



Office of Public
Housing
Investments
Family Self
Sufficiency
Program

OFFICE OF PUBLIC & INDIAN HOUSING

PLEASE READ ALL THE WAY THROUGH!

Dear FSS FY21 Program Grantees,

We have received several questions regarding eligible uses of the FY21 FSS funding.

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

If this applies to you, please notify your field office and FSS@hud.gov by March 31, 2022!

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

Reimbursable FSS Activities

<u>Category</u>	<u>Allowable</u>	<u>Not Allowable</u>
Salary & Fringe	Salary & Fringe for the exact number of FSS coordinators for which you were funded in Appendix C of the FSS NOFO	Salary & Fringe for more than the number of FSS coordinators that you are funded for in the NOFO
	FSS Coordinator time spent on FSS activities (see position description in the NOFO for more guidance)	Staff time that is NOT spent working with FSS participants
	A portion of an FTE may go to supervisor/accounting/finance staff – ONLY for the time spent on FSS	Front desk/reception staff who directs residents to FSS resources (This should not be considered "FSS work." The FSS Coordinator should not be

		asked to spend time at reception unless ALL staff share that role.)
Administrative Expenses	NOT ALLOWABLE	Administrative expenses, "overhead" or "Indirect Cost Rate"
Case Coaching	Case Management/Coaching for FSS participants	FSS Coordinators may NOT engage in non-FSS activities (i.e. standard housing activities like re-certifications and HQS) unless the PHA has obtained approval from the field office (and then, only for FSS participants)
Outreach & Engagement	Outreach and engagement with FSS service partners and potential partners	FSS Coordinators may NOT be reimbursed through FSS for time spent working with non-FSS households
Travel & Training	Training Stipend as part of Fringe Benefits – this may include costs of training or collaboration PERTAINING TO FSS OR SERVICE COORDINATION	The training stipend CANNOT be used for training that is NOT directly related to the management of the FSS program, service coordination, coaching/case management. (FSS training stipend CANNOT be used to train an FSS coordinator in standard housing functions in place of other PHA funds that would normally serve that purpose.)
	In-person AND virtual trainings, and travel related to in-person trainings , and costs of convening with other service coordinators (such as regional roundtables, state-wide convenings, etc.)	
	Memberships to organizations that provide FSS communities of practice and/or trainings (such	

	as NAHRO, Compass Working Capital, FSS Link, AASC, etc.)	
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Additional Considerations

Number of Reimbursable FSS Positions

HUD did not offer funding for an increase in the number of coordinators for CY 2022. We offered the opportunity to request FULL funding for the coordinators that HUD had funded in the past and tied that definition of the maximum request for full funding to the Bureau of Labor Statistics (BLS) locality salary tables.

Unless your PHA moved from a part-time coordinator to a full-time coordinator, you were funded for the SAME NUMBER of FTEs that you were funded for last year. If you don't know what that number is, please see [FY21 FSS Awards](#).

Reimbursable Staff Time

ALL STAFF TIME charged cannot be more than the FTE hours for which you are funded. For example, if your PHA's standard workweek is 35 hours, then your FTE is 35 hours.

Examples:

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

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

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

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

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

We hope this information is helpful! Still have questions? Reach us anytime: FSS@hud.gov.

~The FSS Team