

## Instructions for Preparing Chapter 3: Program Administration

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### PART I. STAFFING, FEES AND COSTS, AND ON-SITE FACILITIES

#### 3-I.A. OVERVIEW

This section provides an overview of program administration. **No policy decisions are required.**

#### 3-I.B. PROGRAM ADMINISTRATION STAFF AND CONTRACTORS

[24 CFR 984.301(b)]



**Decision Point: Will the PHA employ appropriate staff, including one or more FSS coordinators, or contract with an appropriate organization to establish and administer the FSS program? (Model FSS Action Plan, p. 3-2)**

##### Things to Consider

- The PHA should take a look at its FSS program's goals in order to accurately assess what the best staffing decision may be. For example, if the PHA is using the "living wage" definition of *self-sufficiency* (see Section 2-I.A.), then the PHA would need an FSS coordinator with the demonstrated ability to design, implement, and evaluate employment programs that prepare participants for living wage jobs using collaboration through partner committees as a major strategy.
- On the other hand, if the PHA believes that organizations in their community have staff and programs with the needed skills and abilities, and that these organizations would be better suited to managing the FSS program, then Option 2 would be the preferred choice.



*Option 1: Use the model FSS action plan language shown below. No changes to the model FSS action plan are required.*

The PHA will employ appropriate staff, including one or more FSS coordinators to administer its FSS program.



*Option 2: Delete the model FSS action plan language and insert the language shown below.*

The PHA will contract with an appropriate organization to establish and administer the FSS program.



*Option 3: Use PHA-established policy. Edit the model FSS action plan language or delete it and insert the PHA's policy.*

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### 3-I.C. ADMINISTRATIVE FEES AND COSTS

This section covers the ways in which administrative fees and costs are funded for both public housing and housing choice voucher FSS programs. **No policy decisions are required.**

### 3-I.D. SUPPORTIVE SERVICES FEES AND COSTS

This section describes the ways in which supportive services fees and costs are funded for the public housing and housing choice voucher programs. **No policy decisions are required.**

### 3-I.E. ON-SITE FACILITIES



**Decision Point:** Will the PHA make public housing on-site facilities available to provide supportive services under the FSS public housing and/or housing choice voucher program? (Model FSS Action Plan, p. 3-4)

#### Things to Consider

- Consider the estimated number of participant families the PHA reasonably expects to receive supportive services under the FSS program recorded in 2-II.B. This number can give an indication of the amount of space needed on site to provide supportive services.
- The types of services the PHA intends to provide on site can also provide insight as to the types of facilities needed. For example, the PHA may wish to use more than one area on site for providing different types of services depending on the need.
- Generally it's easier for families to get to services that are within two to six blocks of their homes. Providing on-site facilities in public housing makes it more likely that FSS participants will be able to obtain supportive services.

**CAUTION:** You must insert information here. The model FSS action plan does not contain language that can be adopted as-is.



*Option 1: Use the model FSS action plan language shown below. No changes to the model FSS action plan are required.*

The PHA will make *[insert site and area to be made available]* available to provide supportive services under the FSS *[insert public housing or housing choice voucher FSS program, or both]*.



*Option 2: Use PHA-established policy. Edit the model FSS action plan language or delete it and insert the PHA's policy.*