



## U.S. Department of Housing and Urban Development

### Public and Indian Housing

---

Special Attention of:

**Notice PIH 2009-40 (HA)**

Public Housing Agencies;

Regional and Field Office Directors

Of Public Housing; Section 8 Financial

Management Center; Grants Management

Center

Issued: September 29, 2009

Expires: September 30, 2010

---

**Subject: Distribution of Fiscal Year (FY) 2009 Administrative Fee Funding for Housing Choice Voucher Family Self-Sufficiency (HCV/FSS) Program Coordinator Salaries**

1. **Purpose.** This Notice explains how HUD will distribute FY 2009 HCV/FSS Administrative Fee funding to public housing agencies (PHAs).
2. **Background.** The Omnibus Appropriations Act, 2009 (Public Law 111-8, dated March 11, 2009), included \$50 million in administrative fee funding under the Tenant-Based Assistance Account for family self-sufficiency coordinators under section 23 of the United States Housing Act of 1937. That administrative fee funding will be provided to PHAs for the salaries of HCV/FSS program coordinators for FY 2010.

The HCV/FSS program promotes the development of local strategies to coordinate the use of rental assistance with public and private resources to enable participating families to obtain employment that will enable them to decrease dependence on welfare assistance. The FSS program coordinator ensures that program participants are linked to the supportive services they need to achieve greater economic independence.

The FSS administrative fee discussed in this notice will have no bearing on the amount of regular HCV program administrative fee a PHA is eligible to receive.

3. **Total Amount of Administrative Fee Available To PHAs.** The Department will provide up to \$50 million in FSS administrative fee from FY 2009 Appropriations plus carryover of \$53,764 from FY 2008 HCV/FSS funding to eligible PHAs.
4. **Maximum Fee Per Position.** The amount of administrative fee available from HUD for the salary, including the cost of fringe benefits, if applicable, of each individual HCV/FSS program coordinator cannot exceed \$68,000. Salaries must be reasonable based on local comparables and PHAs must maintain records showing how comparables were determined. These records will be subject to post audit.
5. **Eligibility for Administrative Fee for an Initial Position.** PHAs that are currently administering a HCV/FSS program, whether or not they are currently receiving funding for the

HCV/FSS program coordinator, as well as PHAs with HUD approval to establish new HCV/FSS programs may be eligible to receive FSS administrative fee under this Notice. If there is insufficient funding for one position for each PHA that is eligible under this section, renewal PHAs will be funded first and then PHAs with the largest HCV/FSS programs.

**a. For PHAs currently administering HCV/FSS programs.** For PHAs including those participating in Moving-to-Work (MTW), determination of eligibility for funding for existing HCV/FSS programs will be based on data in HUD's Public Housing Information Center (PIC) system. Eligibility will be based on the cumulative number of families participating in the PHA's FSS program for the period from July 1, 2008 through June 30, 2009.

- 1) PHAs that had a minimum of 25 families under FSS Contract in their HCV/FSS program are eligible to receive a base administrative fee for the salary of up to one full-time HCV/FSS program coordinator.
- 2) State and regional agencies that operate FSS programs in administratively distinct parts of a state or region, may request that the eligibility requirement of serving at least 25 HCV/FSS families during the designated time period be applied to each separate area where the PHA operates.
- 3) PHAs that received funding for the salary of an initial FSS program coordinator under the FY 2008 HCV/FSS NOFA will be eligible to receive HCV/FSS administrative fee to continue the salary of the coordinator funded under the FY 2008 HCV/FSS NOFA if PIC data confirms that the PHA has begun to enroll families in FSS. These PHAs were funded based on their certification that they would implement an FSS program of at least 25 families. Because those PHAs did not receive their funding until January 2009, the requirement that a PHA serve at least 25 families to qualify for a fee for one position will not apply to them under this notice since they have had less than a year to implement their programs.
- 4) Other PHAs that currently administer a HCV/ FSS program that did not serve at least 25 families may qualify for the base fee for one HCV/FSS program coordinator by joining with one or more other PHAs to meet the 25 HCV/FSS family threshold to qualify for one coordinator position.
- 5) PHAs that had between 15 and 24 HCV/FSS families under HCV/FSS contract that do not want to join with another PHA to qualify for a full-time position, are eligible to request a base fee for up to fifty percent of a full-time HCV/FSS program coordinator's salary.

**b. PHAs that do not currently administer FSS programs.** PHAs that do not currently administer a HCV/FSS program but have HUD field office approval of their FSS

Action Plan authorizing them to implement a HCV/FSS program of at least 25 slots, are eligible to request HCV/FSS administrative fee for the salary/fringe benefits of up to one full-time coordinator's salary.

PHAs with HUD-approval to administer a HCV/FSS program of fewer than 25 slots may join with one or more other PHAs to meet the 25 slot threshold for a full-time position or, if the PHA has approval to administer a HCV/FSS program of at least 15 slots, the PHA may request a fee to cover the salary/fringe benefits of up to fifty percent of a full-time HCV/FSS coordinator's salary.

6. **Administrative Fee for Additional Positions for Existing HCV/FSS Programs.** If any of the available funding remains after providing administrative fees to all eligible PHAs in the above categories, the Department will then determine the extent to which fees for additional coordinator salaries can be awarded to PHAs that served higher numbers of FSS families based on the following:

Second position – at least 75 families  
 Third position – at least 125 families  
 Fourth position – at least 175 families  
 Fifth position – at least 225 families  
 Sixth position – at least 275 families, etc.

Starting with those PHAs that served at least 75 families, HUD will determine whether there is sufficient funding to provide an additional coordinator to each PHA that is eligible for administrative fee for a second HCV/FSS program coordinator. If there is insufficient funding for an additional coordinator for all PHAs that would qualify for a second position, preference will be given to the PHAs that had funding for at least that number of positions under a previous NOFA and then to programs that served the highest number of families in their HCV/FSS program.

Similar analysis will be performed for each size category in ascending order until all FY 2009 HCV/FSS administrative funding has been awarded.

7. **HCV/FSS Homeownership Positions Funded in Previous Years.** It should be noted that in FY 2009, the Department will no longer provide funding specifically designated for HCV/FSS homeownership coordinators. Any HCV/FSS program coordinator may work on homeownership activities with families participating in the HCV/FSS program. PHAs will be eligible for funding under this Notice based the number of families under HCV/FSS contract, not on the type of coordinator position previously funded. For example, a PHA that received funding for two positions in the past, one designated as a regular HCV/FSS program coordinator and the other as a HCV/FSS homeownership coordinator, would be eligible for renewal of both positions if the program had 75 or more families under HCV/FSS contract between July 1, 2008 and June 30, 2009. If the program served fewer than 75 families only one HCV/FSS program coordinator position would be funded.
8. **Determination of Administrative Fee Amount for Individual Coordinator Positions.** All

salaries are subject to the maximum fee stated in paragraph 4 of this Notice.

- a. **PHAs with existing HCV/FSS programs that were funded under the FY 2008 HCV/FSS NOFA.**
    - 1) For PHAs, including joint applicant PHAs, that qualify for one or more full-time position: the maximum fee for each renewal position shall be the amount of the salary, including fringe benefits, if applicable, awarded for the renewal FSS program coordinator position under the FY 2008 HCV/FSS NOFA plus an increase of one percent unless a higher amount is requested by the PHA and approved by the PHA's local HUD field office. The salary for any new position would be subject to the requirements stated in paragraph b. of this section.
    - 2) Field Office Approval of Increases above One Percent for renewal positions. PHAs seeking an increase of more than one percent for a renewal position must submit a written request to their local HUD field office. The request must include a written justification of the increase and at least three comparables to support the request. Comparables should include the position title, a brief description of the duties, and the current salary which should be within 12 months of the submission date. The request is to be an attachment to the form HUD-52651 that is submitted to the PHA's local HUD field office. Field offices will determine whether to approve requested increases after review of the PHA's written justification and the comparables. Examples of acceptable reasons for increases above one percent would be a need for a coordinator with higher level skills or to increase the hours of a part-time coordinator to full time.
  - b. **PHAs with existing HCV/FSS programs that were NOT funded under the FY 2008 HCV/FSS NOFA that qualify for one or more full-time positions.** The fee for the salary of each coordinator's position will be determined in accordance with the comparability requirements of paragraph 4 of this Notice.
  - c. **PHAs with approval to implement a new HCV/FSS program of at least 25 slots.** The fee for the salary of up to one full-time program coordinator will be determined in accordance with the comparability requirements of paragraph 4 of this Notice.
  - d. **All PHAs with existing HCV/FSS programs that served 15 – 24 families.** The fee will be up to 50 percent of a full-time coordinator's salary in their jurisdiction.
  - e. **All Joint Applicants NOT funded under the FY 2008 HCV/FSS NOFA.** The fee for the salary of up to one full-time FSS program coordinator will be determined subject to the comparability requirements of paragraph 4 of this Notice.
9. **Determination of Fee for Multiple Positions.** For PHAs that qualify for multiple positions under this Notice, the amount of the fee will be based on salary information provided by the PHA on form HUD-52651.

10. **Funding Term.** Historically, HCV/FSS funding for coordinator salaries has been provided for a one-year period. However, to the extent possible, the FSS administrative fee funding distributed under this Notice may be adjusted so that the term will end on December 31, 2010. For example, a PHA whose current funding, received under HUD's FY 2008 HCV/FSS NOFA, will expire on September 30 2009, would receive FSS administrative fee for the months of October, November and December 2009 in addition to the fee for the full twelve months of calendar year 2010. A PHA whose HCV/FSS funding from the FY 2008 HCV/FSS NOFA will not expire until March 31, 2010, would only receive administrative fee for nine months of calendar year 2010.
11. **Data to Determine Eligibility.** The Department has posted to the HCV web page at [www.hud.gov/offices/pih/programs/hcv/](http://www.hud.gov/offices/pih/programs/hcv/) a report of PIC data of existing HCV/FSS programs that it proposes to use to determine eligibility for HCV/FSS administrative fees under this Notice for existing HCV/FSS programs. Any PHA that believes its posted numbers are incorrect and that it will be underfunded or ineligible as a result should provide documentation to the public housing director in its local HUD field office to confirm the higher number. This documentation is to be attached to the copy of the form HUD-52651 that the PHA submits to its local HUD field office as noted in paragraph 13.e. of this Notice. Documentation may include, but is not limited to, an Ad Hoc report from PIC or another listing generated from the PHA's software that identifies all families that were under HCV/FSS contract during the July 1, 2008 through June 30, 2009 reporting period.

Eligibility of state and regional PHAs under paragraph 5.a.2 will be based on an Ad HOC report from PIC or another listing generated from the PHA's software that identifies the separate administrative areas and the participating HCV/FSS family in those areas.

12. **Submission of Form HUD-52651, Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program Coordinator Funding Form:**

**a. Delivery and Receipt Procedures.**

- 1) A complete original signed form HUD-52651, and a HUD-2993, Acknowledgment of Application Receipt, must be submitted by courier service to the Public and Indian Housing Grants Management Center (GMC) at the following address:

PIH GMC  
Mail Stop: HCV Family Self-Sufficiency  
2461 South Clark Street, Room 430  
Arlington, VA 22202

- 2) You must refer to the name of the program, HCV Family Self-Sufficiency Administrative Fee, and include the correct room number to ensure your request is properly directed.

- 3) One complete copy of the HUD-52651 must be submitted to the public housing director in your local HUD field office. If applicable, this submission should include attachments needed to document FSS enrollment higher than posted PIC numbers, to document operation of state and regional PHA programs and to request an increase above 1 percent for a renewal salary. Addresses for field office locations may be found at [http://www.hud.gov/offices/pih/about/field\\_office.cfm](http://www.hud.gov/offices/pih/about/field_office.cfm).
  - 4) The GMC is the “official place of receipt.”
  - 5) Send your submission by delivery service or use the following services, as these services have unescorted access to these buildings: United States Postal Service Express Mail Overnight Delivery, Federal Express (FedEx) and United Parcel Service (UPS).
  - 6) Submissions should NOT be mailed using the United States Postal Service – standard mail service.
  - 7) HUD will not be responsible for directing packages to the appropriate office. PHAs should pay close attention to the submission and timely receipt instructions as they can make a difference in whether HUD will process your request for funding.
  - 8) Hand deliveries will NOT be permitted and HUD will not accept or consider any submissions sent by facsimile.
- b. Proof of Timely Submission.** Timely submission to the GMC shall be evidenced by a delivery service receipt indicating that the request was delivered to a delivery service named in this Notice at least 48 hours prior to the submission deadline. If the package is not received on or before the deadline, through no fault of the applicant, the receipt will serve as proof of timely submission. All deliveries should be planned to arrive on weekdays that the Federal Government is open. Federal Offices are closed on Federal holidays and weekends. Delivery Services turned away from a HUD facility due to security issues will not be considered as meeting the requirement of “no fault of the applicant,” because applicants have been advised that delivery delays can arise when using courier services, resulting in a late application receipt. PHAs will be given 10 days from the date of deficiency notification from the GMC to provide proof of timely submission.
- c. Submission Dates and Times.** To guarantee processing, a funding form must be received by the GMC and local HUD field office no later than 5 pm on Monday, November 2, 2009. PHAs are encouraged to use an express mail carrier to avoid unnecessary delays.

Forms HUD-52651 received in the GMC and the local HUD field office by that deadline will be processed first. Forms not received by that date and time will only be

processed if FY 2009 HCV/FSS administrative fee funds remain after all other eligible PHAs whose forms were received by the deadline have been funded. PHAs will be given 5 business days from the date of a deficiency notification from the GMC to correct deficiencies in their submissions.

PHAs may access the form HUD-52651 on HUDCLIPS at the following website: <http://www.hud.gov/offices/adm/hudclips/forms/hud5a.cfm>. PHAs should complete only those sections of the HUD-52651 that are required in the instructions below.

### **13. Completion of the Form HUD-52651.**

#### **a. Completion of Part I.**

- 1) All PHAs: Complete Parts I.A., I.C., and I.E. and boxes for MTW status, DUNS number and Fiscal Year of Funding Request at the top of Part I.
- 2) Joint applicant PHAs: Provide information on the lead PHA in I.A. and information on each co-applicant in Part I.B.
- 3) PHAs not currently administering an HCV/FSS program: Check “new” in the Applicant Category box.
- 4) State and regional PHAs that operate FSS programs in administratively distinct parts of the state or region that are seeking separate administrative fee for each of those areas where they served at least 25 families during the designated time period, check “Other” in Part I.D.

#### **b. Parts II and III.** Do not complete.

#### **c. Part IV.** PHAs with positions currently funded under the FY 2008 HCV/FSS NOFA: Provide requested salary information on renewal positions in Part IV.A. Provide requested salary information for any new positions under this Notice in Part IV.B.

#### **d. Part V.**

- 1) PHAs that are currently administering HCV/FSS programs that were NOT funded under the HCV/FSS NOFA in FY 2008 that qualify for one or more full-time positions under this notice: Enter the amount of the salary/fringe benefits requested for each full-time position in Part V.C.2.
- 2) PHAs that are seeking funding to implement a new HCV/FSS program: Complete items A. and C.2. in Part V.
- 3) All joint applicants: Enter the amount of salary/fringe benefits for a single position in Part V.C.1. and V.C.2.

- 4) PHAs that served 15 to 24 families and PHAs authorized to implement a new program of that size that are seeking administrative fee for a part-time coordinator position: Enter ½ as the number of positions in V.C.1. and the salary amount requested in Part V.C.2.

**e. Attachments to the local HUD field office's copy of the submission, if applicable:**

- 1) State and regional PHA documentation for separate administrative area funding (See paragraph 5.a.2 of this Notice).
- 2) Documentation to correct posted PIC numbers. (See Paragraph 11 of this Notice.)
- 3) Requests for a salary increase above 1 percent for an existing position including comparables. (See paragraph 10.a.2 of this Notice.)

14. **Paperwork Reduction Act.** In accordance with the Paperwork Reduction Act (PRA) of 1995 (44 U.S.C. 3520), HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a currently valid OMB control number. The information collection requirements contained in this Notice are covered by Office of Management and Budget approval number 2577-0178, which expires on July 31, 2010.
15. **Information Contact.** Inquiries about this notice should be directed to Kathryn Greenspan at (202) 402-4055, or other staff of the Housing Voucher Management and Operations Division, Office of Public Housing and Voucher Programs, at (202) 708-0477. These are not toll-free numbers.

/s/

---

Sandra B. Henriquez, Assistant Secretary for  
Public and Indian Housing