

FREQUENTLY ASKED QUESTIONS
for the
Fiscal Year (FY) 2023 Resident Opportunity and Self-Sufficiency –
Service Coordinator (ROSS-SC) Program
Notice of Funding Opportunity (NOFO)

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ACCESSING THE APPLICATION AND NECESSARY FORMS

Question 1: How do I access the application?

Answer 1:

- Go to grants.gov, click on “search grants”
- You can search by key word, CFDA number or Opportunity Number but enter only one. If you enter more than one, you will not find the grant. You may enter “Resident Opportunity & Self-Sufficiency” or the CFDA number, “14.870”.
- Then, click on the “package” tab.
- Then click “apply” (you can also click on “preview” to view application forms). Once you click “apply,” you’ll need your email and password to access the application. Also, we recommend signing up for updates (in case any are sent regarding the application package).
- The application package is made available in what grants.gov calls **workspace**. See question 16 below for more information.

Question 2: I cannot find the HUD-52768. How do I access the HUD-52768 form?

Answer 2: This year, the form is a Microsoft Office Form and the link is included under the section entitled, “B. Content and Form of Application Submission Section” of the NOFO. You can also access the HUD-52768 form here: <https://forms.office.com/g/U4hbG8wKRc>. Remember, this form should not be submitted as part of the grants.gov application package. It is submitted separately as a Microsoft Form to HUD. Please note, the form must be completed in one session because it cannot be saved to be completed at a later time. **Finally, it must be submitted by the application deadline. If the form is missing, your application will not be eligible for funding.** Review section IV.B.2.b of the FY23 ROSS NOFO for detailed submission requirements

Question 3: I cannot find Appendix A (Sample Needs Assessment. How can I access Appendix A?

Answer 3. The Appendix A, the Sample Needs Assessment, can be found at the end of the ROSSFY2022 NOFO, pages 74-79:

https://www.hud.gov/program_offices/cfo/gmomgmt/grantsinfo/fundingopps/FY2023_ROSS_SCP

INFORMATION FOR COMPLETING AND SUBMITTING YOUR APPLICATION

Question 4: When is the due date for the application?

Answer 4: The application due date is December 18, 2023. Applications that are submitted after December 18, 2023, will be ineligible for funding. Any application that was submitted by the deadline, but received an error from grants.gov and are granted a 24-hour grace period to submit their application, may resubmit in accordance with the grace period.

Question 5: How do I submit my application?

Answer 5:-Instructions for Applicants: With the exception of the HUD-52768 form (see Question 2) Application materials, including the Application Instructions and Application Package, are available through Grants.gov. You must access and review all available application materials. You must submit your application electronically via Grants.gov under the Funding Opportunity Number cited within this NOFO. Your application must list the applicable Funding Opportunity Number.

You can request a waiver in writing to HUD, using the below information, from the requirement for electronic submission, if you demonstrate good cause. An example of good cause may include: a lack of available Internet access in the geographic area in which your business offices are located. However, lack of SAM registration or valid UEI is not a good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if you fail to submit to HUD in writing or via email a request for a waiver at least 15 calendar days before the application deadline. If HUD grants a waiver, a paper application must be received before the deadline for this NOFO. To request a waiver, you must contact:

Name: ROSS Program Office
Email: ROSS-PIH@HUD.gov
HUD Organization: PIH
Street: 451 7th Street, SW
City: Washington
State: DC DISTRICT OF COLUMBIA
Zip: 20410

Question 6: How can I determine if I am considered a renewal applicant?

Answer 6: Under the FY23 NOFO, renewal applicants are FY18, FY19, and FY20 ROSS grantees. The Previously Awarded list provides names of all FY18, FY19, and FY20 ROSS grantees and can be found [here](#). If you feel that you should be on this list, please contact the ROSS team directly by sending an email to ROSS-PIH@hud.gov.

Question 7: Does my agency need to submit a Code of Conduct?

Answer 7: Federal regulations (2 CFR part 200) and HUD's NOFO for discretionary funds require that non-Federal entities receiving Federal assistance awards, excluding States, to develop and maintain written standards/codes of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. If your agency has previously submitted an electronic copy of the Code of Conduct to HUD and nothing has changed, you do not need to submit a Code of Conduct with your application.

If any changes have been made to your Code of Conduct since the last time it was submitted, you will have to submit the most current version. Please click [here](#) for more information.

Question 8: Does my agency have to submit the HUD-2880 form?

Answer 8: This document is also called the Applicant/Recipient Disclosure/Update Report. You must complete this report if: (1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year; (2) You are updating a prior report to reflect substantial changes to the initial applicant disclosure reports; or (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose. Review section IV.G. of the FY23 ROSS NOFO for detailed submission requirements.

Question 9: Must I submit the 424-B form?

Answer 9: Yes, the FY23 NOFO has been updated to require form HUD 424-B (Applicant Assurances and Certifications). Applicants are also required to update their sam.gov registrations to comply with Federal Assistance Assurance. Review section IV.G. of the FY23 ROSS NOFO for detailed submission requirements.

Question 10: I cannot submit the application because I am getting error messages. How can I correct my errors?

Answer 10: You must ensure that you have entered the information in all of the mandatory fields on the forms. **The mandatory fields are highlighted in yellow.** If you need assistance correcting errors, please contact grants.gov by calling [1-800-518-4726](tel:1-800-518-4726).

Question 11: What happens if I do not submit a HUD-52768 form by the application due date?

Answer 11: If the form is not submitted by the application due date, your application will not be eligible for funding. However, if information on this form is missing, clarification will be requested by HUD and must be submitted during the deficiency or “cure” period. Review section IV.B.2.b of the FY23 ROSS NOFO for detailed submission requirements.

Question 12: It looks like the online resource, www.careeronestop.org, includes salary, but not fringe benefits. What should I do about fringe benefits?

Answer 12: The NOFO requires applicants to submit salary information provided by the U.S. Bureau of Labor Statistics (BLS) for the occupation entitled “*Community and Social Service Specialists, All Others*” at the median level in your ZIP Code. Use this link from CareerOneStop.org to find the necessary data: www.careeronestop.org/Toolkit/Wages/find-salary.aspx. Because BLS data does not include fringe, you may request up to 25 percent above the BLS salary for fringe benefits, so long as the total amount of salary and fringe you request does not exceed \$80,000 per year for each ROSS-Service Coordinator (SC) position you are applying for. See section II.C.1 of the FY23 ROSS NOFO for more information.

Question 13: What do I do if the salary information for my ZIP Code in BLS is lower than the current salary of our ROSS-SCs?

Answer 13: If you believe that the BLS salary comparison amount is insufficient, then you may submit salary comparability information from three different local sources (i.e., employers) to justify your salary and fringe request. You would submit the three salaries on the HUD-52768 form. See sections II.C.1 and IV.B.2.b of the FY23 ROSS NOFO for detailed submission requirements.

Question 14: What’s the ROSS-SC salary maximum for FY2023?

Answer 14: Under the FY23NOFO, HUD established a salary and fringe maximum of \$80,000 for the annual ROSS-SC salary. Salary requests up to \$80,000 must be supported by salary comparability information from the U.S Bureau of Labor Statistics (BLS) median salary for the “*Community and Social Service Specialists, All Other*” occupation in your salary location or by salary comparability information you provide from three different local sources (e.g. employers). See section II.C.1 of the FY23 ROSS NOFO for more information.

Question 15: What do I do if there is no salary information in BLS for my ZIP Code?

Answer 15: For this NOFO, your salary location is based upon your agency’s ZIP Code. You will use this ZIP Code to determine your salary maximum with BLS, per Section II.C.1 of the NOFO. If there is no salary information for your ZIP Code in BLS, then HUD will accept the *median regional* or *balance of state* information. If there is no salary information for your regional or

balance of state information in BLS, then HUD will accept the *United States' median salary* information for the same occupational title (Community and Social Service Specialists, All Other).

Question 16: When using grants.gov, do I have to apply using workspace?

Answer 16: Yes, you must use workspace to apply for ROSS funding.

- All applicants must use **workspace** to apply. For an overview of how to use workspace, click here: [grants.gov/applicants/workspace-overview/](https://www.grants.gov/applicants/workspace-overview/)
- You can also access grants.gov online user guide here: <https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm>.
- Please note: For issues with grants.gov, please contact their applicant support at: 1-800-518-4726 or support@grants.gov.

Question 17: Is it possible to use ROSS-SC funding to serve RAD PBV and PBRA residents?

Answer 17: Yes, the Consolidated Appropriations Act, 2023 (Public Law 117-328), extended eligibility by allowing PHAs or Multifamily Owners to continue to serve (or restart service to) residents of a project with assistance converted from public housing to Rental Assistance Demonstration (RAD) Project-based Voucher (PBV) or RAD Project-based Rental Assistance (PBRA). The FY23 NOFO explains how RAD PBV or RAD PBRA PHAs and Multi-Family owners can apply. See section III.G.1 of the NOFO for more information.

Question 18: If we also receive the Elderly Disabled Service Coordinator (EDSC) grant through the Operating Fund, are we still eligible for a ROSS grant?

Answer 18: Yes, FY23 applicants that receive EDSC funding from the Public Housing Operating Fund may now apply to serve elderly and disabled populations through the ROSS Program. See Section I.E.3 for more information.

Question 19: Who should submit the application on behalf of my organization?

Answer 19: Only the Authorized Organization Representative (AOR) may submit on behalf of your organization. However, other staff (such as a grant writer or ROSS-SC) may work on the application in grants.gov. The AOR should be the Executive Director of your organization, or some other designated official of your organization who is authorized to make contractual agreements on behalf of your agency.

Question 20: What happened to DUNS?

Answer 20: On April 4, 2022, the unique entity identifier number used across the federal government for applicants changed from the DUNS Number to the Unique Entity ID (UEI), which is generated by SAM.gov, and you may obtain one here: <https://sam.gov/content/duns-uei>. Applicants are also required to update their sam.gov registrations every year to keep your registration active.

Question 21: How can I sign up for the ROSS Mailing List?

Answer 21: You can sign up for the ROSS Mailing list here: <https://public.govdelivery.com/accounts/USHUDPIH/signup/32524>

This mailing list is for ROSS Service Coordinators, grantee staff, and other entities that are interested in applying for and accessing ROSS opportunities.

Question 22: Will there be a webcast covering the NOFO?

Answer 22: Yes, a pre-recorded webcast has been posted to the [FY23 ROSS NOFO webpage](#). The slides for the webcast are also available there.

Question 23: What do I do if I have a question that's not answered in this FAQ?

Answer 23: Please first read the NOFO and watch the [NOFO webinar](#) and the [HUD-52768 webinar](#). If you still have questions, email the ROSS Team at ROSS-PIH@HUD.gov. Please note that the ROSS team may only provide clarifying information, we cannot assist with the completion of your application.

Question 24: What if there is a curable deficiency in my application?

Answer 24: When HUD identifies a curable deficiency, HUD will notify the Authorized Organization Representative (AOR) identified on the SF-424 Application for Federal Assistance via email. This email is the official notice of deficiency. If the AOR receives such a notification a timely response is required, please review section **IV.D.7 for more information**.

Question 25: What are some of the major changes to this year's NOFO?

Answer 25: Please see section I.E.3 of the FY23 ROSS NOFO for the exhaustive list of changes. Below is a list of some of the major changes to this year's NOFO:

- 1. Salary and Fringe Maximum Amount.** Under this NOFO, HUD will fund up to \$80,000 for the annual ROSS-SC's salary and fringe benefits. This maximum and all salary requests must be supported by the Bureau of Labor Statistics (BLS) data or salary comparability information.
- 2. Salary Comparability Information.** In previous NOFOs, applicants were asked to submit salary comparability information from three different sources with their application to

support their salary and fringe request. Under this NOFO, salary comparability information is NOT required to be submitted with your application. Instead, HUD will take salary information from the BLS locality pay data, with 25 percent added for fringe benefits. See section II.C.1 for more information. HUD will accept three salary comps from three local area employers if the BLS data does not support your salary request.

- 3. RAD PBV and RAD PBRA Residents.** Under this NOFO, PHAs and Multi-Family Owners may apply to serve residents of a project with assistance converted from public housing to RAD PBV or RAD PBRA, respectively, if the public housing project was previously included in properties served by a prior ROSS grant. See section III.G.1. in the NOFO for more information.
- 4. Renewal Applicant Definition.** Under this NOFO, renewal applicants are FY18, FY19, and FY20 ROSS grantees. See section I.A.4.b. in the NOFO for more information.
- 5. Eligibility of PHA Affiliates or Instrumentalities.** PHA affiliates or instrumentalities, as defined in PIH Notice 2011-47 (extending PIH Notice 2007-15), that are not applying as a Multifamily Owner and therefore applying to serve public housing residents are ineligible for funds under this NOFO if (1) the PHA they intend to serve is also applying to serve public housing residents or (2) would not be an eligible applicant either because the PHA has a current ROSS grant (funded under the FY21 or FY22 NOFO competition) to serve public housing residents or (3) because the PHA has a high unexpended balance of a prior ROSS award. If such an entity is eligible to apply and is serving public housing residents, it may only submit one application. Similarly, PHAs are ineligible for funds under this NOFO if their PHA affiliate or instrumentality is (1) applying for funds to serve public housing residents or (2) would not be an eligible applicant because the PHA affiliate or instrumentality has a current ROSS grant (funded under the FY21 and FY22 NOFO competition) to serve public housing residents or (3) because the PHA affiliate has a high unexpended balance of a prior ROSS award. See section III.B for more information. Note: PHA Affiliates and Instrumentalities that are not applying as a Multifamily Owner may only serve public housing residents. Additionally, PHA Affiliates and Instrumentalities, that are not applying as a Multifamily Owner, must either be a locally-incorporated nonprofit organization or a federally-designated 501(c)(3) tax exempt nonprofit organization by the application deadline of this NOFO. See section III.D. in the NOFO for more information.
- 6. HUD-52768.** The HUD-52768 form continues to be a required document that all applicants must complete and submit. This mandatory form has been revised to include added areas of need, expanded applicant types, and eligible projects that may be served. Review sections IV.B.2.b of the FY23 ROSS NOFO for detailed submission requirements. Also, this year, the form has been changed to be a Microsoft Forms document (link to the HUD-52768 form: <https://forms.office.com/g/U4hbG8wKRc>).
- 7. Rating Factor Criteria.** The rating factor criteria have been revised to improve comprehensibility for applicants, while providing guidance on criteria. In addition, HUD adjusted the point maximums for criteria. See section V.A.1 for more information.
- 8. ROSS Narrative Statement Requirement.** In the past, HUD required that only new applicants submit a ROSS narrative statement. Under this NOFO, renewal and new

applicants must submit a ROSS narrative statement to be eligible for ROSS funding. See section V.A for more information.

9. **Advancing Racial Equity Narrative.** Under this NOFO, applicants must submit an Advancing Racial Equity Narrative with their application. This is a curable deficiency. See section III.F and IV.B. for more information.
10. **Affirmative Marketing Narrative.** Under this NOFO, applicants must submit an Affirmative Marketing narrative with their application. This is a curable deficiency. Please see section III.F and IV.B for more information.
11. **Affirmatively Furthering Fair Housing (AFFH) Narrative.** Under this NOFO, applicants must submit a narrative describing how their proposed NOFO activities are aligned with Affirmatively Furthering Fair Housing (AFFH) requirements. This is a curable deficiency. Please see Section IV.G and IV. B for more information.

AVOIDING COMMON MISTAKES WITH APPLICATION SUBMISSION:

Common Mistakes with Application Submission:

1. **Applied for the Wrong Grant.** Applicants should double check they are applying for the Fiscal Year 2023 Resident Opportunity and Self-Sufficiency Service Coordinator Program.

The HUD-52768 does not include project name and number. Applicants *must* include the correct project name **AND** 11-digit project number. If this form is not submitted by the application deadline, your application will be deemed ineligible and will not be reviewed. However, information on this form is considered a curable deficiency. This means that any information that's missing from this form will be requested by HUD during the cure period. You must provide the missing information within the timeframe provided by HUD in order for your application to continue to be eligible. Review section IV.B.2.b of the FY23 ROSS NOFO for detailed submission requirements.

NOTE for Tribes/TDHEs: For tribes/TDHEs previously funded through the United States Housing Act of 1937, a project is identified by the 11-digit project code. For tribes/tribally designated housing entities (TDHE) funded by NAHASDA, a project is identified by an official project name. If you are a tribe and there is not an official project name in use, develop a unique project identifier that can be used in this application and future applications. Units you serve must be NAHASDA-assisted *rental* projects. **Please note that the FY23 ROSS NOFO clarifies that the unit count is based on the number of occupied units in projects with NAHASDA rental assistance.** In past NOFOs, the language was broader and only said that NAHASDA-assisted units were eligible. Therefore, there could be a change in the number of units you are eligible to serve. This, in turn, could affect the number of Service Coordinator positions you are eligible to receive.

Number of PHA/tribe/TDHE Units	Max # of ROSS-SCs	Max Grant
50-1,000	1	\$272,250
1,001-2,500	2	\$544,500
2,501 or more	3	\$816,750

2. **Incomplete Application Forms.** Applicants should confirm all application forms are complete and submitted. You may want to have someone double check your application before you submit. Missing or incomplete application information can fall into one of two deficiency categories. Review section I.A.4.a on pg. 11 regarding deficiencies in the FY23 ROSS NOFO.
3. **Incorrect Information on Application.** Applicants should verify that all information included in the application is the correct information. This includes the name of the Public Housing Authority (PHA) (or tribe, MF provider), to be served PHA code, UEI/EIN number, and all other information on application forms. If an error is discovered after you submit your application, you may correct it by resubmitting a new, complete application (as long as it's before the deadline). HUD will only consider and review the latest submission.
4. **Expired UEI and SAMS.** Applicants must maintain an active UEI and SAMS to receive any federal grant funds. Make sure to check whether the status of your UEI and SAMS is current before you submit your application.
5. **Does not include Salary Information.** Applicants must include salary information from the U.S. Bureau of Labor Statistics (BLS) for the "*Community and Social Service Specialists, All Others*" occupation at the median level in your ZIP Code www.careeronestop.org/Toolkit/Wages/find-salary.aspx or [salary comparability information](#) Please refer to questions 9-12 above for more information about this.
6. **RAD PBV and RAD PBRA Residents.** Under this NOFO, PHAs and Multi-Family Owners may apply to serve residents of a project with assistance converted from public housing to RAD PBV or RAD PBRA, respectively, if the public housing project was previously included in properties served by a prior ROSS grant. See section III.G of the NOFO for more information.
7. **Does not include a narrative statement.** All applicants (including renewals) are required to submit a narrative statement. See Section I.A.3.f on pages 7—8 in the NOFO for additional details. **If your application does not include a narrative, it will not be considered for funding.**

- 8. Did not read the entire NOFO.** Applicants should read the NOFO in its entirety to verify that all eligibility requirements are met before submitting application. Make a checklist to ensure you complete all required forms and narratives.

- 9. Submitted the application on the due date and experienced errors during a timely submission.** Please note that we encourage applicants to submit their applications at least 48 hours before the deadline in case there are technical issues. It also takes time for grants.gov to validate your application submission. By submitting your application 48 hours before the deadline, you should have enough time to correct any errors and resubmit by the deadline. If you actually submit your application on the deadline date, and issues arise you *may* be granted a 24-hour grace period to resubmit. Applications received after the 24-hour grace period will not be considered.

- 10. Applied as a new applicant when grantee is a renewal applicant.** Applicants should review the NOFO definitions of renewal and new applicants carefully in Section I.A.4 of the NOFO to ensure the correct information is included with their application. Please review the following to determine if you should apply as a renewal applicant.