant Specialist & [MF\\_FSS@hud.gov](mailto:MF_FSS@hud.gov)



Get with the Program...

[Join the FSS Mailing List!](#)



Questions?