

**SANTA FE COUNTY  
RESOLUTION 2026- 046**

**A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM**

Whereas, the Board of County Commissioners meeting in regular session on April 14, 2026, did request the following budget adjustment:

Department / Division \_\_\_\_\_ Community Development / Housing Authority  
 Budget Adjustment Type (drop down): Other Fiscal Year: 2026 (July 1, 2025 - June 30, 2026)

**BUDGETED REVENUES: (use continuation sheet, if necessary)**

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
227	1951	372	03-07	Housing & Urban Development (HUD) / FSS Grant	\$ 43,903	
<b>Total</b>					\$ 43,903	\$ -

**BUDGETED EXPENDITURES: (use continuation sheet, if necessary)**

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
227	1951	471	50-03	Professional Services	\$ 43,903	\$ -
<b>Total</b>					\$ 43,903	\$ -

Requesting Department Approval: LaToya Ricketts Title: Housing Executive Director Date: 3/12/2026 Log # 64  
 Capital/Grants Approval: Elena Tercero Date: 3/17/2026  
 Finance Dept Approval: [Signature] Date: 4/2/2026  
 County Mgr Approval: [Signature] Date: 4/15/2026  
 Budget Administrator: [Signature] Date: \_\_\_\_\_  
 Entered by: [Signature] Date: \_\_\_\_\_  
 SFC CLERK RECORDER: [Signature] Date: \_\_\_\_\_  
 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

**SANTA FE COUNTY  
RESOLUTION 2026- 046**

**DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT**

**(If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.)**

**1** Please summarize the request and its purpose in the area below.  
 On February 18, 2026, the Housing Authority was awarded the FY 2026 FSS Grant (FSS26NM7098-01-00) in the amount of \$87,807, which is available for drawdown through HUD's Line of Credit Control System (LOCCS).  
 The grant period is January 1, 2026 through December 31, 2026. The requested \$43,903 will fund the remaining portion of Fiscal Year 2026 (January 1 – June 30, 2026), with the remaining \$43,903 being included in the Fiscal Year 2027 budget (July 1 – December 31, 2026).

<b>2</b>	Is this Budget Action for a Recurring or Non Recurring Expense(one-time)	Recurring X	Non-Recurring
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<b>3</b>	Does this request impact a revenue source?	Yes X	No
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**A.** Is this a State Special Appropriation? If Yes, cite Statute and attach a copy

**B.** Does this include state or federal funds? If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget. Grant Agreement # (FSS26NM7098)

**C.** Is this request a result of Commission action? If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.)

**D.** Is a match required? If Yes, please identify funding source in the line below.

PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY / LINE ITEM	AMOUNT	BUDGETED ( Drop Down)
				SEC CLERK RECORDED 04/17/2026		



<b>1. DATE ISSUED</b> MM/DD/YYYY 01/28/2026	<b>1a. SUPERSEDES AWARD NOTICE</b> dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  451 7th Street S.W., Washington, DC, DC 20410  <b>NOTICE OF AWARD</b>
<b>2. ASSISTANCE LISTING NUMBER</b> 14.896 - Family Self-Sufficiency Program		
<b>3. ASSISTANCE TYPE</b> Formula Grant		
<b>4. GRANT NO.</b> FSS26NM7098-01-00 Formerly	<b>5. TYPE OF AWARD</b> Other	
<b>4a. FAIN</b> FSS26NM7098	<b>5a. ACTION TYPE</b> New	
<b>6. PROJECT PERIOD</b> MM/DD/YYYY From 01/01/2026	Through 12/31/2027	
<b>7. BUDGET PERIOD</b> MM/DD/YYYY From 01/01/2026	Through 12/31/2026	
<b>8. TITLE OF PROJECT (OR PROGRAM)</b> Family Self-Sufficiency (FSS) Program for Santa Fe County Housing Authority.		

<b>9a. GRANTEE NAME AND ADDRESS</b> COUNTY OF SANTA FE 102 Grant Ave Housing Authority Santa Fe, NM 87501-2061	<b>9b. GRANTEE PROJECT DIRECTOR</b> Mr. Samuel Montoya 102 GRANT AVE Manager/Finance SANTA FE, NM 87501-2061 Phone: 505-992-3051
<b>10a. GRANTEE AUTHORIZING OFFICIAL</b> Ms. LaToya Ricketts 102 Grant Ave Sustainability Santa Fe, NM 87501-2061 Phone: 505-992-3051	<b>10b. FEDERAL PROJECT OFFICER</b> Tremayne Youmans 451 7th Street S W Washington, DC 20410-0001 Phone: 8881112345

**ALL AMOUNTS ARE SHOWN IN USD**

<b>11. AWARD COMPUTATION FOR GRANT</b>	<b>14. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY HUD ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:</b> <ul style="list-style-type: none"> <li>a. The grant program legislation cited in remarks or attachment below.</li> <li>b. The grant program regulations cited in remarks or attachment below.</li> <li>c. This award notice including terms and conditions, if any, noted below under REMARKS.</li> </ul> In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of this award by the grantee acknowledges acceptance of these terms and conditions.		
a. Amount of HUD Financial Assistance		87,807.00	
b. Less Unobligated Balance From Prior Budget Periods		0.00	
c. Less Cumulative Prior Award(s) This Budget Period		0.00	
<b>d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</b>		87,807.00	
<b>12. Total Federal Funds Awarded to Date for Project Period</b>		87,807.00	
<b>13. RECOMMENDED FUTURE SUPPORT</b> ( Subject to the availability of funds and satisfactory progress of the project):			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a.		d.	
b.		e.	
c.		f.	

**SEC CLERK RECORDED 04/17/2026**

**REMARKS** (Other Terms and Conditions Attached -  Yes  No)

<b>GRANTS MANAGEMENT OFFICER:</b> Marianne Nazaro 451 7th Street S W Washington, DC 20410-0001 Phone: 111-111-1111	<b>ISSUE DATE:</b> 01/28/2026	<b>GRANTEE ACCEPTANCE:</b> Ms. LaToya Ricketts, Executive Director	<b>ACCEPTANCE DATE:</b> 01/28/2026
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<b>15.OBJ CLASS</b> 4100	<b>16a. VENDOR CODE</b> 856000073	<b>16b. EIN</b> 856000073	<b>17a. UEI</b> DANEJBLFKHY4	<b>17b. DUNS</b> 053297131	<b>18. CONG. DIST.</b> 03
<b>FY-ACCOUNT NO.</b>	<b>DOCUMENT NO.</b>	<b>ADMINISTRATIVE CODE</b>	<b>AMT ACTION FIN ASST</b>	<b>APPROPRIATION</b>	
19. a. 6-PIH-FSS-GRANT	b. FSS26NM7098	c. FSS	d. \$87,807.00	e.	
20. a.	b.	c.	d.	e.	
21. a.	b.	c.	d.	e.	

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 2	DATE ISSUED 01/28/2026
GRANT NO. FSS26NM7098-01-00	

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# AWARD ATTACHMENTS

COUNTY OF SANTA FE

FSS26NM7098-01-00

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1. FY25 FSS Grant Agreement

SFC CLERK RECORDED 04/17/2026

# **FY25 FSS Grant Agreement (Terms & Conditions)**

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1 **FISCAL YEAR 2025**  
2 **FAMILY SELF-SUFFICIENCY PROGRAM GRANT AGREEMENT**  
3 **(TERMS & CONDITIONS)**  
4 **(CFDA Number: 14.896)**  
5 **(Attachment to *NOTICE OF AWARD*)**  
6

7 This Grant Agreement (“Grant Agreement”) is made by and between the United States  
8 Department of Housing and Urban Development (“HUD”) and the Grantee. The Grantee  
9 received a FY2025 Family Self-Sufficiency (“FSS”) Grant from fiscal year 2025, for the  
10 operation of a Family Self-Sufficiency Program (“FSS Program”) that is the subject of this Grant  
11 Agreement and that is identified on the award obligation document (Notice of Award).

12 HUD agrees, subject to the terms of this Grant Agreement, to provide grant funds to  
13 the Grantee, in the total amount listed on the Notice of Award, for the activities described in  
14 the **Family Self-Sufficiency Grant Program General Funding Requirements and**  
15 **Procedures – Revised - PIH 2025-15** and the **FY 2025 Family Self-Sufficiency Grant**  
16 **Program Annual Funding Notification and Application Process – PIH 2025-24** and as  
17 defined in Articles II and III.

18 Grant funds will be available in HUD’s electronic Line of Credit Control System  
19 (eLOCCS) payment system to which the Grantee will be given access (with proper  
20 documentation) to draw down these funds.

21 The assistance that is the subject of this Grant Agreement is authorized by and required to  
22 be used in accordance with Section 23 of the United States Housing Act of 1937. Funding for  
23 this program is authorized by the Consolidated Appropriations Act, 2025 (Public Law 119-4,  
24 approved March 15, 2025). The requirements stated in the FY25 FSS General Funding and FY25  
25 Annual Funding Notices and Notice of Award are incorporated into the terms of this Grant  
26 Agreement. As such, HUD and the Grantee are hereby bound by those requirements, in addition  
27 to the following terms and conditions of this Grant Agreement:  
28

29 **ARTICLE I: BASIC GRANT INFORMATION AND REQUIREMENTS**  
30

31 The FSS Program supports the Department’s strategic goal of increasing economic opportunity  
32 for HUD-assisted families. FSS provides grants to Public Housing Agencies (PHAs) and owners  
33 of HUD-assisted multifamily housing properties to support the salaries of FSS Program  
34 Coordinators who assist participating families receiving housing assistance through the Housing  
35 Choice Voucher (HCV), Project-Based Voucher (PBV), Public Housing (PH), and Project Based  
36 Rental Assistance (PBRA) programs. FSS Program Coordinators develop local strategies to  
37 connect participating families to public and private resources to increase their earned income and  
38 financial empowerment, reduce or eliminate the need for welfare assistance, and make progress  
39 toward economic independence and self-sufficiency. “Self-sufficiency” is defined as an FSS  
40 family no longer receiving Section 8, public housing assistance, or any Federal, State, or local  
41 rent, homeownership subsidies, or welfare assistance. Achievement of self-sufficiency, although

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1 an FSS program objective, is not a condition for receipt of the FSS escrow account funds. See 24  
2 CFR 984.103.

3  
4 The Grantee agrees to conduct all activities to be assisted with funds provided under this Grant  
5 Agreement in accordance with the following requirements, as such requirements now exist or as  
6 they may hereafter be amended (hereafter collectively referred to as the “Family Self-Sufficiency  
7 Program Requirements”):

- 8  
9 1. Award type: This is a cost-reimbursable, performance-based grant.
- 10  
11 2. The Grantee's application including any special conditions, is incorporated into this  
12 agreement.
- 13  
14 3. This agreement shall be effective immediately upon electronic signature of the Grantee in  
15 GrantSolutions.
- 16  
17 4. Period of performance: The period of performance will be 12 months. *For FY2025 grants,*  
18 *this will be 1/1/2026 – 12/31/2026.*
- 19  
20 5. This Grant Agreement will be governed by the following as they may from time to time be  
21 amended during the grant term: the applicable Consolidated Appropriations Acts, the United  
22 States Housing Act of 1937, as amended, **Family Self-Sufficiency Grant Program**  
23 **General Funding Requirements and Procedures – Revised - PIH 2025-15 and FY 2025**  
24 **Family Self-Sufficiency Grant Program Annual Funding Notification and Application**  
25 **Process – PIH 2025-24, any applicable HUD regulations, Handbooks, and Notices, such as**  
26 **24 CFR Part 24, 24 CFR Part 984, 24 CFR Part 887 for PBRA Owners, 2 CFR Part 200, and**  
27 **any applicable OMB Regulations or Circulars..**

28  
29 **In executing this agreement, the Grantee agrees to abide by the provisions contained within**  
30 **all applicable Federal statutes and regulations, Executive Orders, OMB Circulars, and any**  
31 **assurances and certifications in the final HUD-approved application (the original approved**  
32 **application may have required amendments by the field/applicant), as applicable and as**  
33 **may be amended during the grant term. In particular, the Grantee agrees to comply with**  
34 **the United States Housing Act of 1937 as amended, Family Self-Sufficiency Grant Program**  
35 **General Funding Requirements and Procedures - PIH 2025-15 and FY2025 Family Self-**  
36 **Sufficiency Grant Program Annual Funding Notification and Application Process - PIH**  
37 **2025-24, 24 CFR part 984, and 2 CFR part 200.**

38  
39 **ARTICLE II: HUD REQUIREMENTS**  
40 **SUB-ARTICLE A – GRANT ADMINISTRATION, CONDITIONS REQUIRING**  
41 **TERMINATION OF FUNDING**

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1. The Grantee shall participate in meeting(s) (if requested by HUD) with HUD’s local field office for the purpose of establishing a common understanding and strategy with respect to grant administration, timeline, deliverables, grant objectives, eligible expenses, performance measures, and the scope of work necessary to achieve grant objectives.
2. The Grantee shall furnish all necessary personnel, materials, services, equipment, and facilities and shall otherwise do all things necessary for, or incidental to, the performance of the activities and tasks set forth in the approved application, and this Grant Agreement (except as otherwise specified).
3. **Pre-award costs.** Per 2 CFR 200.458, *Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.*  
 If the performance period of this grant is later than 1/1/2026, Grantees may request reimbursement for eligible costs incurred between 1/1/2026 and the start of the performance period of this FY2025 FSS grant where such costs were necessary for the efficient and timely performance of eligible activities under a FY25 FSS grant. Any reimbursements must comply with 2 CFR 200.458 and are at HUD’s sole discretion.
4. The work to be performed under this Grant Agreement is outlined in **Family Self-Sufficiency Grant Program General Funding Requirements and Procedures - PIH 2025-15** and **FY2025 Family Self-Sufficiency Grant Program Annual Funding Notification and Application Process - PIH 2025-24** **Responsibilities of FSS Program Coordinators**. Recipients of FSS funds must use these funds to operate the FSS program and employ the designated number of FSS Program Coordinators, in accordance with the program’s requirements for the use of funds in accordance with any applicable statutory or regulatory requirements, which also include HUD issued guidance. See also, 24 CFR Part 984 for PHAs & 24 CFR Part 887 for PBRA owners, and 2 CFR Part 200, Subpart E.
5. The grant funds shall be used only for eligible activities. Refer to **Family Self-Sufficiency Grant Program General Funding Requirements and Procedures - PIH 2025-15**, Section V and **FY2025 Family Self-Sufficiency Grant Program Annual Funding Notification and Application Process - PIH 2025-24**, Section III for more information on eligible and ineligible uses of funds.  
 III. *Eligible and Ineligible Uses of Funds.*  
 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

1 performing FSS program functions (in accordance with any applicable statutory or  
2 regulatory requirements, and guidance, as well as 2 CFR Part 200).

3 1. *Training Stipend.* FSS applicants may include a training allowance in your  
4 calculation of salary and fringe benefits. This may include associated travel costs  
5 for out-of-area trainings and membership in professional organizations.

6 2. *Job Sharing.* The funds awarded per eligible FSS coordinator position may  
7 support multiple staff through job sharing. However, the number of hours billed  
8 to the grant for each funded position may be no more than the “Full-Time  
9 Equivalent.” This is typically 40 hours, unless defined differently for all  
10 employees at your organization.

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

13 1. *Administrative Expenses,*

14 2. *Direct Services for FSS program participants,*

15 3. *The Resident Opportunities and Self-Sufficiency (ROSS), Jobs Plus, or other  
16 Supportive Services Program,*

17 4. *Routine Public Housing, Project-based Rental Assistance, or Housing Choice  
18 Voucher program functions, unless approved by HUD in accordance with  
19 requirements outlined in the FSS Funding Notices,)*

20 5. *Homeownership functions performed for families not enrolled in the FSS  
21 program,*

22 6. *A contract administrator, an overall grant administrator, or a financial  
23 management agent that oversees the implementation or financial aspects of the  
24 grant,*

25 7. *Indirect costs, including an Indirect Cost Rate.*

26  
27 **6. HCV, PH or PBRA Program Functions: Per Family Self-Sufficiency Grant Program**  
28 **General Funding Requirements and Procedures - PIH 2025-15 Section V, should FSS**  
29 **Program Coordinators undertake standard housing operation duties—for instance, rental**  
30 **calculations and reexaminations—HUD's prior written approval is mandatory. In such approval**  
31 **requests, grantees must demonstrate that these duties are limited to FSS participants,**  
32 **advantageous to the FSS program, not excessively time-consuming, and that they do not impede**  
33 **the program's execution. Per FY 2025 Family Self-Sufficiency Grant Program Annual**  
34 **Funding Notification and Application Process - PIH 2025-24 Section III.B., Programs may**  
35 **seek HUD approval to perform these functions only if all of the following conditions are met:**

36 i. *They are only performing these functions for FSS participants*

37 ii. *Performing these functions enhances the effectiveness of the FSS program*

38 iii. *They are able to fully fulfill their primary roles as FSS coordinators*

39 iv. *FSS coordinators are not being used to fill in or replace traditional staff*

40  
41 In order for these activities to be eligible, **Grantees requesting to have the FSS coordinator**  
42 **perform HCV/PH/PBRA program functions must submit, to their local HUD Field Office (for**

1 *PIH) or Grant Specialist (for PBRA), a narrative justification, explaining the routine HCV,*  
 2 *PH, and/or PBRA program function(s) performed by the FSS Program Coordinator, how it*  
 3 *will enhance the effectiveness of the FSS program, and why it does not impede the ability of*  
 4 *the FSS Program Coordinator(s) to effectively perform FSS functions. The Grantee must also*  
 5 *certify that the function(s) is not performed for non-FSS families. Once the Grantee has*  
 6 *received approval from its local HUD Field Office/Grant Specialist to complete these activities*  
 7 *and has certified they will not perform them for non-FSS families, they are not required to*  
 8 *submit this justification on an annual basis, i.e. Grantees only need this approval one time.*  
 9

10 7. Grantees must adhere to the FSS Program Administration provisions in **Family Self-**  
 11 **Sufficiency Grant Program General Funding Requirements and Procedures - PIH 2025-15**  
 12 **and FY 2025 Family Self-Sufficiency Grant Program Annual Funding Notification and**  
 13 **Application Process – PIH 2025-24** and any applicable statutory or regulatory requirements,  
 14 which may include HUD Handbooks, and notices.

- 15 a. Grantees are not required to obtain approval for training/travel activities that are  
 16 part of training stipends under fringe benefits.
- 17 b. Grantees may sub-contract the work of the FSS Program Coordinator. Grantees  
 18 must have an FSS Action Plan approved by their local field office before  
 19 enrolling any FSS participants. All existing FSS programs were required to have  
 20 an FSS Action Plan updated to reflect the Final Rule approved by HUD by no  
 21 later than November 16, 2022 or within the first year of their program. All FY25  
 22 grantees are renewals and should have already met this requirement.
- 23 c. **Mandatory FSS Training.** *HUD has posted the updated Online Mandatory*  
 24 *Training on the FSS program to reflect changes in the Final Rule. The training*  
 25 *will provide guidance on how to develop and administer a successful FSS*  
 26 *program. Each grantee is \*required\* to have at least one person complete the*  
 27 *updated FSS online training. Access to funds may be suspended until the grantee*  
 28 *is in compliance. HUD encourages every FSS Coordinator and*  
 29 *supervisor/administrator to take the training.*
- 30 d. **Family Self-Sufficiency Guidebook and Online Training:** HUD strongly  
 31 encourages Grantees’ executive directors, service coordinators, and resident  
 32 services leadership to review the updated *Administering an Effective Family Self-*  
 33 *Sufficiency Program: A Guidebook Based on Evidence and Promising Practices*  
 34 *(published January 2023)*. This guidebook provides FSS Coordinators, PHAs,  
 35 owners, and HUD staff with guidance on how to develop and administer a  
 36 successful and effective FSS program.

37  
 38 8. All grantees must serve the minimum number of participants required by the funding notices,  
 39 and any applicable statutory or regulatory requirements, which may include HUD  
 40 Handbooks, and other notices.  
 41

- 1 9. Grantees must request prior approvals from HUD consistent with 2 CFR 200.308, and any  
2 applicable FSS programmatic requirements. In addition, should any of the following  
3 conditions arise, Grantees are required to submit in writing any changes to the previously  
4 approved grant to the local HUD field office:
- 5 a. Any change in the scope, objective, or conditions of the program.
  - 6 b. Changes in any subcontracting, or otherwise obtaining the services of a third party  
7 to perform activities that are central to the purposes.
  - 8 c. Other changes that may adversely affect the program.
- 9
- 10 10. Any changes requested by the Grantee must be in writing (emails are acceptable). HUD will  
11 approve/reject requested changes as appropriate. Generally, HUD will approve such requests  
12 within **30 calendar days** of submission. Approved changes will be reflected by an  
13 amendment to the Notice of Award and any other documentation as directed by HUD.  
14 Amendments will become effective when the Grantee has electronically signed the amending  
15 documents.
- 16
- 17

#### 18 **SUB-ARTICLE B: FINANCIAL RESPONSIBILITIES**

- 19
- 20 1. Prior to initial drawdown of funds, all Grantees must have secured online access to the  
21 Internet as a means to communicate with HUD on grant matters. Applicants shall draw down  
22 funds using the electronic Line of Credit Control System (eLOCCS).
- 23
- 24 2. Grantees should draw down as often as costs are incurred or as often as logistically possible  
25 for the grantee agency. Grantees may only draw on actual costs incurred, not estimated or  
26 future anticipated costs.
- 27
- 28 3. Funds requisitioned through eLOCCS must be disbursed within **three calendar days after**  
29 **receipt of funds drawdown**. *The Grantee must make a drawdown only for incurred costs.*  
30 This means no estimated draws or draws for future expenses. Drawdowns in excess of an  
31 eligible HUD-approved expense may result in special procedures for payments, or  
32 termination of the grant when there are persistent violations.
- 33
- 34 4. The Grantee agrees to comply with the organizational audit requirements of OMB at 2 CFR  
35 Part 200. The final audit report must cover the entire period of the grant. The Grantee must  
36 submit the audit to HUD no later than **120 calendar days** after the grant is closed, covering  
37 the entire award period originally approved or amended. All other requirements of 2 CFR  
38 Part 200 shall apply. For Grantees where an audit is required, a single audit or a program-  
39 specific audit is acceptable. If a Grantee chooses a single audit, the final audit report that  
40 includes this grant is due no later than **30 calendar days** after the single audit is completed.  
41 *According to 2 CFR 200.501, Grantees that expend less than \$1,000,000 in federal awards*  
42 *are exempt from the audit requirement, but records must be available for review or audit.*

1 5. **Requests for Extension of Period of Performance and Unexpended Funds.** If HUD  
 2 chooses to implement funding offsets as described in PIH Notice 2025-15 and PIH Notice  
 3 2025-24, HUD may extend Grantees’ period of performance so that the Grantee can expend  
 4 their FY25 funds in the FY26 period of performance to offset the Grantee’s reduced FY26  
 5 funding. Pursuant to 2 CFR 200.308(g)(2), HUD authorizes Grantees to initiate a one-time  
 6 extension for FY25 funds until December 31, 2027, if the Grantee notifies HUD in  
 7 accordance with instructions that HUD will provide closer to the time at which Grantees  
 8 would apply for any potential FY26 funding. HUD may also specify a threshold for the  
 9 amount of funding remaining on a grant, under which amount all funding will be recaptured  
 10 rather than used for a funding offset.

11  
 12 If a Grantee is ending their FSS program or otherwise is not receiving following year  
 13 (FY26) funding and requires an extension to continue using their remaining FY25 grant  
 14 funds, the Grantee must submit a request for extension and authorization must be given by  
 15 the Headquarters FSS team. The extension request must include:

- 16 (1) a narrative explaining the circumstances for the extension is needed;
- 17 (2) the requested extension period; and
- 18 (3) the Grantee’s plan on fulfilling the grant agreement within the proposed extension  
 19 period.

20  
 21 6. **Unexpended Funds.** If the grant is not extended as described in Sub-Article B.5., the  
 22 unexpended funds remaining in the Grantee’s eLOCCS account will be recaptured pursuant  
 23 to Sub-Article G and the Federal regulations.

24  
 25 **SUB-ARTICLE C: METHOD OF PAYMENT [FUNDS DRAWDOWN]**

- 26  
 27 1. The Grantee may not draw down grant funds until all pre-conditions are completed by the  
 28 Grantee and verified by HUD.
  - 29 a. Grantees must have an FSS Action Plan approved by their local field office before  
 30 enrolling any FSS participants. All existing FSS programs were required to have an  
 31 FSS Action Plan updated to reflect the Final Rule approved by HUD by no later than  
 32 November 16, 2022 or within the first year of their program. All FY25 grantees are  
 33 renewals and should have already met this requirement.
  - 34 b. ***Mandatory FSS Training.*** *HUD has posted the updated Online Mandatory Training*  
 35 *on the FSS program to reflect changes in the Final Rule. The training will provide*  
 36 *guidance on how to develop and administer a successful FSS program. Each grantee*  
 37 *is \*required\* to have at least one person complete the updated FSS online training.*  
 38 *Access to funds may be suspended until the grantee is in compliance. HUD*  
 39 *encourages every FSS Coordinator and supervisor/administrator to take the training.*  
 40

- 1 2. Payments of grant funds shall be through electronic funds transfer using eLOCCS (Line of  
2 Credit Control System). Initial drawdown cannot be earlier than the start date of the grant  
3 term. All FY25 grantees are renewals so should already have access to eLOCCS,  
4 **The basic procedure to establish access to eLOCCS is as follows:**
- 5 a. To establish access to eLOCCS, the Grantee must adhere to LOCCS Guidelines and the  
6 requirements below; and complete and submit the SF-1199A *Direct Deposit Sign-Up Form* with  
7 sample **voided** check. NOTE: The depositor account on the SF-1199A may be the same  
8 receiving account as other HUD programs.
- 9 This form should be sent to the Grantee’s local HUD field office for  
10 processing. **The program area ID for PHA grantees is ROSS. For**  
11 **Multifamily grantees, it is SSMF.**
- 12 b. To gain access to HUD Secure Systems in order to use eLOCCS, the Grantee must  
13 follow the instructions as outlined in the eLOCCS Registration Guide.
- 14 c. The approving official who completes block 6 of HUD form 27054E is required to  
15 register as the **coordinator** in Secure Systems and the user who completes blocks 1-5  
16 of HUD form 27054E is required to register as the **user** in Secure Systems.
- 17
- 18 3. After HUD processes the above documents, the Grantee will receive the following:
- 19 a. The coordinator will receive the user identification number for the individual  
20 who will be authorized to draw down the funds from eLOCCS.
- 21 b. The Approving Official (who could also be the coordinator) will receive a  
22 recertification email every six months to provide continual approval for the individual  
23 who will complete the drawdowns. This email is scheduled based on the geographical  
24 location of the Grantee and will contain recertification instructions.
- 25 c. Grantees are required to maintain the integrity and Security of eLOCCS. Under no  
26 circumstances may Grantees share User-IDs. If HUD finds out that Grantees are  
27 sharing User-IDs, then HUD will terminate the Grantee’s access to eLOCCS and  
28 not reinstate it.
- 29
- 30 4. Once the Grantee’s staff person who is responsible for completing drawdowns and their  
31 approving official has made role assignments in eLOCCS, the Grantee is technically  
32 equipped to request drawdowns. Please review the eLOCCS Getting Started Guide.
- 33
- 34 5. If at any time, the user (person who completes blocks 1-5 of HUD form 27054E) vacates  
35 their position within the organization, the Approving Official must complete HUD form  
36 27054E to terminate the user’s access and forward that form to their local HUD field office.  
37 The form should not contain the Social Security number of the employee who has left the  
38 organization as that is a security violation since the user is no longer available to sign the  
39 eLOCCS form. The Grantee must designate a new user, by completing another HUD form  
40 27054E. Similarly, if the Approving Official (person who completed block 6 of HUD form

1 27054E) leaves or changes their position, the new Approving Official must execute the  
 2 Change of Approving Official Letter.

3  
 4 If you are suspended from eLOCCS due to 90 days of inactivity, the next time you access  
 5 eLOCCS:

- 6 • You will be prompted to answer 1 of your 3 personal security questions  
 7 previously entered in eLOCCS.
- 8 • If you are unable to answer any of the 3 questions, you will be instructed to call OCFO  
 9 Security and provide your previously entered personal 5-digit eLOCCS PIN.
- 10 • If you are unable to correctly provide your 5-digit PIN;  
 11 ○ Regular users will have their eLOCCS access terminated and must submit  
 12 another 27054E eLOCCS security form to be reinstated.  
 13 ○ Approving Officials will be required to fax a form letter to OCFO  
 14 Security requesting reinstatement.

15 **6. eLOCCS Program Edits.**

- 16 a. The eLOCCS application will automatically perform a series of review edits (both  
 17 generic and program specific) of each payment request. Failure of one of the  
 18 program edits will cause the payment request to be referred to the HUD field  
 19 office/Grant Specialist for review.
- 20 b. The HUD field office/Grant Specialist will complete the review. The request will  
 21 remain in the system and further drawdowns will not be allowed until that review  
 22 is complete and the drawdowns approved or rejected.
- 23 c. Some HUD field offices may place all Grantees on manual review (in  
 24 accordance with sub-article H). This means that all requests for reimbursement  
 25 will be reviewed by eLOCCS (see sub-paragraph a above) as well as the HUD  
 26 field office staff with oversight responsibility prior to approving a drawdown  
 27 request.
- 28 d. The Grantee shall immediately contact the HUD field office when there is a  
 29 question regarding the request or when the request has been referred to the HUD  
 30 program office for review. A request will be referred to the program office for  
 31 review when:
  - 32 i. There are requests for over 10% of total grant funds per calendar month.
  - 33 ii. The Grantee attempts to draw over 100% of the grant
  - 34 iii. Failure to submit an annual HUD form SF-425 - *Financial Status Report*,  
 35 or any other relevant documents as defined by this agreement and 2 CFR  
 36 part 200. The eLOCCS application shall not accept a request for funds if  
 37 required reports from the Grantee are ten or more days overdue and will  
 38 not accept future requests until the HUD field office confirms receipt and  
 39 approval of the reports.

- 1
  - 2
  - 3
- e. If the Grantee repeatedly fails to submit required forms, eLOCCS will be converted to a system in which the HUD Field Office will **manually** review each drawdown request prior to releasing funds to the Grantee.

1     **SUB-ARTICLE D: AUTHORIZED FUNDS BY BUDGET LINE ITEM (BLI) NUMBER**

- 2
- 3     1. Please see Article II, Sub-Article A, Numbers 4 and 5 above.
- 4     2. The Grantee’s budget consists of one Budget Line Item:
- 5         a. 1168 – FSS Coordinator (salary & fringe)
- 6         Note: ALL costs are recorded on this one BLI – salary and fringe, including any use of a
- 7     training stipend.
- 8
- 9

10           **SUB-ARTICLE E: REPORTING REQUIREMENTS (24 CFR § 984.401)**

- 11
- 12     1. Grantees must submit a SF-425 to your local HUD field office (or Grant Specialist for
- 13     PBRA properties) no later than **120 calendar days** after the end of the performance
- 14     period. The reporting period will cover the performance period of the grant (see Article
- 15     I, Number 4 above).
- 16
- 17     2. PHA Grantees must also ensure that reporting on Section 17 of the HUD-50058 (Section
- 18     23 of HUD-50058-MTW for Moving to Work PHAs and Section 23 of HUD-50058-
- 19     MTW-Expansion once that form is implemented) is correct and up to date within the
- 20     IMS/PIC system, and any future iterations as required by PIH.
- 21
- 22     3. PBRA grantees must report annually as required using the Multifamily FSS Reporting
- 23     Tool and must respond to the standard annual report.
- 24
- 25     4. If the total Federal share of any Federal award, including the award under this grant
- 26     agreement, includes more than \$500,000 over the period of performance, you may be
- 27     subject to post award reporting requirements reflected in Appendix XII to Part 200-Award
- 28     Term and Condition for Recipient Integrity and Performance Matters. See Appendix I to
- 29     Part 200, Title 2; see also Appendix XII to Part 200, Title 2.
- 30
- 31     5. Progress Determination. HUD shall determine the Grantee’s progress based upon a
- 32     review of HUD-50058 Section 17 (and HUD-50058-MTW and HUD-50058-MTW-
- 33     Expansion Section 23) data submitted to PIC (for PH and HCV programs) and
- 34     Multifamily FSS annual reporting (for PBRA programs) as well as compliance with
- 35     financial and reporting requirements.
- 36
- 37     6. Annual Report. All Grantees will be required to submit a response to the annual report
- 38     survey containing non-participant-specific questions, as approved in the FSS Information
- 39     Collection PRA. A sample is available on the FSS Resources page. The request will be
- 40     sent electronically and a deadline will be set at that time.
- 41

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- 1 7. Record Management. The HUD field office shall maintain official records on Grantees’  
2 performance measures and progress reports. However, Grantees must also maintain such  
3 records.  
4
- 5 8. Documentation. Grantees shall maintain documentation in participant files (paper or  
6 electronic) that corroborate the achievement of each interim and final goal in the Contract  
7 of Participation such that an outside auditor could verify the fulfillment of the Contract of  
8 Participation. This could include certificates of completion, test scores, pay stubs,  
9 receipts, or other third-party verification as available or personal certifications if third-  
10 party verification is not available. The FSS Action Plan requires a policy on  
11 documentation.  
12
- 13 9. Additional Information Requests. Grantees shall comply with all other reporting  
14 requirements from time to time established by HUD, in its sole discretion, in connection  
15 with FSS. Grantees also agree to:  
16 a. fully cooperate with all information gathering requests made by HUD or  
17 contractors of HUD in the course of authorized evaluations of FSS; and  
18 b. if requested, submit any post-closeout reports, in the forms prescribed by HUD,  
19 for up to three years from the date of the submission of the annual financial  
20 report, per 2 CFR 200.333 “Retention requirements for records.”  
21
- 22 10. HUD has the authority and total discretion to request the Grantee to report information or  
23 produce documents to HUD related to or involving the administration of the grant at any  
24 time and without need to establish cause. Failure to comply with such a request may  
25 serve as a basis for default and grant termination.  
26

## 27 **SUB-ARTICLE F: ADMINISTRATIVE REQUIREMENTS**

- 28
- 29
- 30 1. Grantees must comply with all HUD statutory and regulatory program requirements, as they  
31 may be amended within the grant term.  
32
- 33 2. Grantees shall maintain, and have access to, copies of documents relating to the award and  
34 administration of this grant for at least three years after final closeout date of the grant for  
35 inspection by HUD, the Government Accountability Office, or their duly authorized  
36 representatives.  
37
- 38 3. Grantees’ accounting systems must ensure that HUD funds are not co-mingled with funds  
39 from other Federal, State, or local government agencies or other HUD program funds. Funds  
40 specifically budgeted and/or received for one program may not be used to support or  
41 reimburse another. Where your accounting system cannot comply with this requirement, you  
42 must establish a system to provide adequate fund accountability for each program for which

1 you have been awarded funds. Your selection of depository facility (such as a bank for  
 2 example) shall be compliant with Federal regulations and have insurance from the Federal  
 3 Deposit Insurance Corporation or the National Credit Union Share Insurance Fund to insure  
 4 the established account.

5  
 6 4. Grantees agree to comply with the following requirements for which HUD has enforcement  
 7 responsibility 2 CFR part 200, including procurement requirements and cost principles set  
 8 forth in 2 CFR part 200, subpart E.

9  
 10 5. Equal Opportunity Requirements. Grant funds must be used in accordance with the  
 11 following:

- 12 a. The requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d)  
 13 (Nondiscrimination in Federally Assisted Programs) and implementing  
 14 regulations issued at 24 CFR Part 1.
- 15 b. The Fair Housing and Civil Rights Laws, which encompass the Fair Housing Act and  
 16 related authorities (cf. 24 CFR 5.105(a)).
- 17 c. The prohibitions against discrimination on the basis of age under the Age  
 18 Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at  
 19 24 CFR Part 146, and the prohibitions against discrimination against handicapped  
 20 individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)  
 21 and implementing regulations at 24 CFR Part 8.
- 22 d. The requirements of Executive Order 11246 (Equal Employment Opportunity)  
 23 and the implementing regulations issued at 41 CFR Chapter 60.

24  
 25 6. The regulations in 24 CFR 87, related to lobbying, including the requirement that the Grantee  
 26 obtain certifications and disclosures from all covered persons.

27  
 28 7. Drug-free Workplace Requirements (Grants) in Drug-Free Workplace Act of 1988 (41 U.S.C.  
 29 8101) *et seq.*, as amended, and implementing regulations at 2 CFR 2429.

30  
 31 8. Restrictions on participation by ineligible, debarred or suspended persons or entities at 2 CFR  
 32 Part 2424, Subparts A through J, which are applicable to contractors and sub-grantees.

33  
 34 *Other applicable regulations.*

35  
 36 9. Grantees' computer systems must operate in accordance with HUD's computer systems and  
 37 software to facilitate any and all electronic documents for conversion to HUD computer  
 38 systems and software. That is, when sending/transferring documents, or e-mail to HUD, the  
 39 systems must be compatible so that we receive an exact copy.

40 10. Grantees' computer and information systems must be able to access HUD's website(s) so  
 41 that data can be inputted as may be required by the grant; information can be retrieved; and  
 42 funding through HUD's eLOCCS system may be accessed.

1  
2  
3                   **SUB-ARTICLE G: GRANT CLOSEOUT (2 CFR § 200.344)**  
4

- 5 1. Closeout prescribes uniform closeout procedures for recipients of Federal grants. It is the  
6 Grantee’s responsibility to comply in full with all closeout reporting requirements and to  
7 submit closeout reports in a timely manner.  
8
- 9 2. The Grantee understands and agrees that the grant automatically terminates upon the end date  
10 of the period of performance and that it is the Grantee’s obligation under Federal regulations,  
11 the Notice of Funding and this Agreement to initiate project closeout within 30 calendar  
12 days of the grant’s termination date.  
13
- 14 3. The Grantee recognizes that the closeout process will entail review by HUD to determine  
15 compliance with the Grant Agreement and Federal regulations. The Grantee shall cooperate  
16 with any and all reviews which may include making available records requested for on-site  
17 HUD inspection.  
18
- 19 4. Within **120 calendar days** after the Period of Performance End Date the grant or any  
20 approved extension (revised end-date), you must submit the following documents to the  
21 HUD field office:  
22       a. A Certification of Project Completion, which is a statement written and signed by you  
23       b. A Certification of Compliance with all requirements of the Grant Agreement, which  
24       is a statement written and signed by you  
25       c. **Financial Report (SF-425) (see Sub-Article E).** Grantees must submit an SF-425  
26       for the 12-month period of the grant. This submission also serves as the Grantee’s  
27       final report which is a cumulative summary of expenditures to date and must indicate  
28       the exact balance of unexpended funds. (The report shall cover the grant start date to  
29       the end of grant period of performance).  
30
- 31 5. The HUD local field office will review Preliminary Close-Out Materials to confirm that:  
32       a. The amounts on the final FSS Budget and SF-425 agree as to funds approved,  
33       obligated, and expended.  
34       b. The amount of funds approved and disbursed on the SF-425 agrees with HUD records  
35       in eLOCCS.  
36       c. If HUD disbursed more funds than the Grantee expended, the Grantee will  
37       immediately remit to HUD the excess funds, without waiting for completion of the  
38       final audit.  
39
- 40 6. When the final HUD form SF-425 is approved, HUD will establish the amount due and  
41 recapture any unused grant funds, as applicable.  
42

- 1 7. When the HUD field office has determined to its satisfaction that the grant activities were  
 2 completed and all Federal requirements were satisfied, the HUD field office will execute a  
 3 closeout amendment to the Grant Agreement with the Grantee.  
 4
- 5 8. The Closeout Agreement or clause will include the Grantee’s agreement to abide by any  
 6 continuing Federal requirements.  
 7
- 8 9. Failure to submit the required financial report or any required audit report; or to resolve  
 9 program, financial or audit issues, will be determined to be a default under this Grant  
 10 Agreement and may result in a suspension or termination of any and/or all HUD grant  
 11 payments.  
 12     a. If the Grantee does not submit all reports within one year of the period of  
 13 performance end date, HUD must report the Grantee’s material failure to comply with  
 14 the terms and conditions of the award in SAM.gov. HUD shall use the Contractor  
 15 Performance Assessment Reporting System (CPARS) to enter or amend information  
 16 in SAM.gov, pursuant to 2 CFR 200.344(h-i).  
 17     b. HUD may also pursue other enforcement actions per 2 CFR § 200.339.  
 18  
 19

**SUB-ARTICLE H: DEFAULT**

**Unsatisfactory Performance/Default**

- 24 1. **Default.** A default under this Agreement shall consist of any failure to comply with Federal  
 25 statutes, regulations, or the terms and conditions of the FSS grant, any failure to comply with  
 26 the FSS Funding Notice(s), or any material misrepresentation in the application submissions.  
 27 If HUD determines that the Grantee has defaulted under this Agreement, HUD may take any  
 28 remedial action legally available, including remedial actions outlined in 2 CFR part 200.  
 29 Actions that may constitute a default under this Agreement include, but are not limited to:  
 30     a. use of funds provided under this Grant Agreement for any purpose, in any manner or at  
 31 any time, other than as authorized by this Grant Agreement;  
 32     b. failure to comply with the FSS Program Requirements or any other Federal, State, or  
 33 local laws, regulations, or requirements applicable in operating the FSS Program;  
 34     c. failure to make any submission under Article II, perform any obligation, or otherwise  
 35 fail to proceed in a manner consistent with the Funding Notice application;  
 36     d. any material misrepresentation in any of the required submissions, including, without  
 37 limit, any misrepresentations in any of the submissions required by Article II); or  
 38     e. failure to comply with, or any material breach of, any other requirements, conditions,  
 39 or terms of this Grant Agreement.  
 40
- 41 2. **Additional Conditions.** If a Grantee defaults under this Agreement, HUD may impose  
 42 additional conditions, as described in 2 CFR 200.208. Additional conditions will be

1 imposed in compliance with 2 CFR 200.208(c). Additional conditions HUD may impose  
2 may include, but are not limited to:

- 3 a. Requiring additional, more detailed financial reports;
- 4 b. Requiring additional grant monitoring;
- 5 c. Requiring the Grantee to obtain technical or management assistance;
- 6 d. Establishing additional prior approvals;
- 7 e. Requiring the Grantee to follow a HUD-approved detailed schedule of grant  
8 activities;
- 9 f. Requiring HUD manual review and approval of every drawdown request.

- 10
- 11 3. **Other Remedies.** If HUD determines that a default cannot be remedied by imposing  
12 additional conditions, HUD may, pursuant to 2 CFR 200.339, take one or more of the  
13 following actions, as a proportional response:
- 14 g. Temporarily withhold cash payments pending correction of the deficiency by the  
15 Grantee or more severe enforcement action by HUD.
  - 16 h. Disallow all or part of the cost of the activity or action not in compliance.
  - 17 i. Wholly or partly suspend or terminate the grant.
  - 18 j. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180  
19 and HUD regulations.
  - 20 k. Withhold further grant awards for the program.
  - 21 l. Reduce the FSS Program Grant in the amount affected by the default.
  - 22 m. Recapture any FSS Program Grant funds not obligated by the Grantee.
  - 23 n. Take action against the Grantee under 2 CFR part 2424 and Executive Order 12549  
24 with respect to future HUD or Federal grant awards.
  - 25 o. Take other remedies that may be legally available, including requiring  
26 reimbursement by the Grantee for grant amounts used improperly.

- 27
- 28 4. **Notice of Termination and Opportunity to Object.** If the Grantee materially defaults  
29 under this Agreement, HUD may terminate the grant. Any findings regarding a Grantee's  
30 failure to abide by the terms of this grant that would support a termination of funding shall  
31 be exclusively within HUD's discretion. Additionally, pursuant to 2 CFR 200.340(a)(2),  
32 this grant may be terminated in whole or in part by HUD, to the greatest extent authorized  
33 by law, if an award no longer effectuates the program goals or agency priorities. If HUD  
34 pursues termination of the grant, HUD will follow the termination process established in 2  
35 CFR part 200, including providing notice of termination pursuant to 2 CFR 200.341.  
36 Pursuant to 2 CFR 200.342, HUD will also provide the Grantee an opportunity to object  
37 and provide information and documentation challenging a termination.

- 38
- 39 5. **Delinquent Federal Debts.** Consistent with the purposes and intent of 31 U.S.C. 3720B  
40 and 28 U.S.C. 3201(e), Grantees with an outstanding federal debt must provide to HUD a  
41 negotiated repayment schedule which is not delinquent or have made other arrangements  
42 satisfactory to HUD. If arrangements satisfactory to HUD cannot be completed within 90

1 days of notification of selection, HUD will not make an award of funds to the Grantee but  
2 offer the award to the next eligible Grantee. Applicants selected for funding, or awarded  
3 funds, must report to HUD changes in status of current agreements covering federal debt. If  
4 a previously agreed-upon payment schedule has not been adhered to or a new agreement  
5 with the federal agency to which the debt is owed has not been signed, the Grantee will be  
6 considered to be in default under this Agreement.  
7  
8

9 **SUB-ARTICLE I: GRANT MODIFICATION OR TERMINATION**  
10 **BY AGREEMENT BETWEEN HUD AND GRANTEE**  
11

- 12 1. HUD and the Grantee may mutually agree to modify this agreement as to time, cost, or  
13 activity by using the Notice of Award and/or Grant Agreement in whole or in part, at any  
14 time.  
15  
16 2. Pursuant to 2 CFR 200.340(a)(3), HUD and the Grantee may mutually agree to terminate the  
17 agreement, including for convenience; if HUD and the Grantee agree to terminate the  
18 Agreement, the two parties must agree upon the termination conditions, including the  
19 effective date and, in the case of partial termination, the portion to be terminated. Pursuant to  
20 2 CFR 200.340(a)(4), the Grantee may terminate the Agreement upon sending to HUD  
21 written notification setting forth the reasons for such termination, the effective date, and, in  
22 the case of partial termination, the portion to be terminated. If either HUD or the Grantee  
23 seeks to terminate this agreement, it must provide at least 30 days' advance written notice to  
24 the other party.  
25

26  
27 **SUB-ARTICLE J: DISPUTES**  
28

29 Disputes between the Grantee and HUD shall, to the maximum extent possible, be  
30 resolved by mutual agreement between the Grantee and the Public Housing Director in the Field  
31 Office for PH and HCV programs, or the Asset Management Division Director for PBRA  
32 programs (Grant Officer). If agreement cannot be reached, the Grantee can submit, in writing, a  
33 disputed issue to the Grant Officer. The Grant Officer will consider the disputed issue and  
34 prepare a written decision. The Grantee may appeal the Grant Officer's decision within 30 days  
35 after receipt of notification. Appeals will be reviewed by the Director of Community and  
36 Supportive Services, Office of Public Housing Investments, 451 7<sup>th</sup> Street, SW, Room 4130,  
37 Washington, D.C. 20410. The decision of the Director of Community and Supportive Services  
38 shall be final. However, the Grantee does not waive any legal remedy by agreeing to this  
39 provision.  
40

41 **SUBARTICLE K: MONEY DAMAGES**

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1 This Grant Agreement does not contemplate money damages for breach of the agreement  
2 by HUD. However, the Grantee may be required to reimburse HUD for any funds determined to  
3 be misused under the Funding Notice(s), any applicable HUD regulations, Handbooks, and  
4 Notices. The Grantee is entitled to any relief against HUD for breach of the agreement that is  
5 provided by the Administrative Procedure Act.  
6

7  
8 **ARTICLE III: GRANTEE PERFORMANCE**  
9

10 HUD will judge performance based upon whether the Grantee achieves the agreed upon  
11 activities within grant time limits and within budget and whether the Grantee has produced  
12 tangible results through the implementation of grant activities.  
13

14 **Public Housing Information Center (PIC) or Housing Information Portal (HIP).**

- 15 • All PHA FSS programs must report activities of their FSS enrollment, progress, and exit  
16 activities of their FSS program participants through required submissions of the form  
17 HUD-50058 at least annually. HUD’s assessment of the accomplishments of the FSS  
18 programs of PHAs funded under this NOFO will be based primarily on PIC/HIP system  
19 data obtained from forms HUD-50058, HUD-50058-MTW, and HUD-50058-MTW-  
20 Expansion.
- 21 • All PBRA programs must report at least annually via the Multifamily FSS Reporting  
22 Tool.
- 23 • HUD requires submission of racial and ethnic data and form (HUD-27061-H) that is  
24 often used for that purpose. PBRA properties with FSS programs must submit form  
25 HUD-27061-H to their Grant Specialist. For PH and HCV programs, the HUD-50058,  
26 HUD-50058-MTW, and HUD-50058-MTW-Expansion forms, which provide racial and  
27 ethnic data to HUD’s PIC/HIP data system, are comparable program forms that must be  
28 submitted annually instead of the HUD-27061-H by PHAs for reporting racial and ethnic  
29 data for FSS program participants. See Notice PIH 2016-08, and any subsequent  
30 amendments to the notice, for information on FSS reporting requirements in PIC. A  
31 series of webcast trainings on the provisions of PIH 2016-08 was published on August  
32 12, 2016. Also note that HUD updated the warnings and fatal edits related to FSS PIC  
33 reporting. All of the preceding documents and information can be found on the FSS  
34 Resources webpage.  
35

36 **Voucher Management System (VMS).** Due to the combined funding streams starting with the  
37 FY 2014 FSS NOFO, PHAs must not use VMS to report HCV FSS coordinator expenses for  
38 funds made available under the Funding Notice, and this Grant Agreement. PHAs must continue  
39 to enter the amount of HCV FSS escrow deposits and HCV FSS escrow forfeitures into VMS for  
40 all funds made available. Also note that amounts expended in excess of the FSS grant for costs  
41 associated with the administration of the FSS program which are allocated to the HCV program

1 including the FSS coordinator's salary and benefits as well as additional eligible costs such as  
2 office space, computer costs, office supplies, etc. must be reported in VMS as administrative  
3 expenses. PHAs with an FSS program serving both PH and HCV families with costs not  
4 chargeable to funds awarded under this Grant Agreement will be required to develop a cost  
5 allocation method that allocates these expenses fairly between the two programs. See REAC  
6 Accounting Brief #26 and PIH Notice 2022-20 and any subsequent revisions for information on  
7 how to record and account for FSS expenses.

8  
9 **ARTICLE IV: GRANTEE MISREPRESENTATION**

10  
11 The Grantee or any subcontractor to the Grantee bound by this instrument who makes or  
12 causes to be made a false statement, claim, or misrepresentation, which the Grantee or entity  
13 knows or has reason to know is false, may be imprisoned and/or fined in accordance with civil or  
14 criminal penalties and/or fines applicable under law, including Title 18 of the United States Code  
15 (U.S.C.), Title 31, et seq. (Program Fraud Civil Remedies Act) and any other applicable  
16 provisions of Federal, State or local law.  
17  
18

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1  
2  
3 **APPENDIX**

4 **The FSS Program Coordinator is essential for the full execution of the FSS program.**

5 These responsibilities include, but are not limited to, the implementation or supervision of  
6 the following activities:

7 A. Develop and maintain an approved FSS Action Plan.

8 B. Establish and maintain partnerships with employers and service providers in the  
9 community, including forming a Program Coordinating Committee (PCC) with local service  
10 providers for PHAs, to ensure that participants in the Family Self-Sufficiency (FSS) program  
11 are connected to supportive services. It is mandatory for PHAs to have a PCC, while owners  
12 of PBRA are encouraged to do so.

13 C. Job development functions, such as outreach to potential employers, to support  
14 participants in achieving economic independence.

15 D. Increase access to financial capabilities that ultimately help them reach their goals and  
16 achieve self-sufficiency and financial stability.

17 E. Design and implement an outreach plan to enroll FSS participant families.

18 F. Execute a Contract of Participation (CoP) between the PHA or PBRA owner and  
19 participating families.

20 G. Prepare Individual Training and Services Plans (ITSP) with the designated FSS Head  
21 of Household and each additional adult member of the FSS family who elects to participate  
22 in the FSS program and appended to the Contract of Participation.

23 H. Ensure that the services and support included in the participants' CoPs are provided on  
24 a regular, ongoing and satisfactory basis.

25 I. Monitor participants' progress and connect them with supports to help them fulfill their  
26 responsibilities under their CoPs, promote opportunities for them to increase their income,  
27 and help address and eliminate barriers to program advancement and graduation.

28 J. Establish and maintain FSS escrow accounts for eligible families, including ensuring  
29 that funds are transferred monthly to PHA's or PBRA Owner's financial institution,  
30 providing at least an annual statement of the escrow account balance to participants, and  
31 ensuring that interest is properly credited.

32 K. Oversee and administer the account of forfeited escrow funds in accordance with 24  
33 C.F.R. § 984.305(f)(2) and local policy.

**From:** Alicia G. Storer  
**To:** Yvonne S. Herrera  
**Subject:** FW: FY25 FSS Funding Notice Published-Approval Needed  
**Date:** Thursday, April 2, 2026 7:41:48 AM  
**Attachments:** image001.png  
image002.png

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**Respectfully,**

**ALICIA STORER**

Accountant Senior  
Santa Fe County Housing Authority  
505-986-2427



**SANTA FE COUNTY**

**From:** Adrianna F. Velasquez <[afvelasquez@santafecountynm.gov](mailto:afvelasquez@santafecountynm.gov)>  
**Sent:** Wednesday, April 1, 2026 12:56 PM  
**To:** Alicia G. Storer <[agstorer@santafecountynm.gov](mailto:agstorer@santafecountynm.gov)>  
**Subject:** FW: FY25 FSS Funding Notice Published-Approval Needed

**From:** Greg Shaffer <[gshaffer@santafecountynm.gov](mailto:gshaffer@santafecountynm.gov)>  
**Sent:** Monday, October 20, 2025 12:50 PM  
**To:** LaToya Ricketts <[lricketts@santafecountynm.gov](mailto:lricketts@santafecountynm.gov)>  
**Cc:** Sara Smith <[ssmith@santafecountynm.gov](mailto:ssmith@santafecountynm.gov)>; Sam L. Montoya <[slmontoya@santafecountynm.gov](mailto:slmontoya@santafecountynm.gov)>; Adrianna F. Velasquez <[afvelasquez@santafecountynm.gov](mailto:afvelasquez@santafecountynm.gov)>  
**Subject:** RE: FY25 FSS Funding Notice Published-Approval Needed

Request to apply for funds APPROVED.

Thanks.

Greg

Gregory S. Shaffer  
County Manager  
102 Grant Ave., 2nd Floor  
PO Box 276  
Santa Fe NM 87504-0276  
Tele: 505.986.6200  
Fax: 505.995.2740

SFC CLERK RECORDED 04/17/2026

**From:** LaToya Ricketts <[lricketts@santafecountynm.gov](mailto:lricketts@santafecountynm.gov)>  
**Sent:** Monday, October 20, 2025 12:01 PM  
**To:** Greg Shaffer <[gshaffer@santafecountynm.gov](mailto:gshaffer@santafecountynm.gov)>  
**Cc:** Sara Smith <[ssmith@santafecountynm.gov](mailto:ssmith@santafecountynm.gov)>; Sam L. Montoya <[slmontoya@santafecountynm.gov](mailto:slmontoya@santafecountynm.gov)>; Adrianna F. Velasquez <[afvelasquez@santafecountynm.gov](mailto:afvelasquez@santafecountynm.gov)>  
**Subject:** FY25 FSS Funding Notice Published-Approval Needed  
**Importance:** High

Hi County Manager Shaffer,

The SFCPHA is requesting your approval to apply for the HUD's Family Self-Sufficiency (FSS) Program funding and submit the application (in accordance with 2 CFR § 984.107: FSS award funds formula).

**FSS Background:** The Santa Fe County Housing Authority received a three-year grant and correctly has a full time FSS Coordinator on staff. FSS provides funding to Public Housing Agencies (PHAs) and Project-Based Rental Assistance (PBRA) Owners to hire or retain FSS Program Coordinators who help HUD assisted residents achieve financial stability and reduce reliance on federal assistance programs. Program Coordinators work with residents to identify and pursue financial and employment goals. Participating households that increase their household earnings will have the incremental increase in their rental payment credited to an escrow to build wealth. The Office of Public and Indian Housing (PIH) within HUD is responsible for administering the FSS Program for PHAs and PRBA owners, along with promulgating PIH FSS program regulations<sup>1</sup> and PBRA FSS regulations<sup>2</sup>. The FSS program was established by Section 554 of the Cranston Gonzalez National Affordable Housing Act (Pub. L. 101-625, approved November 28, 1990), which amended the United States Housing Act of 1937 by adding a new section 23 (42 U.S.C. 1437u) to create the FSS program. The FSS program was further amended by the Economic Growth Act of 2018, with the latest regulations published on May 17, 2022 (87 FR 30020).

The Grant Application is due on October, 29, 2025. Ramification of not submitting or receiving the grant will result in either not administering the FSS program or absorb the program funding for salary and benefits into general funds.

Please let me know if you have any questions.

Thank you,

**LaToya G. Ricketts, MPA**

Executive Director

Santa Fe County Housing Authority

52 Camino de Jacobo

Santa Fe, NM 87507

[lricketts@santafecountynm.gov](mailto:lricketts@santafecountynm.gov)

**Office:** (505) 992-3051

**Cell:** (505) 690-5810



**SANTA FE COUNTY**

*"Service is the rent we pay for the privilege of living on this earth." ~Shirley Chisholm*

**From:** Family Self-Sufficiency <[FSS@pih.hud.gov](mailto:FSS@pih.hud.gov)>

**Sent:** Monday, September 29, 2025 11:50 AM

**To:** Sam L. Montoya <[slmontoya@santafecountynm.gov](mailto:slmontoya@santafecountynm.gov)>

**Subject:** FY25 FSS Funding Notice Published

**Warning:**

**EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

FSS Banner



**FY25 FSS Funding Notice has been posted!**

SFC CLERK RECORDED 04/17/2026



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On September 26, HUD published the FY25 FSS Annual Funding Notice, which describes how FSS programs will apply for their funding for calendar year (CY) 2026.

**PLEASE NOTE:**

- At this time, FY25 Funding is available ONLY to FSS programs that were funded in at least one of the last three years.
- We do not anticipate having funding available to new applicants this year.
- A link to apply was sent to all Authorized Organizational Representatives (AORs) from GrantSolutions on 9/26/2025. If your AOR did not receive this email, follow the instructions in the Notice to update your AOR.
- Anyone with a role for your agency in GrantSolutions can find the application and create it; you do not need the email or link from GrantSolutions. However, **only the AOR or PI/PD can submit it.**
- The process for FSS funding applications will look very similar to FY24 funding, but **please read both the General Notice and the Annual Notice** to review the process and learn more about the process for FY25 grants.
- There are **two Notices** that contain all the information you need to know, so be sure to read both documents!

**Application Deadline is October 29, 2025**



## FSS General Funding Notice

## FSS Annual Funding Notice

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### Check out these resources for more application guidance!

For more information on FSS Funding and to learn more about how to apply, you can explore the resources below.

- [FY25 Funding Table](#)
  - [FY25 Application Instructions](#)
  - [FY25 Application Flowchart](#)
  - [FY25 Funding FAQ](#)
  - [CY22, CY23 and CY24 FSS PIC Counts Table](#)
  - [FY25 Funding Question Session Slides](#)
- 

### After you've read the Notices – still have questions?

#### Please join us for these Q&A sessions!

We invite you to join us to ask all your questions about the FY25 funding process.

Come learn about what's new and how to apply!

**Please review the Funding Notices and application instructions before the meeting if possible!**

**These sessions will not be recorded. Please send a colleague to take notes! All of the information about applying for funding will be posted on the [FSS Resources Page](#). We will not have a separate FSS Funding Page this year.**

### FY25 Funding Session

**October 6, 2025**

**2-4 PM ET**

View the slides for the webinar [here](#) for more detailed application instructions!

**Register to join us on October 6!**

## **FSS October Office Hours**

**October 21, 2025**

**2-4 PM ET**

**Register to join us on October 21!**

**Sign up for the FSS Mailing List!**

## **Family Self-Sufficiency (FSS) Program**



**Office of Community and Supportive Services  
(CSS)**

**Building financial independence.**

**Email us or visit us online.**

[Manage your GovDelivery Preferences](#) | [Unsubscribe from All GovDelivery Messages](#)