

FSS FY24 Funding Notice FAQs

Current as of November 18, 2024

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1. General Q&A

Q1-1. What happened to the Notice of Funding Opportunity (NOFO)? Are you still funding FSS?

A1-1. There's a new PIH Notice format:

1. **General FSS Funding Notice**, which is intended to remain in place indefinitely, until changes are needed
2. **Annual FSS Funding Notice**, which may be updated each year based on program changes and improvements and Congressional funding and directives.

Read together, these two FSS Funding Notices replace our previous NOFOs. You can read all about them on our FSS Funding Notices website!

Q1-2. Wait, we're using GrantSolutions to apply now? What about Grants.gov?

A1-2. Yes, you heard right! To reduce administrative burden, we are consolidating our process entirely within GrantSolutions this year! That means you will not find FY24 applications for FSS funding on Grants.gov.

Q1-3. When is the Application Deadline? Is it Friday, November 1, 2024, or Monday, June, 30, 2025?

A1-3. Actually, it's both:

1. **Friday, November 1, 2024** is the **Priority Deadline** to be considered for Expansion Positions and to receive Renewal Funding as soon as possible.

- 2. Monday, June 30, 2025 is the Final Deadline for the FY24 Annual Funding Notice, but we *really, really* hope you apply well before then.**

Q1-4. Are you funding New Applicants this year?

A1-4. We always fund Renewals first, and this year we are prioritizing Expansion Positions with any remaining funding. However, you are welcome to apply, and we will keep your application on file for the next time we are able to fund new applicants!

2. Positions Q&A

Q2-1. I have heard the term Expansion Position, what do you mean?

A2-1. Expansion Positions are additional positions beyond your renewals. We are allowing eligible programs to “expand” the number of positions they are being funded for. This will allow for us to begin to “right size” programs who are serving more participants than their minimum.

Q2-2. How many positions should we apply for?

A2-2. As many as you are eligible for, but we won’t fund you for more than that! We will fund all Renewal Positions first, and we will try to fund as many Expansion Positions as possible.

Q2-3. We are eligible for more Renewal Positions than we want! How can we ask for fewer?

A2-3. You can ask for fewer Renewal Positions by emailing a Funding Modification Request with the number of positions you are requesting to FSS@HUD.gov, Subject Line: “FSS FY24 Renewal - Funding Modification Request - [your org code] [your org name].”

Please Note: You do not need to do this if you are requesting your full Renewal Positions.

Q2-4. We are eligible for more Expansion Positions than we want! How can we ask for fewer?

A2-4. If you don’t want Expansion Positions, simply do not fill out the HUD-52651 (or if you have to submit it for other reasons, just indicate that you do not want any on the form when asked). Otherwise, you can ask for as many (or as few) Expansion Positions as you want on your HUD-52651. Just make sure the amount you request on your SF-424 reflects the Total Number of Positions you are requesting.

Q2-5. We own a Multifamily PBRA Property with at least FSS 75 participants in 2023, and we want to be considered for expansion positions or as a Joint Applicant. What can we do?

A2-5. You may complete a Self-Certification Form with your actual 2023 Participant Count for to be considered for Expansion Positions. We will send all multifamily grantees a link to this form (if you do not receive it, or you are a Joint Applicant, please send a request to FSS@HUD.gov). You also will need to indicate the number of Expansion Positions you want on your HUD-52651.

Please Note: We will verify your Self-Certification Form against your 2023 Multifamily FSS Reporting Tool submission.

Q2-6. We are losing a Renewal Position (or all of our positions). What can we do?

A2-6. If your current Participant Count (your year-to-date count for 2024) is high enough to support some or all of your Renewal Positions that would otherwise be lost, you may submit a Self-Certification Form with your current Participant Count. We will send all Renewal grantees that are losing positions a link to this form (if you do not receive it, please send a request to FSS@HUD.gov). Be aware that this will not confer eligibility for Expansion Positions – even if you self-certify enough participants to otherwise justify any – as this is only to maintain your last number of funded positions.

Please Note: For PHAs, we will verify your Self-Certification Form against your FSS participant data in PIC for 2024. If there is an issue with your PIC data, please ensure that you correct it ASAP to ensure that you do not lose positions in future years.

Q2-7. We are an MTW Expansion agency that withheld our HUD-50058 reports in 2023 in anticipation of the HUD-50058-MTW-Expansion form that is not yet available. Now our Participant Count is off! What can we do?

A2-7. If this does not affect your Total Positions, then no need to worry! However, if this affects it in any way, you may complete the Self-Certification Form with your correct Participant Count for 2023. We will send all MTW Expansion grantees a link to this form (if you do not receive it, please send a request to FSS@HUD.gov).

Q2-8. We are applying with a Joint Applicant, and it looks like we will lose Renewal Positions or Expansion Positions compared to if we applied separately. Is this true?

A2-8. Not this year, it isn't! We will ensure all Joint Applicants are eligible for at least the total number of Renewal Positions that they otherwise would be eligible for if applying separately. However, we will not do the same for Expansion Positions.

Please Note: You will be responsible for maintaining a Participant Count to support your Renewal Positions in future years, so please apply for positions that you can reasonably expect to keep in the future.

Q2-9. We want to apply with Joint Applicants, and we don't see their Participation Count on the Funding Table. Or, we applied with them in the past, and it looks like they're not included in our numbers now! What should we do?

A2-9. We've got you covered.

1. If you are applying with a grantee first funded in 2023 or 2024, we will credit them with the higher of their Participant Count, their Self-Certification Form (if applicable: see Q2-4 and Q2-6 above), or a minimum of 50 Participants.
2. If you are applying with any other PHA, we will publish an FSS Participant Table on the FSS Funding Website as a reference for your application (unless Q2-6 applies, as outlined above).
3. If you are applying with the owner of any other PBRA Property, please contact us at FSS@HUD.gov to provide a link to submit a Self-Certification Form.

Please note: You should list all of your Joint Applicants on your HUD-52651. If you are unsure of your Total Positions for all eligible Joint Applicants, you may contact us at FSS@HUD.gov for assistance.

3. Funding Q&A

Q3-1. How do we know how much to ask for?

A3-1. You may request funding for any Renewal and Expansion Positions that you wish to request. Eligible activities are **salary and fringe, including training** (which can include **membership in a professional organization**) and **associated travel costs**, for all funded positions. Full-time positions are funded for 40 hours (or however full-time is defined at your organization).

In short: Ask for what you need, no need to ask for less. Also, don't ask for more!

Q3-2. What if we want to ask for more funding because... our compensation went up by more (or less) than 4% this year? ... We hadn't been asking for enough in the past? ... We forgot to include the full cost of our fringe benefits last year ... Something else?

A3-2. Just ask for what you need! We'll let you know if it's too much and if you need to submit a justification.

Q3-3. What's the most we can request?

A3-3. You may request as much as you reasonably need per position, up to the funding ceiling. Ordinarily, we don't ask for a breakdown of your request, but we will ask for a justification (Funding Modification Request) if your request is above your maximum. Don't worry! We will let you know if this is the case.

Q3-4. What if I already know that we're asking for more than our maximum, according to [PIH Notice 2024-33](#), page 7?

A3-4. If you already know you are requesting more than your maximum, you can submit a detailed justification, including a breakdown of your request and any supporting documentation, to FSS@hud.gov, with the Subject Line: "FSS FY24 Renewal - Funding Modification Request - [your org code] [your org name]."

Q3-5. What is this about a Funding Optimization Formula and Funding Offsets?

A3-5. Don't worry. To be clear, we are not using those this year. They are in the general notice for potential use in future years.

(New!) Q3-6. What should I do if there isn't information for my region in the Bureau of Labor Statistics data?

A3-6. If there's nothing available for your region, you can look at the state-level data. Remember, though, ask for what you actually need. If we need a Funding Modification explanation, we'll ask you for it!

4. Application Q&A

Q4-1. Do we have to submit the HUD-2880, even if it is not applicable to us?

A4-1. Yes, just fill it out with whatever is applicable and submit it. You can enter "N/A" as needed.

Q4-2. Okay, fine. How do we submit the HUD-2880 then?

A4-2. You can attach it to your application after doing one of two options:

1. Download, print, sign with a pen, and scan it, or
2. Download and sign the PDF electronically

Remember -

The answer to 1 is YES for all FSS applications.

The answer to 2 is YES ONLY if you are asking for \$200,000 or more in THIS application.

Q4-3. Please tell us we don't have to submit the SF-LLL if we don't lobby.

A4-3. Fortunately, you do not need to fill it out if it doesn't apply to you. If this is the case, you can simply ignore it. If it makes you feel better to fill it out, you can enter "N/A."

Q4-4. The SF-424 is pre-populated for Question 2 as "new," but we're a renewal! What should we do?

A4-4. Don't worry! Every application is "new" for this year. If a field is pre-populated, you can just ignore it.

Q4-5. Where on the SF-424 do we submit our Funding Request?

A4-5. Use Question 18a. Estimated funding (\$) Federal. Leave everything else under Question 18 blank, and the form will automatically relay your single request under 18g. TOTAL.

Q4-6. Can we request multiple years of funding like we did with the FY23 NOFO?

A4-6. Not just yet, and not in the same way! In the future, we plan to issue multiyear grants as a modification of this year's grant. For now, just apply for one year of funding on the SF-424, and we'll come back to you next year to update your request. We may ignore multiple requests on your SF-424 or come back to you for clarification if we see that you have requested more than one amount.

Q4-7. When do we need to submit a HUD-52651?

A4-7. For any of these three reasons:

1. You are applying with Joint Applicants (even if you have applied with them before)
2. You are a Multifamily PBRA Owner (regardless of whether you are a Joint Applicant. ALL Multifamily applicants must submit a 52651)
3. You are requesting Expansion Positions (a 52651 is not necessary if you are only requesting Renewal Positions, regardless of if you are eligible for any Expansion Positions)

If you need to submit a HUD-52651 because you are a Multifamily PBRA Owner and we haven't received it, we will let you know so that you have a chance to do so. We also may follow up with applicants who applied jointly in previous years and those who are eligible for expansion positions if we do not receive a HUD-52651. But please don't make us come find you.

If you don't need to submit the HUD-52651 but did so anyway, that's no problem! We'll just ignore it.

Q4-8. Our HUD-52651 isn't marked as completed in GrantSolutions! Does this mean that HUD didn't receive it?

A4-8. Not necessarily! Because the link to complete the HUD-52651 takes you outside of GrantSolutions, it will not show up as having been completed within GrantSolutions. You can take a screenshot of the confirmation screen when you submit your HUD-52651 to put your mind at ease. If you're not sure whether you completed the HUD-52651, you can email FSS@hud.gov to confirm. And, if you need one and didn't submit it, we'll ask you for it later.

(Expanded!) Q4-9. Yikes! I made a mistake when I filled out my HUD-52651 or my self-certification... Can I edit the form?

A4-9. Unfortunately, you can't edit your HUD-52651 or your Self-Certification form after you've submitted it. Good news is you can just submit a new form, and we will use the last one you submitted. So if you made a mistake and would like to make a change, please just submit a new response!

(New!) Q4-10. Oops! I made a mistake when I filled out my SF-424 or my HUD-2880 what can I do?

A4-10. If you made a mistake on your HUD-2880 or your SF-424 and already submitted it, you will need to email FSS@hud.gov to request that we kick it back to you. However, note that unless your mistake on the HUD-2880 would require you to enter data on Section 2 and you didn't do it already, you don't need to correct it.

(New!) Q4-11. Will I be notified if there are any problems with my application?

A4-11. After the priority deadline (Nov 1, 2024), when we start processing the applications, if we find that we do not have the information we need in order to be able to correctly assess your application, we will contact your Authorized Organization Representative (AOR). Please be sure they are monitoring their email.

(New!) Q4-12. Will you tell us if our Self-Certification is accepted or if our Funding Modification letter has been accepted BEFORE we submit the application? Should we wait to hear?

A4-12. No, we will not be reviewing those submissions before the Priority Application deadline. Please go ahead and submit your application as if everything that you asked for/submitted is accepted. We will contact you if we need more information.

5. GrantSolutions Q&A

Q5-1. You said we would receive an email inviting us to apply as a renewal, but we never got that email! What should we do!?!?

A5-1. Any person with a role in GrantSolutions associated with the UEI of an entity that's eligible for a renewal grant can find the "Family Self-Sufficiency (FSS) - Renewal Application" on GrantSolutions. If you need help finding it, you can follow the Quick Sheet and Flowchart on our [Funding Notices webpage](#). If you follow all of those instructions and still can't find it, then contact us at FSS@HUD.gov and we'll look into it.

Q5-2. Who can complete our application in GrantSolutions?

A5-2. Anyone with a GrantSolutions account associated with your organization can view and edit your application.

Q5-3. Can we have an outside grant writer complete our application in GrantSolutions?

A5-3. Sure, if that’s what you want! They will need a separate account for each application they work on, which they can request from GrantSolutions using a Recipient User Account Request Form. They can be added as “Grant Support Staff,” which gives them the ability to view and edit – but not submit – your application.

Q5-4. Who can submit our application in GrantSolutions?

A5-4. Only someone with legal authority to certify your application on behalf of your organization can submit your application. This can be your Authorized Organization Representative (AOR) or Principal Investigator/Program Director (PI/PD) in GrantSolutions. It cannot be an outside grant writer or “Support Staff.”

Q5-5. Can we designate an outside grant writer as our AOR or PI/PD in GrantSolutions?

A5-5. No. Your AOR must have legal authority to accept an FSS award and sign the FSS Grant Agreement on behalf of your organization. Your PI/PD must have authority to certify your application on behalf of your organization.

Q5-6. Do these mean the same as AOR: Grantee Administrative Official / Grantee Authorized Representative?

A5-6. Yes, these terms are used interchangeably.