

### **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 “apply” (you can also click on “preview” to view application forms).
- Then enter your email (recommended, so you get updates, if any, about the application package)
- The application package is made available in the workspace.
- All applicants will use workspace to apply. Click here for training materials on workspace <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

You may also view the Notice of Funding Availability (NOFA) here:

[https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps/fy19\\_ross](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy19_ross)

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

Answer 2: Once you have downloaded the application package, you must click the HUD-52768 box under the section “Select Forms to Complete.” Once you click the HUD-52768 form, then it will appear.

### **Question 3: I Cannot find Appendix B (Sample Needs Assessment). How I access Appendix B?**

Answer 3: Once you have downloaded the application package and instructions on grants.gov, you will find Appendix B along with other application forms.

### **Question 4: Does my agency need to submit a Code of Conduct?**

Answer 4: Federal regulations (2 CFR part 200) and HUD's NOFA for discretionary funds require 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, then you will not need to submit a Code of Conduct with your application. Please click [here](#) for more information.

### **Question 5: Does my agency need to submit the HUD-2880 form?**

**Answer 5:** This document is the PDF version of 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 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. We have a [webcast by Daniel Baxter](#) (HUD staff) on the Internet that shows applicants how to complete this form.

**Question 6: I cannot submit the application because I am getting error messages. How can I correct my errors?**

Answer 6: 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. Additionally, all applicants must confirm that they have entered in the correct information on the forms. If information (i.e., funding amount requested) on the SF-424 form does not match with the information on the HUD-52768, then you may get error messages.

**Question 7: I am trying to enter the PHA code for Part 1.E on the 52768 form and the form won't allow me to. How can I enter in the PHA code so I can submit my application?**

Answer 7: Some Information from the HUD-52768 form is prepopulated from the SF-424 form. If the SF-424 information is incomplete, then some fields on the HUD-52768 form will be incomplete. On the SF-424 you must enter in the Federal Entity Identifier. Once that is entered then, it will appear on the 52768. It will only appear on the HUD-52768 once it entered on the SF-424 form. Additionally, please confirm that information on all forms match. There may be instances where you may get an error message due to information not matching.

**Question 8: It looks like the online resource, [www.careeronestop.org](http://www.careeronestop.org), includes salary, and not fringe benefits. What should I do about fringe benefits?**

Answer 8: CareerOneStop.org does not include fringe benefits. If you choose to use CareerOneStop or any other online source that does not include fringe benefits, you will need to use another source (other than the two additional sources of salary comparability information) for fringe benefits. In such cases, include both sources in the "source" box and include the information for the POC for that second source, if the second source is not online. If both are online sources, please enter either the POC at your local OneStop or a POC at your agency.

**Question 9: When using grants.gov, do I have to apply using the workspace?**

Answer 9: Yes, all applicants must use the workspace. Please contact the grants.gov helpdesk if you need assistance (1800-518-4726 or [supports@grants.gov](mailto:supports@grants.gov))

**Question 10: I do not see a Logic Model with this application. Is the e-Logic Model required to be submitted with this application?**

Answer 10: Applicants are not required to submit a e-Logic Model with this application. If awarded FY18 ROSS funds, HUD will provide more information on the reporting tool that will be used.

**Common Mistakes with Application Submission:**

- 1. Applied for the Wrong Grant.** Applicants should double check they are applying for the Fiscal Year 2019 Resident Opportunity & Self-Sufficiency Program.
- 2. 52768 does not include project name and number.** Applicants must include the correct project name AND 11-digit project number.
- 3. Incomplete Application Forms.** Applicants should confirm all application forms are complete and submitted.

4. **Incorrect Information on Application.** Applicants should verify that all information included in the application is the correct information. This includes the name Public Housing Authority (PHA) to be served, PHA code, DUNS/EIN number, and all other information on application forms.
5. **Expired DUNS and SAMS.** Applicants must maintain an active DUNS and SAMS to be funded any federal grant funds.
6. **Applied for RAD conversion.** Applicants must verify that projects to be served are public housing units and did not receive a Commitment to enter a Housing Assistance Payment (CHAP).
7. **Did not read the entire NOFA.** Applicants should read the NOFA in its entirety to verify that all eligibility requirements are met before submitting application.