



ASSISTANT SECRETARY FOR
PUBLIC AND INDIAN HOUSING

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

APR 18 2018

Dear Executive Director:

Subject: 2018 Family Self-Sufficiency (FSS) Program Coordinator Funding

The Department is issuing this letter to help your agency prepare for the upcoming Fiscal Year (FY) 2018 Family Self-Sufficiency Notice of Funding Availability (NOFA) competition. Please review this letter carefully and share it with your FSS Program Coordinator(s), your Chief Financial Officer, and any other staff or individuals that work in the administration of your agency's FSS program, including the process of preparing and submitting FSS applications through Grants.gov.

PIC Data/FSS Addendum:

Historically, HUD has used the number of FSS families in an applicant's FSS program to determine funding amounts for eligible applicants. The number of FSS participants has generally been based on Public and Indian Housing Information Center (PIC) data (which is obtained from PHA submission into the PIC system of information on the form HUD-50058 and HUD 50058 MTW). The number of FSS program participants shown in PIC includes enrollment, progress, and exit reports during the NOFA's target period. The PIC numbers have been made available as part of the NOFA for every eligible applicant. In the past, applicants have been allowed to submit documentation to correct the numbers reflected in PIC if the numbers in the report published with the NOFA are incorrect and the correct number would result in more funding. In the FY2017 FSS NOFA, HUD relied on PIC exclusively and expects to continue to rely solely on PIC in future NOFAs.

Under the FY2018 FSS NOFA, HUD expects to rely solely on the numbers of FSS families in an applicant's FSS program that are reported in PIC. The only applicants who may be allowed to submit additional documents are MTW PHAs, Tribal/Tribal Designated Housing Entities (TDHEs) and PHAs serving PBRA residents. To avoid any potential impact on FSS funding in FY2018, PHAs should work diligently to ensure that the number of FSS families is accurately reflected in PIC by June 1, 2018.

Resources have been made available to assist PHAs in ensuring that PIC information is accurate. Notice PIH 2016-08 (published on May 6, 2016) provides detailed guidance to non-MTW PHAs on PIC FSS reporting requirements. An eight-part webcast on the provisions of PIH 2016-08 (originally aired on August 12, 2016) is available in the webcast archives on HUD.gov. It can also be found [here](#).

PHAs may also contact their local PIC coaches for additional assistance related to PIC. The PIH-REAC Technical Assistance Center (TAC), located at the following webpage, is also available to assist with PIC issues:

https://www.hud.gov/program_offices/public_indian_housing/react/support/tac.

Also note that as of May 6, 2015, HUD established a set of warnings and fatal edits related to FSS PIC reporting. More information can be found on the following websites.

FSS PIC Reporting Instructions and Webcast:

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/fss

PIC Coach Contact List:

https://www.hud.gov/program_offices/public_indian_housing/systems/pic/help

Enclosed is a ***preliminary report*** that shows the number of FSS families in each eligible applicant's FSS program. This report covers the period of 1/1/2017 — 12/31/17. The report counts all distinct FSS families (head of household) that had an enrollment, progress, or exit report during this period. Please note that data in this preliminary report is extracted from current and historical PIC records. PHAs that are currently not showing enough participants to support renewal positions are **highlighted** in the report. PIC Coaches will not be able to replicate this exact data using the 50058 Ad-Hoc PIC Report; the Ad-Hoc PIC reports only extract data from current records.

This will **not** be the final report used in the NOFA. PHAs must submit all FSS corrections in PIC by June 1, 2018.

If you believe that your participants are being undercounted, please revisit PIH-Notice 2016-08 and the companion webinar. You should also review records from your software, and contact your software vendor for assistance with their software packages.

Only PHAs that believe that they were serving more families during the target period than reflected in the IMS/PIC records, and believe that the discrepancy might affect your funding request (i.e. renewal positions), should contact REAC_PIC_TECHASSISTANCE@hud.gov to request a report of all FSS participants reflected in the current and historical databases. Only requests from PHAs whose preliminary PIC data ***does not support renewal positions*** will be responded to from this mailbox.

All request for reports must be sent to REAC_PIC_TECHASSISTANCE@hud.gov by 11:59 pm Eastern Standard Time on May 11, 2018. Requests made after this date will not be processed. PHAs can expect a response within one business day.

Please note that, as in previous NOFAs, MTW agencies and tribes/TDHEs may be allowed to submit corrections to the PIC report numbers and PHAs that serve PBRA residents may be allowed to submit a list of FSS participants in PBRA units to add to their PIC report numbers (as PBRA residents are not reflected in PIC).

Composite Score:

On December 12, 2017, HUD published the Notice of Proposed New Performance Measurement System (Composite Score) for the Family Self-Sufficiency Program, available at the following link: <https://www.federalregister.gov/documents/2017/12/12/2017-26696/family-self-sufficiency-performance-measurement-system-composite-score>. This new FSS performance measurement system gives a composite score to PHAs with existing FSS programs, with the exception of Tribes/TDHEs and Moving to Work (MTW) agencies who are not required to report or report differently in PIC.

Under the FY2018 NOFA, HUD **may** use the composite score in its funding determinations. HUD plans to publish the final methodology and scores prior to the NOFA and, if used, HUD anticipates using data from the quarter ending June 30 in the final NOFA competition funding determinations. As addressed above, under PIC Data, PHAs should work to ensure that PIC submissions are accurate and utilize the resources available to assist with correcting its data.

System for Award Management (SAM) and DUNS status:

Please also take a moment **NOW** to check your SAM and DUNS status and to ensure that you have the correct password. Please note that SAM registration 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*. Obtaining your SAM registration can take up to four weeks; therefore, your agency is encouraged to start this process or check your status immediately. Grants.gov will not accept applications from organizations without a valid, active SAM registration. For more information about SAM, please visit <https://www.sam.gov/portal/public/SAM>.

If you have any questions concerning this letter, please contact FSS@hud.gov.

Sincerely,

Susan A. Wilson
Acting Deputy Assistant Secretary for
Public Housing Investments