

# FREQUENTLY ASKED QUESTIONS

for the

## Fiscal Year (FY) 2021 Resident Opportunity & Self-Sufficiency Service Coordinator Program

### Notice of Funding Opportunity

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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 10 below for more information.

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

**Answer 2:** The form is included as part of the Mandatory Forms section of the application package. However, 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.** The Appendix B can be found at the bottom of the HUD ROSS NOFO page:  
[https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps/fy21\\_ross\\_sc](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy21_ross_sc)

INFORMATION FOR COMPLETING AND SUBMITTING YOUR APPLICATION

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

**Answer 4:** 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, then you will 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 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 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.

**Question 6: Must I submit forms 424B and 424D?**

**Answer 6:** No, you must only submit form *424B – Assurances for Non-Construction Programs*. You do not have to submit *424 D – Assurances for Construction Programs*. ROSS does not permit construction, therefore this form is not necessary.

**Question 7: I cannot submit the application because I am getting error messages. How can I correct my errors?**

**Answer 7:** 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 8: 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 8:** The SF424 (the budget form) is the form that you fill out first. It prepopulates other forms, including the 52768. If the SF-424 information is incomplete, then some fields on the HUD-52768 form will also be incomplete. On the SF-424 you must enter in the Federal Entity Identifier. Once that is entered 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 9: It looks like the online resource, [www.careeronestop.org](http://www.careeronestop.org), includes salary, but not fringe benefits. What should I do about fringe benefits?**

**Answer 9:** The NOFO requires that applicants submit salary (including fringe) comparability information from three employers. This is a threshold requirement meaning that if you do not meet this requirement, your application will not be considered. The NOFO allows applicants to use CareerOneStop.org to serve as one of the sources of this information. But 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 for that comparably salary. In such cases, include both sources in the "source" box on the 52678 and include the information for the POC for that second source. If the second source is not online, make sure to include POC information. If both are online sources, please enter either the POC at your local OneStop or a POC at your agency. Please note that you may use only one comparable position from your own organization as a source of one of the entries for salary comparability.

**Question 10: When using grants.gov, do I have to apply using workspace?**

**Answer 10: Yes, you must use workspace to apply for ROSS funding.**

- All applicants must use **workspace** to apply. For training materials on workspace click here: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>
- You must have Adobe Reader installed in order to apply. For information on this go to: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.
- Please note: For issues with grants.gov, please contact their applicant support at: 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).
  - You can access their FAQs here: <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>

- You can also access their online user guide here:  
<https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm>.

**Question 11: Who should submit the application on behalf of my organization?**

**Answer 11:** 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. For information on roles within grants.gov, please go to: <https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-roles.html>.

**Question 12: How can I sign up for the ROSS Mailing List:**

**Answer 12:** You may sign up for the ROSS Mailing list here:  
<https://www.hud.gov/subscribe/signup?listname=ROSS-Service%20Coordinator&list=ROSS-SC-L>

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

**Question 13: Will there be a webcast covering the NOFO?**

**Answer 13:** Yes, a pre-recorded webcast will be posted to the [FY21 ROSS NOFO webpage](#). When it's available, an announcement will also be sent to the list-serve.

**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 2021 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. This form is considered a non-curable deficiency. Any information that's missing from this form cannot be requested by HUD and may mean that your application is deemed ineligible.

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 FY21 ROSS NOFO**

**clarifies that the unit count is based on NAHASDA-assisted rental units.** In past NOFOs, the language was more broad 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	\$245,850
1,001-2,500	2	\$491,700
2,501 or more	3	\$737,550

3. **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.
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. 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.
5. **Expired DUNS and SAMS.** Applicants must maintain an active DUNS and SAMS to be funded any federal grant funds. Make sure to check whether the status of your DUNS and SAMS is current before you submit your application.
6. **Does not include Salary Comparability Information from three different employers.**
7. **Applied for RAD conversion.** Applicants must verify that projects to be served are public housing units and that they units they intend to serve did not receive a Commitment to enter into a Housing Assistance Payment (CHAP) as of the application deadline.
8. **Does not include a narrative statement.** All applicants (including renewals) are required to submit a narrative statement. See the NOFO for details.
9. **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.
10. **Submitted the application on the due date and experienced errors submitting.** 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 submit 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.