



U.S. Department of Housing and Urban Development

Public and Indian Housing

Resident Opportunity and Self-Sufficiency Service Coordinator Program

FR-6500-N-05

09/17/2021

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Program Office:

Public and Indian Housing

Funding Opportunity Title:

Resident Opportunity and Self-Sufficiency Service Coordinator Program

Funding Opportunity Number:

FR-6500-N-05

Primary CFDA Number:

14.870

Due Date for Applications:

09/17/2021

Overview

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Opportunity (NOFO) to invite applications from eligible applicants for the program and purpose described within this NOFO. Prospective applicants should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

During the selection process HUD is prohibited from disclosing 1) information regarding any applicant's relative standing, 2) the amount of assistance requested by an applicant, and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

For Further Information Regarding this NOFO: Please direct questions regarding the specific requirements of this Notice of Funding Opportunity (NOFO) to the office contact identified in Section VII.

Paperwork Reduction Act Statement. *The information collection requirements in this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. Each NOFO will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.*

OMB Approval Number(s):

2577-0229

I. FUNDING OPPORTUNITY DESCRIPTION.**A. Program Description.****1. Purpose**

A. Overview. The Resident Opportunity & Self-Sufficiency Service Coordinator (ROSS-SC) grant program is designed to assist residents of Public and Indian Housing make progress towards economic and housing self-sufficiency by removing the educational, professional and health barriers they face.

Self-sufficiency is defined as a household's ability to maintain financial, housing, and personal/family stability. To achieve self-sufficiency, individuals in a household move along a continuum towards economic independence and stability; such movement is facilitated by the achievement of educational, professional, and health/mental health and financial empowerment-related goals. For the ROSS program, self-sufficiency is further defined as a resident's ability to progress along the self-sufficiency continuum through training and the utilization of supportive services. In the case of elderly residents and residents with disabilities, self-sufficiency is further defined as the utilization of supportive services which enable them to age in place or remain living independently for as long as possible.

To help residents make progress towards self-sufficiency, HUD provides ROSS-SC grant funding to eligible applicants to hire a Service Coordinator who assesses the needs of Public and Indian housing residents and links them to training and supportive services that will enable participants to move along the self-sufficiency continuum. In the case of elderly residents and residents with disabilities, the Service Coordinator also links them to congregate and other supportive services which enable them to age/remain in place in addition to providing any desired training and supportive services which are made available to other residents. Through the ROSS-SC grant, HUD also provides funding flexibility to allow grantees to provide direct services where necessary to further support the work of the ROSS-SC and ultimately, the goals of the ROSS-SC program.

This place-based program targets the entire resident community within the project(s) to be served and aims to address the areas of need at both the community and individual level. The ROSS-SC must work with residents, PHA staff, local partners, and other stakeholders to develop local strategies to address the needs of residents and remove barriers so that residents make progress towards achieving economic and housing self-sufficiency.

ROSS-SC funds may only be used for the coordinator's salary and fringe benefits; travel and training expenses; and administrative costs including costs for direct services or for subcontracting for direct services. The ROSS-SC program is a cost-reimbursable grant which means that costs are reimbursed by HUD *after* they are incurred.

B. Core Functions of ROSS-SC Program.

1. *Resident Needs Assessment*: ROSS applicants/grantees must assess the needs of residents in the project(s) to be served to determine the critical needs that residents identify as barriers to achieving self-sufficiency. The results of the needs assessment are a key component of your application. A sample needs assessment is included with this NOFO at Appendix B.

2. *Coordination and Direct Service Delivery*: The role of each ROSS-SC shall be designed to meet the needs of both individual residents and the local community he/she will serve. The ROSS-SC must build partnerships with local service providers and other organizations in order to coordinate the delivery of services and to ensure that program participants are linked to the supportive services they need. The ROSS-SC must also assess any gaps in service delivery by existing partners/local service providers and may supplement these through subcontracts with other organizations possessing the expertise to fulfill the unmet needs of active ROSS

participants. The ROSS-SC may also coordinate educational and/or community events that help residents achieve economic independence and stability.

3. *Case Management/Coaching*: The ROSS-SC program must provide general case management to residents which includes intake, assessment, education, and referral to service providers in the local community and/or subcontractors.

4. *Resident Engagement*: Grantees must find creative ways, including identifying local partners, to engage residents and Resident Associations in activities that help build organizational capacity and leadership; this can include supporting resident-led projects that address the needs of the community. This should include consulting the Resident Association(s) in the development(s) served by the ROSS-SC grant.

5. *Evaluation*: Grantees must regularly monitor and evaluate the progress of participants, the quality of services delivered by partners and subcontractors, and the overall success of the program. Regular monitoring and evaluation will help grantees make any necessary changes to improve the implementation of their program during the course of the grant.

6. *Reporting*. Grantees must submit an annual report to HUD. The annual report is due October 30th of each year. Final reports are due 90 days after the grant term ends.

C. Area of Need(s). Applicants must choose from the areas of need below to indicate which areas their ROSS-SC will focus on. The area(s) of need selected by the applicant must be supported by the results of the resident needs assessment administered in the communities the applicant proposes to serve. Please see Section III.F.11.

- Digital Inclusion
- Education
- Elderly/Persons with Disabilities
- Employment
- Financial Literacy
- Health & Wellness
- Re-Entry
- Substance Abuse

D. Coordination with Other HUD Programs with Services or Service Coordination.

Grantees that are located in a jurisdiction receiving multiple sources of HUD funding (from the programs listed below) to serve the same population or geographic area, should coordinate among those programs, where appropriate, so as to leverage shared resources, avoid duplication of services, and improve access and service delivery to participating families. These programs are: **Family Self-Sufficiency (FSS), Jobs Plus, Choice Neighborhoods, Elderly/Disabled Service Coordinators, HUD-VASH, Family Unification Program (FUP) vouchers, Multi-Family Service Coordinators, Housing Opportunities for Persons With AIDS (HOPWA), Continuum of Care** programs and/or other special use housing assistance that includes supportive services or service coordination. A PHA that administers both FSS and ROSS-SC programs and uses a single Program Coordinating Committee for both programs is an example

of effective coordination. Coordination between programs should be conducted by and between program coordinators and/or other program management staff.

2. Changes from Previous NOFO.

Though some of these changes were made under prior NOFOs, they may be unfamiliar to FY18 renewal applicants.

a. Provision of Direct Services. ROSS-SCs primary role is to assess residents' needs and link them to local service providers that can meet these needs through existing programs. However, where gaps exist in local service providers' capacity or area of focus, grantees may either provide direct services themselves, or use grant funds from the administrative budget to subcontract for the provision of direct services to support residents' needs. Direct service provision must be tied to the findings of the Resident Needs Assessment and must be provided to active ROSS participants (defined as residents with an assessment). As this is a new eligible use of ROSS funds, HUD will evaluate the implementation of this provision and reassess this eligible use of funds for future NOFOs. Please see Section III.F. Program Specific Requirements for more information.

b. Salary Increase for ROSS-SC Position. Under this NOFO, HUD will fund up to \$72,000 for the annual ROSS-SC salary. This maximum and all salary requests must be supported by salary comparability information. If salary comparability information is missing from your application, it cannot be requested during the cure period, please see sections II.C.1 and IV.B.2.c. for more information.

c. Digital Inclusion as an Area of Need. The COVID-19 pandemic underscored the fundamental need for Internet connectivity, computer devices, and related training programs in public and Indian housing communities. ROSS-SCs may establish programs to assist residents connect to affordable Internet and computer devices, and the training to use them. Please see Section III.F. Program Specific Requirements for more information.

d. New Flexibilities in the Use of Administrative Expenses to Support Resident Outcomes. ROSS participants may incur costs associated with a new job, such as child care or transportation. Similarly, they may incur costs associated with adult education or job training. Such costs may be reimbursed for active ROSS participants on a limited basis. Please See Sections III.F. Program Specific Requirements and IV.F. Funding Restrictions for more information. The purpose of this newly added flexibility is to help residents overcome initial barriers to success.

e. Letter of Support for Joint Applications. Two or more eligible organizations may collaborate to submit a joint application for proposed grant activities. However, joint applications must designate a lead applicant. The PHA (or other applicant type) listed first on both the SF424 and HUD-52768 will be considered the lead applicant. Lead applicants must obtain a letter of support from each joint applicant they intend to serve. The letter of support must be signed by an authorized representative of the joint applicant's organization. **This is a threshold requirement.** Please see Section III.D for more information. In the case of joint applications from resident associations and PHAs, the PHA, its instrumentality or affiliate may not also serve as the Contract Administrator.

f. HUD-52768. This is the primary application form and continues to be a required document that all applicants must complete and submit. This mandatory form is now an electronic fillable form on www.grants.gov. This form has been revised to require input of salary comparability information. This form is also used to submit required match information. See section IV.B.2.c of this NOFO for instructions on completing this form. This form is considered a threshold requirement.

g. Determination of Need. Under this NOFO, applicants are no longer required to identify a minimum of ten need categories. Instead, this NOFO specifies eight areas of need upon which an applicant can choose to focus its efforts. The areas of need that an applicant proposes to focus on must be based on the findings of the resident needs assessment. HUD will use the areas selected by the applicant to evaluate the progress of each grantee. Please note that HUD has included digital inclusion and substance abuse categories as areas of need in this NOFO. See paragraph g below and sections III.F.2.a and III.F.11 for more information.

h. Resident Needs Assessment. All applicants are required to administer a resident needs assessment showing the needs of at least 20% of the resident population residing in the developments the applicant proposes to serve. The applicant must describe the results in their application narrative. The results of the resident needs assessment must inform the applicant's selection of which area(s) of need they choose to address. A sample resident needs assessment is provided with this NOFO under Appendix B. See section III.F.2.a for more information.

i. Rating Criteria. All applicants must submit a narrative addressing rating criteria. Applicants will be reviewed for past performance and capacity using a point system. Each applicant will need a minimum of 30 points to be eligible for funding. See section V.A for more information.

j. Current Nonprofit Status. All Resident Associations (RA) and Nonprofits 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. All renewal applicants must certify that their nonprofit status is current and in good standing on the HUD-52768 application form. All new applicants that are RAs and Nonprofits must submit a copy of the 2019 or 2020 Federal Annual Information return submitted to the IRS (for 501(c)(3) applicants) or for locally-incorporated nonprofit organizations, the 2019 or 2020 submission of the state or tribal equivalent annual return. If no annual return exists, the new applicants must submit other documentation that verifies the non-profit status is active and in good standing. See section IV.B.1.d for more information. Additionally, pursuant to 24 CFR 5.109(l)(5) (published December 17, 2020 at 85 Fed. Reg. 82315), if an entity that holds a sincerely held religious belief that it cannot apply for a determination as an entity that is tax exempt, the entity may provide evidence sufficient to establish that the entity would otherwise qualify as a nonprofit organization.

k. Narrative Requirement for All Applicants. In the past, HUD required that only new applicants submit a narrative. Under this NOFO, all renewal and new applicants must submit a narrative statement in order to be eligible for Fiscal Year (FY) 2021 ROSS funding. See section V.A for more information.

l. Narrative Requirement for Tribes and TDHEs Designated as High-Risk. In addition to meeting the requirements outlined above, a high-risk tribe or TDHE applicant must submit a detailed narrative that clearly addresses the corrective actions that have been put in place in response to any special conditions outlined by the Area ONAP pursuant to 2 CFR 200.208. Failure to demonstrate the corrective actions taken will result in the applicant's ineligibility for funding. This narrative may not exceed 5 pages (Times New Roman Font size 12, double spaced, one-inch margins) and is in addition to the narrative requirements outlined in section V.A.

m. NAHASDA-assisted units. The term "NAHASDA-assisted unit" for the purpose of this NOFO and determining eligibility for ROSS-SC positions, is being clarified to mean NAHASDA-assisted *rental* unit.

n. Training and Travel Costs. In prior NOFOs, applicants could request up to \$2,000 in training/travel costs per year for each coordinator. Under this NOFO, applicants can request up to \$2,500 per year for each service coordinator. See section IV.F.3 for more information.

o. Administrative Costs. The maximum funding for administrative costs will be no more than 10% of the combined requested salary/fringe and training/travel amounts per ROSS-SC position. For example, if an applicant requests \$223,500 for salary/fringe and training costs, then the applicant can request up to 10% of \$223,500 (\$22,350) for administrative costs. See section IV.F.4 for more information

p. Direct Services. Grantees may use their administrative funds to cover the provision of direct services that cannot otherwise be fulfilled by local service providers. Such direct services must be based on the findings of the Resident Needs Assessment and may only be provided to active ROSS participants.

q. Unexpended Balance Threshold. Renewal applicants (see definition) that have an unexpended balance of 60% or more of their FY18 ROSS funds by the application deadline **are ineligible for FY21 ROSS funding**. In addition, previous ROSS-SC grantees that received ROSS-SC funding prior to FY18 are ineligible for FY21 ROSS funding as new applicants if they have a remaining balance of 40% or more of their pre-FY18 ROSS-SC grant(s). See definition of "new applicants." See also section II.C.2.a for more information.

r. Reduced Awards. HUD reserves the right to adjust requested funding amounts downward, as determined necessary by HUD, at its sole discretion, based on an applicant's demonstrated financial need, capacity, and prior performance. See section II.C.2.b for more information.

s. Grant Term. The term of the FY21 ROSS grant is 36 months from the effective date of the grant agreement. See section III.F.10 for more information.

t. Non-Site Based Resident Associations. These applicants must include a letter of support from the Public Housing Authority they intend to serve. See section III.D.4.

u. Maximum Number of ROSS-SCs per application. In past NOFOs, applicants based their

request for ROSS-SCs on the number of occupied ACC/NAHASDA-assisted units in the PHA's/Tribe/TDHE's *entire* portfolio by September 30 of the preceding year. Under this NOFO, applicants must base their request for ROSS-SCs on the number of ***occupied*** ACC/NAHASDA-assisted rental units ***as of the application deadline of this NOFO only in the properties the applicant intends to serve***. See Sections II.C and III.F.4 for more information. **NOTE: The NAHASDA-assisted units that can be counted to determine eligibility for ROSS-SC positions must be rental units. This is a change from prior years.**

v. Eligible Public Housing Units. Under this NOFO, "Public Housing projects" include public housing developed through any of the development means described in 24 CFR 905.600(b), including conventional and Mixed-Finance public housing. In addition, the NOFO clarifies that applicants may not apply to serve units currently being served by ineligible applicants, including but not limited to FY18 or FY19 ROSS grantees. See Section III.G for more information.

w. Eligibility of PHA Affiliates or Instrumentalities with Nonprofit Status. PHA affiliates or instrumentalities, as defined in PIH Notice 2011-47 (extending PIH Notice 2007-15), that are nonprofit organizations are prohibited from applying for funds under this NOFO if the PHA they intend to serve is applying for funds, or would not be an eligible applicant either because the PHA has a current ROSS grant (funded with FY19 or FY20 funds) or because the PHA has a high unexpended balance of a prior ROSS award. However, if such an entity is eligible to apply, it may only submit one application on behalf of their PHA.

Similarly, PHAs are prohibited from applying for funds under this NOFO if their PHA affiliate is applying for funds or would not be an eligible applicant either because the PHA affiliate has a current ROSS grant (funded with FY19 and FY20 funds) or because the PHA affiliate has a high unexpended balance of a prior ROSS award. See "Program Definitions" in Section I.A.4 for more information about the definition of a Nonprofit Organization.

x. Resident Association Definition. A Resident Association (RA) must exclusively consist of persons residing in public housing or NAHASDA-assisted rental housing (including board members) and must exclusively represent residents residing in public housing or NAHASDA-assisted rental housing. RAs must also be either a locally-incorporated nonprofit organization or a federally-designated 501(c)(3) tax-exempt nonprofit organization by the application deadline of this NOFO. For the purposes of this NOFO, a RA does not include a nation-wide or nationally-based resident organization (e.g., National Resident Organization (NRO)). See Section I.A.4 for more information about the definition of Resident Association.

y. Minimum Qualifications for Service Coordinators. A description of the minimum qualifications required for Service Coordinators is being reintroduced. See "Program Definitions" in Section I.A.4 below for more information.

3. Definitions.

a. Standard Definitions

Affirmatively Furthering Fair Housing (AFFH). Affirmatively Furthering Fair Housing (AFFH) means taking meaningful actions, in addition to combating discrimination, that

overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all of a program participant's activities and programs relating to housing and urban development.

Assistance Listings means a unique number assigned to identify a Federal Assistance Listing, formerly known as the CFDA Number.

Federal Financial Assistance means assistance that entities received or administer in the form of:

- 1) Grant;
 2. Cooperative agreements (which does not include a cooperative research and development agreement pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710a));
 3. Loans;
 4. Loan guarantees;
 5. Subsidies;
 6. Insurance;
 7. Food commodities;
 8. Direct appropriations;
 9. Assessed or voluntary contributions; or
 10. Any other financial assistance transaction that authorizes the non-Federal entity's expenditure of Federal funds.
- b. Federal Financial Assistance does not include:
1. Technical assistance, which provides services in lieu of money; and
 2. A transfer of title to federally owned property provided in lieu of money, even if the award is called a grant.

Authorized Organization Representative (AOR) is the person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-424.

Consolidated Plan is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR part 91 HUD's requirements regarding the Consolidated Plan and related Action Plan).

Contract means [for the purpose of Federal financial assistance](#), a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or

program under a Federal award. For additional information on contractor and subrecipient determinations see 2 CFR 200.331.

Contractor means an entity that receives a contract as defined in 2 CFR 200.1.

Deficiency is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- *Curable Deficiencies* may be corrected by the applicant with timely action. To be curable the deficiency must:
- Not be a threshold requirement, except for documentation of applicant eligibility;
- Not influence how an applicant is ranked or scored versus other applicants; and
- Be remedied within the time frame specified in the notice of deficiency.
- *Non-Curable Deficiencies* cannot be corrected by an applicant after the submission deadline.

Non-curable deficiencies are deficiencies that, if corrected, would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

DUNS Number is the nine-digit Dun and Bradstreet Data Universal Number

System identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. OMB removed duplicate recipients based on recipient Data Universal Number System (DUNS) numbers, from Dun & Bradstreet (D&B). At this time all Federal financial assistance recipients are required to register for DUNS numbers.

E-Business Point of Contact (E-Biz POC) A user registered as an organization applicant who is responsible for the administration and management of grant activities for his or her organization. The E-Biz POC is likely to be an organization's chief financial officer or authorizing official. The E-Biz POC authorizes representatives of their organization to apply on behalf of the organization (see Standard AOR and Expanded AOR). There can only be one E-Biz POC per DUNS Number.)

Eligibility requirements are mandatory requirements for an application to be eligible for funding.

Federal award, has the meaning, depending on the context, in either paragraph (1) or (2) of this definition:

(1)(i) The Federal financial assistance that a recipient receives directly from a Federal awarding agency or a subrecipient receives indirectly from a pass-through entity, as described in 2 CFR §200.101; or

- ii. The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in 2 CFR §200.101.
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definitions of Federal financial assistance in 2 CFR §200.1, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.
3. Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).
4. See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

Grants.gov is the website serving as the Federal government's central portal for searching and applying for Federal financial assistance throughout the Federal government. Registration on Grants.gov is required for submission of applications to prospective agencies unless otherwise specified in this NOFO.

Non-Federal Entity (NFE) means a state, local government, Indian tribe, Institution of Higher Education (IHE), or non-profit organization that carries out a Federal award as a recipient or subrecipient.

Opportunity Zone (OZs) are defined in 26 U.S.C. 1400Z-1. In general, OZs are census tracts located in low-income communities where new investments, under certain conditions, may be eligible for preferential tax treatment.

Point of Contact (POC) is the person who may be contacted with questions about the application submitted by the AOR. The POC is listed in item 8F on the SF-424.

Recipient means an entity, usually but not limited to non-Federal entities, that receives a Federal award directly from HUD. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.

Small business is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than a corporation or regular-sized business. The definition of "small"—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. {[e-CFR Title 13-Chapter I – Part 121](#)}

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that pass-through entity considers a contract.

Subrecipient means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly for a Federal awarding agency.

System for Award Management (SAM) means the Federal Repository into which an entity must provide information required for the conduct of business as a recipient. Registration with SAM is required for submission of applications via Grants.gov. You can access the website

at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

Threshold Requirements are an eligibility requirement that must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility and are listed in Section III.D Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E, Statutory and Regulatory Requirements Affecting Eligibility.

Unique Entity Identifier means the identifier required for SAM registration to uniquely identify business entities.

4. Program Definitions

a. Contract Administrator is an overall grant administrator or a financial management agent (or both) that oversees the implementation of the grant and/or the financial aspects of the grant. Troubled applicants and all RA applicants are required to submit a Contract Administrator Partnership Agreement (CAPA) with their application. If any applicant that is part of a joint application requires a Contract Administrator, the joint applicants must seek a Contract Administrator that is not part of their application. In the case of joint applications from resident associations and PHAs, the PHA, its instrumentality or affiliate may not also serve as the Contract Administrator. See section III.F.1 for more information.

b. Elderly person is any person 62 years of age or older.

c. Grant Term of the FY21 ROSS-SC grant is 36 months. If awarded ROSS funds, the grant term will start on the effective date of the grant agreement. HUD will allow grantees up to 60 days to begin implementation of their grant; therefore, the period of performance upon which the grantee will be evaluated is 34 months.

d. Indian Tribe is a federally-recognized or state recognized tribe as defined in section 4(13) of the Native American Housing and Self-Determination Act (NAHASDA) 25 U.S.C. 4103(13).

e. Lottery means a random sample selection process, without replacement, through which each qualified applicant or qualified application has the same probability of being chosen. Once an applicant or application is selected from the pool, it will not be reintroduced to the pool when additional selections are made which will deliberately prevent selecting the same applicant or application a second time.

f. New Applicant is an applicant that has either never received ROSS funding or received ROSS-SC funding prior to FY18 and has an unexpended balance of less than 40% of its pre-FY18 ROSS-SC funds remaining by the application deadline. In addition, a joint application that has switched its lead applicant will also be considered a new applicant. FY19 and FY20 ROSS grantees will not be considered new applicants and are ineligible for FY21 ROSS funding. Note: funding from the Public Housing Family Self-Sufficiency (FSS) or Jobs Plus (JP) programs is not considered ROSS funding.

g. Nonprofit Organization for the purposes of this NOFO refers to the following two types of organizations:

1. **Locally Incorporated Non-profit Organization** – A non-profit organization that has filed *articles of incorporation* with the state office (usually the Secretary of State or Attorney General) or tribal government responsible for incorporations and has been granted such status and has maintained this status by complying with state or tribal government requirements. Resident Association (RA) applicants, including tribal resident organizations, that are in the process of incorporating as a non-profit organization and have not been approved of such status by the time of the application deadline will not be eligible for a ROSS grant; or
2. **Tax-Exempt Non-profit Organization** is an organization that has been granted tax-exempt status by the IRS pursuant to 26 U.S.C. § 501(c)(3) before the deadline for submission of this application and is therefore exempt from federal taxation. For more information about tax-exempt status, go to [irs.gov](https://www.irs.gov). Applicants who are in the process of applying for tax-exempt status and have not received this designation from the IRS by the deadline for submission will not be eligible, but may be eligible as a Locally Incorporated Non-profit Organization if they are a Resident Association and submit documentation attesting to having this status as of the application deadline.

Please see definitions of *Resident Association* and *Tribal/TDHE Resident Group* below for more information.

Notwithstanding the above definition, PHA affiliates or instrumentalities, as defined in PIH Notice 2011-47 (extending PIH Notice 2007-15), that are nonprofit organizations are prohibited from applying for funds under this NOFO if the PHA they intend to serve is applying, or would not be an eligible applicant either because the PHA has a current ROSS grant (funded with FY19 or FY20 funds) or because the PHA has a high unexpended balance of a prior ROSS award. However, if such an entity is eligible to apply, it may only submit one application on behalf of their PHA.

h. Non-Site Based Resident Association (RA) is a 501(c)(3) tax-exempt non-profit organization or a locally-incorporated non-profit organization of resident councils or resident management corporations representing multiple public housing projects at one or more PHAs. A non-site-based RA must adhere to 24 CFR 964.115 "Resident Council Requirements." All elected governing board members must be public housing residents. All PHAs to be served in the ROSS application must submit a letter of support signed by the Executive Director or other authorized representative, acknowledging that they have monitored the election process and that the RA is in good standing.

i. Person with Disabilities is a person who:

1. Has a condition defined as a disability in section 223 of the Social Security Act; or
2. Has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act.

The term “person with disabilities” does not exclude persons who have acquired immunodeficiency syndrome (HIV/AIDS) or any conditions arising from the etiologic agent for

AIDS. In addition, no individual shall be considered a person with disabilities, for purposes of eligibility for low-income housing, solely on the basis of any drug or alcohol dependence. Note that the definition of “person with disabilities” for certain program purposes (e.g., income determination, eligibility) under 24 C.F.R. 5.403 is different from the definition of “individual with disabilities” under Section 504 of the Rehabilitation Act of 1973 (Section 504). For purposes of compliance with federal fair housing and nondiscrimination requirements under Section 504, the definition of “individual with disabilities” under 24 C.F.R. 8.3 will apply.

j. PHAS-Troubled applicant refers to a PHA that carries a designation by HUD as “troubled” under the Public Housing Assessment System (PHAS) on the national PHAS Operational List of Troubled PHAs as of the deadline date of the application. NOTE: In accordance with 24 CFR 902.66(a) a “high performance” or “standard performance” rating may be withheld, denied, or rescinded if the PHA demonstrates substantial evidence of noncompliance with civil rights, nondiscrimination and fair housing laws and regulations. Any applicant that is unsure of whether they are considered troubled by HUD should contact the Office of Public Housing in the local HUD field office/area and/or ONAP to determine their status. All troubled PHAs are required to submit a Contract Administrator Partnership agreement with their application.

k. Project is specific to PHAs. This term means a group of properties as defined in PIH Notice 2007-28, "Changes in the Project Numbering System and Process for Requesting Changes in Project Identifications." The term "new project number" will refer to the new project number that will be assigned to each Asset Management Project (AMP). Henceforward, the terms ‘AMP,’ ‘project,’ and ‘new project number’ will be synonymous. These projects are identified in PIC with 11-digit codes. 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.

l. Renewal Applicants are FY18 ROSS-SC grantees. **However, FY18 ROSS-SC grantees that have an unexpended balance of 60% or more of their FY18 ROSS funds by the application deadline are ineligible for FY21 ROSS funding.** In addition, if a joint applicant changes its lead applicant and is submitting their application as a renewal, the application shall *not* be considered a renewal. If an applicant is a new PHA with a new PHA identifying number and an ACC created by the consolidation of two or more divesting PHAs, the PHA's application shall be considered a renewal under this NOFO if at least one of the divesting PHAs had a ROSS Service Coordinators Program grant under the FY2018 ROSS-SC NOFO. To view a list of grantees under the FY18 ROSS-SC NOFO, applicants should review the “Previously Funded Report” available on this page https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy21_ross_sc.

If the number of ROSS-SCs for which an applicant is eligible has changed since its FY18 application, a renewal applicant is eligible to apply only for the number of ROSS-SCs for which it is currently eligible.

A renewal applicant may make changes from its FY18 grant as to budget, projects served, number of ROSS-SCs, type of population to be served (family and/or elderly/disabled residents), partners, and will be considered a renewal if it is applying to serve the same PHA(s) or Tribe(s) for which it was originally funded. NOTE: Joint applicants may not change their lead applicant if they wish to be considered under the renewal category.

m. Renewal Funding Category is reserved for renewal applicants. After the 25% Set-aside Category for Resident Associations is funded, eligible renewal applicants with FY18 ROSS grants will be funded. Applicants in the Renewal Funding Category have priority over applicants in the New Funding Category. NOTE: In order for a joint application that includes a resident association to be eligible for the 25% set-aside, the resident association must be the lead applicant. Please see section V.A.1.a for more information.

n. Resident Association (RA) must exclusively consist of persons residing in public housing or NAHASDA-assisted rental housing (including board members) and must exclusively represent residents residing in public housing or NAHASDA-assisted rental housing. RAs must also be either a locally-incorporated nonprofit organization or a federally-designated 501(c)(3) tax-exempt non profit organization by the application deadline of this NOFO. For the purposes of this NOFO, a RA **does not** include a nation-wide or nationally-based resident organization (e.g. National Resident Organization (NRO)).

To the extent these requirements are met, RAs may include but are not limited to any of the following types of resident organizations:

- City-Wide Resident Councils;
- Intermediary Resident Organizations;
- Jurisdiction-Wide Resident Organizations (24 CFR 964.105);
- Regional Resident Organizations;
- Resident Councils (RC) (24 CFR 964.115);
- Statewide Resident Organizations;
- Site-Based Resident Associations; and
- Resident Management Corporations.

The NOFO will use “Resident Association” or “RA” to refer to all eligible types of resident organizations. All RA applicants must also submit form HUD-52753 “Certification of Election of Resident Council Board” and must indicate their RA type on the HUD-52768 “ROSS-SC Application Form.”

o. Resident Management Corporation (RMC) must consist of residents residing in public housing who propose to enter, or have entered into a contract to conduct one or more management activities of a PHA and meet the characteristics outlined in 24 CFR 964.120 including being a non-profit organization that is validly incorporated under the laws of the State in which it is located.

p. ROSS Participant. For purposes of reporting and tracking outcomes, a ROSS participant is defined as a resident who has been formally assessed by the ROSS-SC and who is actively participating in the program. In addition, direct services may only be provided to active ROSS

participants.

q. Service Coordinator Qualifications – Minimum qualifications for a ROSS-SC include the following:

- (1) College degree or significant relevant work experience. A Bachelor of Social Work or degree in Gerontology, Psychology, or Counseling is preferable; although any other completed college degree is fully acceptable. You may also consider individuals who do not have a college degree but who have an Associates degree or significant relevant work experience;
- (2) Knowledge of procedures and eligibility for federal and applicable state entitlement programs; and legal liability issues related to providing Service Coordination;
- (3) For applicants proposing to serve elderly residents, the ROSS-SC should possess knowledge of the aging process, elder services, disability services, drug and alcohol abuse by the elderly, and mental health issues;
- (4) Two to three years' experience in social service delivery for low-income youth, adults, seniors citizens and/or people with disabilities;
- (5) Demonstrated working knowledge of supportive services and other resources for youth, adults, senior citizens, and/or non-elderly people with disabilities available in the local area;
- (6) Demonstrated ability to advocate, organize, problem-solve, and provide results for low-income families, the elderly, and/or individuals with disabilities; and
- (7) Demonstrated ability to provide effective communications with individuals with disabilities and ensure meaningful program access for persons with limited English proficiency (LEP).

r. Site-Based Resident Association (or Local Resident Association) is a 501(c)(3) tax-exempt non-profit organization or a locally-incorporated non-profit organization representing a specific public housing project. A site-based RA may only apply for one ROSS-SC position. A maximum of three site-based RAs serving the same PHA may be funded through this NOFO.

s. Tribes and TDHEs Designated High Risk are Tribes and TDHEs that have to comply with any special conditions outlined by the Area ONAP pursuant to 2 CFR 200.208. Please Section V.A for more information.

t. Tribally Designated Housing Entity (TDHE) is an entity authorized or established by one or more Indian tribes to act on behalf of each such tribe as defined in section 4(22) of NAHASDA (25 U.S.C. 4103).

u. Tribal/TDHE Resident Group refers to tribal/TDHE resident groups that are democratically elected groups such as tribe/TDHE-wide resident groups, area-wide resident groups, single project groups, or resident management corporations (RMCs). In order to be eligible for ROSS funding, these organizations must have either a state or tribal government designated incorporated nonprofit status or federally designated 501(c)(3) nonprofit status.

B. Authority.

ROSS is authorized under Section 34 of the United States Housing Act of 1937 (42 U.S.C.1437z-6). Funding for this program is authorized by the Consolidated Appropriations Act, 2021 (Public Law 116-260, approved December 27, 2020).

II. Award Information.

A. Available Funds

Funding of approximately **\$ 35,000,000** is available through this NOFO. Additional funds may become available for award under this NOFO, because of HUD's efforts to recapture funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFO.

B. Number of Awards.

HUD expects to make approximately 125 awards from the funds available under this NOFO.

The chart below identifies the total funding available in the three most recent funding cycles and awards for each funding category.

Funding Year	Funds Available (Approximate)	Number of Awards	25% Set Aside for Resident Associations	Renewal	New
2020	\$35,000,000	146	\$1,521,522	\$20,788,820	\$16,194,061
2019	\$35,000,000	137	\$1,141,702	\$19,333,745	\$17,509,276
2018	\$35,000,000	118	\$3,119,474	\$18,069,168	\$12,711,532

C. Minimum/Maximum Award Information

Per the chart below, you must base your request for positions on the number of **occupied ACC/NAHASDA-assisted rental units as of the application deadline of this NOFO in the developments that you are proposing to serve by the ROSS-SC**. In order to be eligible for funding, all applicants must propose to serve a minimum of 50 units on the HUD-52768 (Part II).

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

1. Salary Comparability Information: Award amounts will vary depending on HUD's evaluation of information provided in applicants' salary requests for the Service Coordinator positions. Applicants must request funding that is commensurate with local wages for professions comparable to that of a ROSS-Service Coordinator and submit salaries for three comparable positions from different employers by completing the HUD-52768 form. **NOTE:** A salary request will be considered commensurate if it does not exceed the average of the three salaries submitted for comparability purposes by more than 10%. We encourage applicants to use the CareerOneStop salary finder (<https://www.careeronestop.org/Toolkit/Wages/find-salary.aspx>), but this tool can only be used as documentation for **one** of the three comparable salaries. If applicable, an applicant may use the wages it pays its own workers in similar

positions as another **one** of the comparable salaries it provides. **Submission of salary comparability information is a threshold requirement.** Please see Section IV.B.2.c for salary comparability information requirements. Note that if an applicant is selected as a ROSS-SC grantee under this NOFO, the service coordinator(s) hired must have similar education and qualifications to the comparable positions or professions used to assess whether a salary request is commensurate with local wages.

2. To promote the most efficient, effective and timely use of ROSS program funds, HUD is implementing the following changes for applicants:

a. Unexpended Balance Threshold: Renewal applicants that have an unexpended balance of 60% or more of their FY18 ROSS grant funds by the application deadline are ineligible for FY21 ROSS funding. In addition, ROSS-SC grantees that received ROSS-SC funding prior to FY18 are ineligible for FY21 ROSS funding as new applicants if they have a remaining balance of 40% or more of their pre-FY18 ROSS-SC grant(s). These applications will not be reviewed.

b. Reduced Awards: HUD reserves the right to adjust requested funding amounts downward as determined necessary by HUD, in its sole discretion, based on an applicant's demonstrated financial need, capacity, and prior performance. In reducing the FY21 award amount, HUD may take into consideration the applicant's award balance, grant term end date, and any grant extension(s) on the FY18 or prior ROSS grants that may have been provided, among other factors. Please see section V.A.2 for more information.

c. Unexpended Funds: HUD encourages ROSS applicants to expend all FY18 or prior ROSS funds awarded by the end of their grant term. This will avoid any further delays to the start of their FY21 grant since FY21 grantees cannot expend funds from FY18 (or prior) and FY21 ROSS-SC grants at the same time.

Estimated Total Funding:

\$ 35,000,000

Minimum Award Amount:

\$ 0

Per Project Period

Maximum Award Amount:

\$ 737,550

Per Project Period

D. Period of Performance

Estimated Project Start Date:

03/18/2022

Estimated Project End Date:

03/18/2025

Length of Project Periods:

36-month project period and budget period

Length of Periods Explanation of Other:

Grant Extensions. Requests to extend the grant term beyond 36 months must be submitted in writing to the local HUD Field Office or area ONAP at least 60 days prior to the end of the grant term. Denials of extension requests are reserved for HUD Headquarters. **NOTE:** Grantees who receive extensions may receive unfavorable evaluations as part of reviews of future ROSS applications. Grant extensions may also affect future award amounts. Requests for grant extensions will be examined closely and are highly discouraged.

E. Type of Funding Instrument.

Funding Instrument Type:

G (Grant)

Funding will be disbursed through HUD's Line of Credit Control System (LOCCS), in accordance with each successful applicant's executed Grant Agreement. All ROSS grantees are required to establish an account and drawdown funds utilizing LOCCS. LOCCS is HUD's primary grant and subsidy disbursement system that disburses and tracks the payment of grant funds to grantees. Grantees must access and manage their grant funds through an internet version of LOCCS called eLOCCS. Additional terms and requirements of the grant will be specified in the Grant Agreement.

All current grantees should have already obtained access to LOCCS. Obtaining access to LOCCS requires HUD approval and can be a lengthy process. If your agency does not currently have LOCCS access, we encourage you to begin the process as soon as possible, in the event that your agency is awarded funds under this NOFO. Should you not receive LOCCS approval in sufficient time, you could potentially face a lapse in availability of ROSS-SC funding. For more information about gaining access to LOCCS, please visit http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/lococs_guidelines, or contact the Office of the Chief Financial Officer, User Support Branch at 1-877-705-7504 (toll free).

Grantees should also review the eLOCCS User Guide:

(http://portal.hud.gov/hudportal/documents/huddoc?id=elococs_registration_guide.pdf) for information on the steps needed to gain access to eLOCCS through HUD's Secure Systems platform. For additional information, please contact your local field office (or Area ONAP) representative, or the Office of the Chief Financial Officer, User Support Branch at 1-877-705-7504 (toll free).

When completing the LOCCS Access Authorization Form (HUD 27054), please indicate "ROSS" in section 5a (LOCCS Program Area) and "Resident Opport and Self Sufficiency" in block 5b (Program Name).

Please be reminded that there will be no amendment to any successful applicant's Annual Contributions Contract, and HUD's Financial Management Center will not disburse funding increments.

III. Eligibility Information.

A. Eligible Applicants.

07 (Native American tribal governments (Federally recognized))

08 (Public housing authorities/Indian housing authorities)

12 (Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education)

13 (Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education)

25 (Others (see text field entitled "Additional Information on Eligibility" for clarification))

Additional Information on Eligibility

Resident Associations (RAs) are also eligible to apply. RAs and non-profit applicants that are not RAs must have either locally-incorporated nonprofit status (usually designated by the state) or 501(c)(3) nonprofit status designated by the IRS. All applicants with nonprofit status must submit documentation attesting to their nonprofit status. See "Definitions" for more information.

Indian Tribes as defined in Section 4(13) of NAHASDA are eligible to apply for FY21 ROSS funding. **Tribally-designated housing entities** (TDHEs) as defined in section 4(22) of NAHASDA (25 U.S.C. 4103) are also eligible to apply for FY21 ROSS funding. Tribes are reminded that the number of ROSS-SC positions they are eligible to apply for is based on the number of occupied NAHASDA-assisted *rental* units as of the deadline of this NOFO only in the properties they propose to serve with this grant.

For-profit entities **are not** eligible to apply.

Individuals **are not** eligible to apply.

EDSC Provision: PHAs that are currently eligible to receive annual funding under the Elderly/Disabled Service Coordinator (EDSC) program from the Public Housing Operating Fund that apply to serve elderly/disabled resident through this NOFO will forgo all future eligibility for EDSC funding through the Operating Fund. If you are receiving EDSC funds, you may apply to serve families only on the HUD-52768 to not risk your EDSC funding. Please go to: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/opfnd2021 to find the Calendar Year 2021 EDSC list.

B. Ineligible Applicants.

Any applicant that is not a Public Housing Authority, Tribe/TDHE, Resident Association, and/or Non-Profit organization is ineligible for ROSS funding. In addition, any applicant that is not a renewal or new applicant (see definitions) is ineligible for FY21 ROSS funding.

For-profit entities **are not** eligible to apply.

Individuals **are not** eligible to apply.

C. Cost Sharing or Matching.

This Program requires cost sharing or matching as described below.

The required match is 25 percent of the total requested in ROSS grant funding. Please see section III.D.3 below for more information on what is necessary to satisfy the match threshold.

D. Threshold Eligibility Requirements.

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated.

1. Resolution of Civil Rights Matters. Outstanding civil rights matters must be resolved before the application deadline. Applicants, who after review are confirmed to have civil rights matters unresolved at the application deadline, will be deemed ineligible. Their applications will receive no further review, will not be rated and ranked, and they will not receive funding.

- a. Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that have not been resolved to HUD’s satisfaction before or on the application deadline date are ineligible for funding. Such matters include:
 1. Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex, national origin, disability or familial status;
 2. Status as a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);
 3. Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;
 4. Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; or the Americans with Disabilities Act; or
 5. Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.
- b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:
 1. Current compliance with a voluntary compliance agreement signed by all the parties;
 2. Current compliance with a HUD-approved conciliation agreement signed by all the parties;

3. Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;
4. Current compliance with a consent order or consent decree;
5. Current compliance with a final judicial ruling or administrative ruling or decision; or
6. Dismissal of charges.

2. Timely Submission of Applications. Applications submitted after the deadline stated within this NOFO that do not meet the requirements of the grace period policy will be marked late. Late applications are ineligible and will not be considered for funding. See Section IV. D. Application Submission Dates and Times.

3. Match

a. The purpose of the match is to ensure your ROSS program includes committed partners who are able to address the assessed needs of residents. All applicants are required to have in place a firmly committed match contribution equivalent to 25 percent of the total grant amount requested in order to be considered for funding. **The 25% match is a non-curable threshold requirement.** The match may be provided as a cash or in-kind donation. Resources/in-kind services that can be committed include: in-kind services provided to the applicant; funds from federal sources (**neither ROSS nor public housing funds may be used for the match**) that by statute allow those funds to be used for matching purposes, including, for example, Community Development Block Grant (CDBG) funds or Indian Housing Block Grant (IHBG) funds; funds from any state or local government sources; and funds from private contributions.

The HUD-52768 form has been revised to require submission of match information from applicants; match amounts must be included in this form. Applicants must maintain all letters from partners attesting to match contributions (please see Section IV.B for additional information on required forms). Applicants contributing their own resources to the match, in whole or in part, must also write a letter attesting to the match contribution they are making and keep it on file. **NOTE: At any time during the application review process or during the grant term, HUD may ask to review match letters. During the grant term, HUD may also request a log of actual match contributions used. Failure to produce match letters may result in the loss of your award.**

Match may be for the value of services provided by partner organizations as well as for the eligible activities under this grant (e.g. salary, fringe, administration, and training). The value of non-public housing space provided for activities related to carrying out the ROSS-SC program may be counted towards the value of match. The value of public housing resources provided to support the ROSS-SC program cannot be counted toward the value of match. See 2 CFR 200.306 for more information about matching requirements.

NOTE: If you are eligible to submit more than one application, match commitments must be unique to each application. They must be separate, individualized, and non-duplicated.

b. Things to remember when preparing to submit your match information:

- The match certification on the HUD-52768 must be signed by the applicant's Executive Director, Resident Association Board President, Tribal Chairman or other person

authorized to make the stated commitment and/or attest to the match contribution from other partners.

- Joint applicants must together have at least a 25 percent match.
- **The value of the volunteer time and/or services** your partners are contributing shall be computed by using the normal professional rate for the local area or the national minimum wage rate (\$7.25) multiplied by the number of staff to be provided to the grant, multiplied by the total number of hours, multiplied by the number of years the commitment will be provided. (**Example:** (\$7.25 per hour) x (2 volunteers) x (50 total hours per year) x (3 years) = \$2,175. This calculation must be in the match letter(s).
- **The value of any donated material, equipment, building space, or lease**, shall be provided in a letter from the organization making the donation. The letter must state the value of the contribution **and** the duration of the commitment. (**Example:** community center space monthly rent valued at: \$1000 per month x 12 months x 3 years = \$36,000).
- For in-kind match based on participants served, the calculation should be: __ number of residents x __ cost of program per resident per year x __ years of grant = total commitment.
- For cash match, the source and type of the funds must be clearly stated but calculations are not necessary.

c. Content of Match Letters:

Match donations must be firmly committed, explicit, in writing on the organization's letterhead, and signed by a person authorized to make the commitment on behalf of the donor organization. The match letters must be kept on file for verification and audit purposes. The letters of commitment/MOUs/tribal resolutions must:

- Demonstrate that the match is firmly committed. "Firmly committed" means that the funding amount and its dedication to the ROSS-SC program is explicit;
- Contain the total dollar value of the commitment, per year of the grant, and total commitment being provided for the grant term;
- Include a calculation to show how the value of the commitment was derived (see example provided above pertaining to calculating volunteer time) and donations based on the number of participants to be served;
- Be dated between the publication date of this NOFO and the application deadline for this NOFO, or any amended deadline; and
- Indicate how the commitment will relate to the proposed program. If the commitment is in-kind, the letters should explain exactly what services or material will be provided. The commitment must be available at time of award.
- **NOTE:** *Applicants proposing to use their own, non-ROSS or non-public housing grant funds to meet the match requirement, in whole or in part, must also have a letter of commitment indicating the type of match (cash or in-kind), the source of the match, the value of the match, and how the match will be used. The same specifications above apply to match letters submitted by applicant organizations.*

d. Completing the HUD-52768 for Match

The source of funds for each match commitment must be identified on the HUD-52768 form. *If the applicant itself is proposing to provide the match, the applicant must indicate the funding source on the HUD-52768. Applicants should ensure that the area of need(s) the applicant will address have firmly committed partners and match. By signing the HUD-52768 applicants are certifying that their commitments will be available for the full three-year grant term.*

Submission of a completed HUD-52768 is a non-curable threshold requirement. Please see sample excerpted from the HUD-52768 below:

Need of Residents	Service to be Provided	Source of Match	Value of Match
Employment	Job Readiness Training	Tech for Adults	\$5,000
Education Attainment	GED Classes	JOY Community College	\$10,000
Financial Literacy	Financial Coaching	Boys & Girls Club	\$7,000

Please note that applicants are no longer required to identify a minimum of ten (10) need categories. However, applicants must ensure that the need(s) identified in the resident needs assessment are closely linked to the proposed services and contributions the match partners will be providing. Please see section III.F.2 for more information.

4. Letters of Support for Non-Profit Applicants.

If you are a nonprofit organization or you are not a site-based RA, you must include a letter of support from either the Public Housing Authority, the RA, and/or tribe/TDHE(s) you intend to serve. **This is a non-curable threshold requirement.** If support letters are missing, they shall not be requested by HUD during the deficiency or "cure" period. Similarly, if key criteria are missing from the letter(s), they shall not be requested as part of the deficiency process. All letters of support from PHAs, RAs, tribes/TDHEs must be on organizational letterhead and must:

- Be signed by an authorized representative of the supporting organization;
- Be dated between the publication date of this NOFO and the application deadline published in this NOFO, or any amended deadline;
- Indicate the number of eligible units at the PHA (or the number of eligible units represented by the RA, in the case of RA support letters);
- List the project names (and/or Project number(s), where applicable) of the Projects to be served and the total number of units to be served;
- Describe to what extent the PHA/tribe/TDHE/RA is familiar with your nonprofit organization and indicate their support for your application; and
- Include contact information and the name and title of the person authorized to sign for the PHA, Tribe/TDHEs, and/or RA.

5. Letter of Support for Joint Applications

Lead applicants must obtain a letter of support from each joint applicant they intend to serve. The letter(s) must be dated between the NOFO publication date and application due date. **This is a non-curable threshold requirement.** If support letters are missing, they shall not be requested by HUD during the deficiency or "cure" period. Similarly, if key criteria are missing from the letter(s), they shall not be requested as part of the deficiency process. The letters must be on agency letterhead and must:

- a. Be signed by an authorized representative of the supporting organization;
- b. Be dated between the publication date of this NOFO and the application deadline published in this NOFO, or any amended deadline;
- c. Indicate the number of eligible units at the PHA (or the number of eligible units represented by the RA, in the case of RA support letters);
- d. List the project names (and/or Project number(s), where applicable) of the Projects to be served and the total number of units to be served;
- e. Describe to what extent the lead applicant is familiar with your PHA/tribe/TDHE/RA and indicate how lead and joint applicants will work together; and
- f. Include contact information and the name and title of the person authorized to sign for the PHA, Tribe/TDHEs, and/or RA.

6. Non-Profit Status.

All RAs and non-profit organizations must either be a locally-incorporated non-profit (usually designated by the state or tribal government) or a 501(c)(3) non-profit designated by the IRS by the application deadline of this NOFO. Obtaining non-profit status by the application deadline of this NOFO is a threshold requirement for all RAs and non-profit applicants. **Lacking nonprofit status by the application deadline is a non-curable deficiency.** If a RA or non-profit applicant lacks non-profit status, as defined above, at the time of the application deadline, their application will be deemed ineligible.

Renewal applicants must certify that their non-profit status is current and in good standing by using the HUD-52768 form. This information is a non-curable threshold requirement. This means that if a renewal nonprofit applicant does not provide this information on the HUD-52768, HUD will not be able to ask for clarification.

All new applicants must submit a copy of their 2019 or 2020 federal annual information return submitted to the IRS (for 501(c)(3) applicants) or the state or tribal equivalent annual return (for locally incorporated nonprofits). If no annual return exists, the new applicants must submit other documentation that verifies the non-profit status is active and in good standing. The submission of this documentation, but not the underlying non-profit status, is a curable requirement.

Notwithstanding the paragraphs directly above, under the heading “Non-Profit Status,” and pursuant to 24 CFR 5.109(l)(5) (published December 17, 2020 at 85 Fed. Reg. 82315), if an entity that holds a sincerely held religious belief that it cannot apply for a determination as an entity that is tax exempt, the entity may provide evidence sufficient to establish that the entity would otherwise qualify as a nonprofit organization. To exercise this exception to the non-profit status requirements of this NOFO, applicants must include in their application: (1) a certification stating that they have a sincerely held religious belief that it cannot apply for a determination that the entity is tax exempt; and (2) evidence sufficient to establish that the applicant would otherwise qualify as a nonprofit organization. See 24 CFR 5.109(l)(5) for more information.

7. Contract Administrator.

All RA and Troubled PHA applicants must have a contract administrator. If the HUD-52755 form is not submitted as part of the application, it will not be requested during the deficiency period. **This is a non-curable threshold requirement.** Please see section III.F.1 for more information about the role of the Contract Administrator.

8. Narrative Statement:

All renewal and new applicants must submit a narrative statement. If the narrative statement is not submitted as part of the application, it will not be requested during the deficiency period. **This is a non-curable threshold requirement.** Narrative submissions must reflect the resident needs assessment findings; describe how community partners will help you address resident needs and meet your program's goals; gaps in services that you plan to provide directly or through a subcontract; describe characteristics that are unique to the community your application intends to serve, and meet other requirements as described in Section V.A. **Applications with narratives that are found to be repetitive of other applicants' narratives may not be considered or evaluated.** Please see Section V.A. for more information about what your narrative should include and information on page limits.

9. Unexpended Balance Threshold:

Renewal applicants that have an unexpended balance of 60% or more of their FY18 ROSS grant funds by the application deadline are ineligible for FY21 ROSS funding. In addition, previous ROSS-SC grantees that received ROSS-SC funding prior to FY18 are ineligible for FY21 ROSS funding as new applicants if they have a remaining balance of 40% or more of their pre-FY18 ROSS-SC grant(s). These applications will not be reviewed.

10. High-Risk Designation for Tribes and TDHEs.

In addition to meeting the requirements outlined above, a high-risk tribe or TDHE applicant must submit a detailed narrative that clearly addresses the corrective actions that have been put in place in response to any special conditions outlined by the Area ONAP pursuant to 2 CFR 200.208. Failure to demonstrate the corrective actions taken will result in the applicant's ineligibility for funding. This narrative may not exceed 5 pages (Times New Roman Font size 12, double spaced, one-inch margins) and is in addition to the narrative requirements outlined in section V.A.

NOTE: Please see section IV.B. for all required forms that must be submitted with your application.

E. Statutory and Regulatory Requirements Affecting Eligibility.

Eligibility Requirements for Applicants of HUD's Grants Programs

The following requirements affect applicant eligibility. Detailed information on each requirement is posted on [HUD's Funding Opportunities Page](#).

- Active Prime and Sub Recipient registration with SAM.gov
- Outstanding Delinquent Federal Debts
- Debarments and/or Suspensions
- Pre-selection Review of Performance
- Sufficiency of Financial Management System

- False Statements
- Mandatory Disclosure Requirement
- Prohibition Against Lobbying Activities
- Equal Participation of Faith-Based Organizations in HUD Programs and Activities

F. Program-Specific Requirements.

1. Contract Administrator. All RAs and troubled PHA applicants must have a Contract Administrator. The Contract Administrator must assure that the financial management system and procurement procedures that will be in place during the grant term will fully comply with 2 CFR Part 200. Contract Administrators must also assist grantees in meeting HUD's reporting requirements. **However, Contract Administrators are expressly forbidden from accessing HUD's Line of Credit Control System (LOCCS) and submitting vouchers on behalf of grantees.**

In the case of joint applications from resident associations and PHAs, the PHA, its instrumentality or affiliate may not also serve as the Contract Administrator. Similarly, if any applicant that is part of a joint application requires a Contract Administrator, the joint applicants must seek a Contract Administrator that is not part of their application. **Applications that do not follow this requirement will not be funded.**

Contract Administrators may be but are not limited to: local housing agencies; Public Housing Authorities (not troubled); community-based organizations such as community development corporations (CDCs), churches, temples, synagogues, or mosques; nonprofit organizations; or state/regional/local associations, agencies and organizations. Troubled PHAs are not eligible to be Contract Administrators. Organizations that the applicant proposes to use as the Contract Administrator must not violate or be in violation of other conflicts of interest as defined in 2 CFR Part 200 and in the Public Housing Annual Contributions Contract (for PHAs serving as Contract Administrators). HUD Field Offices will have final approval of Contract Administrators.

Contract Administrators are not required for tribes. However, high-risk tribes will have to comply with any special conditions outlined by the Area ONAP pursuant to 2 CFR 200.208 prior to implementing their ROSS award.

2. Achieving Results and Program Evaluation: HUD requires that all applicants develop performance and outcome measurements that are focused on the areas of need they select in their application. The areas of need are designed to support residents' path towards economic stability and independence, or in the case of elderly residents/residents with disabilities, also assisting them to continue to age/remain in place. This NOFO provides a set of key performance indicators to be measured throughout the grant term. Please see Section III.F.11. If awarded FY21 funds, HUD will provide more information regarding effective evaluation of the FY21 ROSS program.

a. Assessing Needs of Residents: All applicants must complete a resident needs assessment for the project(s) included in their FY21 ROSS application. The purpose of the resident needs assessment is to inform the areas of need the applicant will be choosing to address in this

application.

The needs assessment must contain responses from at least 20% of the residents living in the project(s) you are applying to serve. The narrative should provide the **total number of households along with the total number of respondents so the percentage can be independently verified by HUD reviewers**. Applicants must ensure that the needs they propose to address in this application are representative of actual needs of the residents residing in the projects to be served. Once the needs are determined, applicants must use the HUD-52768 form to identify the resident need(s) their ROSS-SC(s) will address. **PLEASE NOTE: The 52768 could not be updated in time for the publication of the NOFO to allow applicants to select Digital Inclusion as an area of need. If you intend to address this area of need, please indicate this in your narrative and HUD will make a note of it.**

HUD encourages all applicants to use the needs assessment included with this NOFO. Please see Appendix B. **If an applicant chooses to use any other needs assessment tool, the applicant must also attach the resident needs assessment tool with this application.** All needs assessments must have been administered within the last 3 years. The results of the needs assessment must be included in the narrative statement for all applicants. Please see section V.A for more information.

Grantees under this NOFO will be required to administer an additional needs assessment during the course of implementing the ROSS program as prescribed by HUD.

b. Evaluation Tool: HUD requires applicants to develop an effective, quantifiable, outcome-oriented plan for measuring performance and determining whether goals have been met. All FY21 ROSS grantees will report their performance data through the Standard for Success framework. The framework's main tenets are: (1) standardization of data elements, measures, definitions, metrics, and reporting periods across HUD programs; (2) alignment of programmatic data elements and measures with higher-level agency priority goals and objectives; and (3) the utilization of record-level (client-level) reports for greater analysis and responsiveness of programs. HUD will provide more information on the reporting tools all grantees will have the option to use as part of the Standard for Success framework and the required data elements all grantees must use to report. For more information on Standard for Success, please visit: <https://www.hudexchange.info/programs/standards-for-success/>.

3. Maximum Number of Applications (please see the chart in the Appendix to this NOFO for additional information):

- **PHAs:** may submit only one application, under the New or Renewal Category.
- **Tribes/TDHEs:** may submit only one application, under the New or Renewal Category.
- **Site Based RAs:** may submit one application.
- **Non-Site Based RAs (applying under 25% designation):** may submit one application.
- **Non-Site Based RAs (not applying under 25% designation):** may submit up to three applications under the new and/or renewal category. Applications submitted in the renewal category must be submitted on behalf of the same organization the applicant was funded to serve in 2018.

- **Non-profit Organizations that are not RAs:** may submit up to three applications under the New and/or Renewal Category. Applications submitted in the renewal category must be submitted on behalf of the same organization the applicant was funded to serve in 2018.

Please Note:

If you are a non-profit applicant that is not an RA or a non-site based RA (not applying under 25% designation) and you submit more than one application, each application must be complete in and of itself and each will be evaluated independently. Match commitments must be unique to each application. They must be separate, individualized, and non-duplicated.

4. Maximum Number of ROSS-SCs per application

Applicants must base the request for ROSS-SCs on the number of occupied ACC/NAHASDA-assisted rental units **as of the application deadline of this NOFO** in the project(s) the applicant proposes to serve. All applicants must have a minimum of 50 ACC/NAHASDA-assisted rental units to be eligible for ROSS-SC funding. The HUD-52768 must include the project name **AND** project number and the number of units for each project.

Applicant type	Number of SCs
PHAs	Up to 3.
Tribes/TDHEs	Up to 3.
Site Based RAs	1
Non site-based RAs (i.e., city-wide, intermediary, and jurisdiction-wide) applying under the 25% RA set aside	1
Non site-based RAs (i.e., city-wide, intermediary, and jurisdiction-wide) not applying under the 25% RA set aside	Up to 3.
Nonprofit applicants that are not RAs	Up to 3 per application for a maximum of 9.

NOTE: Site based and non-site-based RA applicants applying under the 25% set aside may only apply for one SC each.

5. Maximum Number of ROSS-SCs per PHA or Tribe/TDHE.

The maximum number of ROSS-SC positions that HUD will fund per PHA or Tribe/TDHE is three. This maximum depends on the number of *occupied* ACC units/NAHASDA-assisted rental units in the developments the applicant proposes to serve. If multiple applicants applying to serve the same PHA or Tribe/THDE submit applications that exceed the total number of ROSS-SC positions that the PHA or Tribe/TDHE is eligible for and all applications are deemed eligible, only the first chosen in the rating and ranking review will be funded (see Section V.A). If all applicants are in the same funding category and have the same score, HUD will use a lottery to choose the grantee (See Section V.B). Applicants should coordinate their application efforts in order to ensure that their applications do not exceed this cap.

6. Maximum Number of Applications per Project(s) to be served.

If more than one application proposing to serve the same project(s) is received, they will each be reviewed and, if each is deemed eligible, the applicant with the highest score will be chosen during the rating and ranking review. If all applicants are in the same funding category and have the same score, HUD will use a lottery to choose the grantee.

7. Joint Applications.

Two or more eligible organizations may collaborate to submit a joint application for proposed grant activities. However, joint applications must designate a lead applicant. The PHA (or other applicant type) listed first on the SF424 and HUD-52768 will be considered the lead applicant. In addition, the lead applicant must be registered with [Grants.gov](https://www.grants.gov) and submit the application using the [Grants.gov](https://www.grants.gov) portal. All members of a joint application are subject to the requirements of this NOFO, and the terms and conditions of the award. Lead applicants must ensure the following conditions are met:

- a. A letter of support from each joint applicant is included with the ROSS Application (see Threshold Requirements above).
- b. If the joint applicant is a Non-profit Organization or Resident Association, it must be either a locally incorporated non-profit organization or a federally-designated 501(c)(3) tax-exempt non-profit organization by the application deadline. By signing the HUD-52768 form, the lead applicant certifies that each joint applicant's non-profit status is in good standing.

NOTE: Applicants that are part of a joint application may not also submit separate applications as sole applicants under this NOFO.

8. Part-Time Service Coordinators. A part-time ROSS-SC may be retained where appropriate; however, the 50-unit minimum to be served by the ROSS-SC remains the same. In addition, one or more PHAs may share a full-time position if that is deemed most appropriate for your program. More than one person may job-share a ROSS-SC position so that, for example, two part-time staff people may be hired to fulfill the duties of one full-time ROSS-SC. A full-time ROSS-SC staff person is not permitted to also serve the functions of a FSS or Jobs Plus coordinator.

9. Balance. All current ROSS-SC grantees should be expending their funds in a timely fashion (timely draw-downs occur on a monthly or two-month basis). While grantees may experience staff turnover or other challenges during the life of the grant that may impact the timely drawdown of funds, all grantees should ensure they are able to fill ROSS-SC positions in a timely manner so that there isn't a significant balance of their existing grant by the application deadline. This will also ensure that residents are being consistently served by the ROSS-funded SC. HUD permits a 60-day start-up time period. Therefore, HUD will base its evaluation of grantee performance and consistent draw-down of funds on a 34-month period.

10. Grant term. The term of the FY21 ROSS grant is 36 months. If awarded, the grant term will be indicated in the grant agreement. The grant term will not change even if the grantee does not

start implementing the ROSS program by the start of the grant term. As indicated in paragraph 9 above, HUD will evaluate grantee performance on a 34-month period, allowing grantees a 60-day start-up period during which they will not be evaluated.

11. Areas of Need: Using the HUD-52768, each applicant may select three areas of need they will address. Applicants must select the area(s) of need they will be addressing based on the results of their resident needs assessment. For applicants who choose any of the following areas of need: Digital Inclusion, Health and Wellness, Reentry, or Substance Abuse, you must also select either Education, Employment, or Financial Literacy. Coordinators must work with service providers, partners, and other community resources to support each resident in achieving economic independence and stability. Each area of need has a set of goals and Key Performance Indicators (KPIs) that HUD will require each grantee to measure and work towards by the end of the grant term. Below is a list of preliminary goals and KPIs for each area of need. These KPIs may be subject to change. More information on measuring outcomes and evaluation will be provided to FY21 grantees.

a. Digital Inclusion: Coordinators will develop programs to help residents access affordable Internet in their homes, affordable devices, and the necessary digital literacy training.

KPIs:

- Residents without in-unit Internet access, obtain access.
- Residents without a computer device (tablet, laptop, or PC), obtain one.
- Residents without digital literacy skills, enroll in digital literacy classes.
- Residents with disabilities who are in need of accessible technology options, obtain access.

b. Education: Coordinators will work with residents to achieve educational and/or training levels that can prepare them for careers that pay a living wage (covering housing, healthcare, childcare, and food expenses).

KPIs:

- Residents without a High School Diploma or GED attain a High School Diploma or GED.
- Residents attaining a higher level of education or license/certification.
- Residents enrolled in educational or vocational program.
- Residents attained a license/certification.
- Residents receiving education-related services.

c. Health & Wellness:

Coordinators will work with residents to help them overcome health (including behavioral and mental health) -related barriers that hinder educational, professional, and self-sufficiency goals and engage in properly supported pro-health activities.

KPIs:

- Residents without health insurance receive health insurance.
- Residents attend medical examinations at least once every 12 months.
- Residents receiving health-related services.
- Residents with fewer emergency room visits.

d. Reentry:

Coordinators will work with residents and/or their families who are involved with the justice system to ensure they are receiving the necessary legal aid services and other supportive services to help them meet their educational, professional, and self-sufficiency goals.

KPIs:

- Residents involved in the justice system receiving legal aid services.
- See education and employment.

e. Employment:

Coordinators will work with residents to gain employment with adequate pay and benefits and will connect residents to the supports they need in order to help them maintain employment for more than 12 months.

KPIs:

- Unemployed residents receiving employment.
- Employed residents retaining employment for more than 12 months.
- Residents with part-time employment obtaining full-time employment.
- Residents receiving employment related services.

f. Financial Literacy:

Coordinators will support residents in financial coaching and literacy so that the resident's household monthly expenses/debts do not exceed their monthly earned income and their earned income is enough to support housing, healthcare, childcare, and food expenses.

KPIs:

- Residents receiving Earned Income Tax Credit (EITC).
- Residents with no financial account receiving a financial account.
- Residents receiving financial management-related services.

g. Elderly Residents/Residents with Disabilities:

Coordinators serving elderly residents/residents with disabilities will work to coordinate services to enable residents to reach and maintain their desired level of independence and to help them continue aging/remaining in place thereby avoiding more costly forms of care. Coordinators will coordinate these services and the services identified in the other areas of need by the grantee (e.g., digital inclusion, education, health and wellness, financial literacy, access to childcare, etc.) for residents with disabilities and elderly residents based on residents' desired services. These supportive services are offered for elderly residents and residents with disabilities in addition to the services offered by the grantee in the other areas of need.

KPIs:

- Residents receiving voluntary elderly-related services.
- Residents receiving voluntary disability-related services.
- Residents receiving Supplemental Security Income and Social Security Disability insurance.
- See health and wellness.

h. Substance Abuse:

Coordinators will work with service providers to address residents' substance abuse through prevention and intervention services.

KPIs:

- Residents with drug or alcohol dependency are receiving substance abuse treatment.
- See health and wellness.

12. Other Barriers/Areas of Need:

In assisting residents move towards self-sufficiency, ROSS-SCs must ensure that barriers beyond the areas of need identified above are also being addressed. The ROSS grant program provides new funding flexibilities to address these areas (see items 13a and b below), which include but are not limited to:

- Access to Transportation:** Many residents without access to affordable transportation options, including accessible transportation, may be unable to access resources to move their family towards economic self-sufficiency. ROSS-SC should work with community partners and local government so that residents have regular access to transportation to and from healthcare appointments, job training, educational services, and other services that support economic self-sufficiency.
- Access to Childcare Services:** ROSS-SCs should ensure households with children have access to childcare services so they may achieve employment and/or educational goals.
- Serving Youth:** In addition to addressing barriers, ROSS-SCs should consider ways to expand access to educational and employment services for youth living in HUD-assisted housing. This may include post-secondary education services, literacy skills training, and youth summer employment and/or apprenticeships.

13. Types of Services to be Coordinated or Provided.

a. Coordinating Services. Given limited grant funds, grantees are encouraged to create linkages and partnerships with existing local service providers whenever possible and referring residents to their services. For PHAs that are also recipients of the FSS grant, grantees are encouraged to participate in and join their Program Coordinating Committee (PCC). In the absence of a local PCC, grantees may establish their own. Services that can be coordinated include, but are not limited to the examples below:

1. **Child Care Services;**
2. **Adult Basic Education/Literacy Classes;**

3. **After-school programming for K-12 students** - this can include such things as early learning programs, homework assistance, mentorship programs, computer/Science, Technology, Engineering, Arts, and Math (STEAM) programs;
4. **High School/ GED Programs;**
5. **Programs to assist residents complete the Free Application for Federal Student Aid** (the FAFSA) for high school graduates interested in pursuing a college degree;
6. **Job Training and Skills;**
7. **Digital Inclusion Activities**, including assessing residents' needs for digital literacy training, affordable computer devices, affordable Internet access, accessible technology, and coordinating programs to address these needs;
8. **Credit Counseling/Financial Literacy;**
9. **Healthcare Coordination;**
10. **Assistance with Activities of Daily Living for elderly residents/residents with disabilities;**
11. **Congregate Services/Meal Delivery Services.** In the cases of the elderly or persons with disabilities, coordination of meal services to meet nutritional needs; and
12. **Employer Linkage and Job Placement.**

b. Direct Service Provision. HUD is aware that some communities either lack service providers that can address resident needs or existing service providers may be overburdened and unable to effectively take on additional caseloads. In these cases, grantees may provide the services directly or they may subcontract with qualified organizations. Direct service provision must be tied to the Resident Needs Assessment (Appendix B) and provided to active ROSS participants. As this is a new eligible use of ROSS funds, HUD will evaluate the implementation of this provision and reassess this eligible use of funds for future NOFOs.

Costs for direct services must be deemed necessary, reasonable, and allocable. Direct services must comply with 2 CFR part 200 Cost Principles (subpart E) including 2 CFR 200.403. **Prior to incurring any costs associated with the provision of direct services, grantees must consult and obtain approval from their local HUD field office.** When subcontracting, grantees must follow their procurement guidelines.

In addition, direct services must be provided to active ROSS participants (residents that have had their needs assessed by the ROSS-SC) to help them overcome barriers to success such as lack of childcare, or transportation, including accessible transportation, or expenses that help active ROSS participants meet their educational, health, or professional goals. Please note that ROSS-provided administrative funds may not be sufficient to cover the full range or full costs of needed direct services.

1. **Child Care Services** - Grantees may provide bridge funding to help ROSS participants cover initial child care costs (up to eight weeks) to eliminate barriers to employment, job training or education. Grantees may require ROSS participants to make a partial contribution to the cost. Full child-care costs may be covered for up to eight weeks per participant at the discretion of the grantee. Should ROSS participants make contributions, this period may be extended.

2. **Adult Basic Education/Literacy Classes** - if there is sufficient need, grantees may hire qualified providers such as community colleges to bring such programs onsite; grantees may also use grant funds to cover the cost of the Test for Adult Basic Education (TABE) or other equivalent tests for active ROSS participants;
3. **After-school Programming** – if there is sufficient need, grantees may hire qualified providers to offer after-school enrichment programming for K-12 students; this can include such things as early learning programs, homework assistance, mentorship programs, computer/Science, Technology, Engineering, Arts, and Math (STEAM) programs;
4. **High School/GED Programs** - if there is sufficient need, grantees may hire qualified providers to bring such programs onsite using grant funds; and may also use grant funds to cover the cost of the GED test for active ROSS participants;
5. **Programs to assist Residents complete the Free Application for Federal Student Aid (the FAFSA)** for high school graduates interested in pursuing a college degree, grantees may establish education navigator programs to help high-school students and their families complete the FAFSA and navigate the college application process;
6. **Job Training and Skills/Employer Linkage and Job Placement** - grantees that identified employment as an area of need are encouraged to identify local growth trends in employment by consulting workforce investment boards, community colleges or other similarly specialized organizations, create linkages to relevant employers in their area, and establish training and/or apprenticeship programs to help prepare residents to fill those jobs. Grantees may subcontract with community colleges, industry groups or other accredited entities to provide residents with the needed training to meet employers' needs and to assist with job placement;
7. **Digital Inclusion Activities, including assessing residents' needs for digital literacy training, affordable computer devices, affordable Internet access, accessible technology, and coordinating programs to address these needs.** Using residents' needs as a guide, grantees may establish comprehensive digital inclusion programs to help residents obtain affordable in-unit Internet access, devices, and the training to use them. This can include working with local Internet Service Providers (ISPs) to offer on-site enrollment events, creating hotspot and computer device lending programs, digital navigator programs, and digital literacy training programs. Grantees **may not** use ROSS funds to purchase devices for residents or to pay for in-unit Internet service. However, they may use administrative funds to upgrade computer equipment and/or training software at a centrally-located computer learning center such as a Neighborhood Networks center. Grantees are encouraged to review this [guidance](#) regarding the use of Public Housing Funds to support computer labs and in-unit Internet access. Grantees can also refer to the [ConnectHomeUSA Playbook](#) to guide their efforts.
8. **Credit Counseling/Financial Literacy** - grantees can subcontract with accredited financial literacy/credit counseling services to bring these services onsite to help active ROSS participants, this can include one-on-one coaching/counseling;
9. **Healthcare Services** - grantees may hire a healthcare professional (such as a healthcare provider or nurse practitioner) to assess residents' healthcare needs, assist with enrollment in healthcare programs/insurance, connect to a healthcare provider, and in the case of elderly/disabled residents, ensure medications and prescriptions are up-to-

date. Additionally, sites may consider hiring a Community Health Worker(s) to support coordination with Federally Qualified Health Centers; and

10. **Assistance with Activities of Daily Living (ADL) for elderly residents/residents with disabilities** - grantees that have selected elderly/disabled as an area of need, may use grant funds to assist ROSS participants with ADLs. These activities should also be aimed at reducing social isolation, ensuring residents with disabilities are in units that meet their disability-related needs, that they have access to accessible transportation, and taking other actions to assist elderly residents and residents with disabilities with varying levels of health needs live independently for a prolonged period.

G. Criteria for Beneficiaries.

1. Eligible Participants. Participants assisted by ROSS-SCs must be public housing residents or NAHASDA-assisted rental housing residents. To the extent that other residents (e.g. Section 8) live at an assisted project, as may be the case in a Mixed-Finance public housing project, only the public housing residents or residents living in NAHASDA-assisted rental units may be assisted by ROSS-SCs.

2. Eligible Projects. Only Public Housing, 1937 Act-assisted units developed by Indian Housing Authorities (Formula Current Assisted Stock, i.e. FCAS units) and NAHASDA-assisted rental projects may be served by ROSS grant funds. Other housing projects, including but not limited to private housing, federally insured housing, federally subsidized, or federally assisted (i.e., assisted under Section 8, Section 202, Section 811, Section 236), and others, are not eligible to participate in ROSS. Please note that applicants may not apply to serve units currently being served by ineligible applicants, including but not limited to FY18 or FY19 ROSS grantees.

3. Rental Assistance Demonstration (RAD) Conversions: Applicants may not apply to serve residents that reside in units that have received a RAD Commitment to enter a Housing Assistance Payment (CHAP) at the time of the application due date. If a RAD CHAP is received after the application deadline, a ROSS-SC may continue to serve those families. However, if units convert from public housing to Section 8 prior to the start of the grant term, those residents cannot be served.

When applying for ROSS grant funds under this NOFO, applicants should also take into consideration any plans they have to remove public housing units from their public housing inventories through one of the public housing “repositioning tools” other than through RAD (e.g., Section 18 disposition or Section 22 Voluntary Conversion). For non-RAD public housing removals, ROSS grants will not be able to continue to the extent the served residents cease to be public housing residents.

IV. Application and Submission Information.

A. Obtaining an Application Package.

Instructions for Applicants.

You must download both the Application Instructions and the Application Package from Grants.gov. You must verify that the Assistance Listing Number and Assistance Listing Description on the first page of the Application Package, and the Funding Opportunity Title and the Funding Opportunity Number match the Program and NOFO to which you are applying.

The Application Package contains the portable document forms (PDFs) available on Grants.gov, such as the SF-424 Family. The Instruction Download contains official copies of the NOFO and forms necessary for a complete application. The Instruction Download may include Microsoft Word, Microsoft Excel and additional documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission, for example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS Number is not 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 HUD does not receive your written mailed, shipped, or emailed request at least 15 calendar days before the application deadline and if you do not demonstrate good cause. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFO. To request a waiver, you must contact:

Name:

Email:

ROSS-PIH@hud.gov

HUD Organization:

PIH

Street:

451 7th Street, SW

City:

Washington

State:

DC DISTRICT OF COLUMBIA

Zip:

20410

B. Content and Form of Application Submission.

You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFO for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong Assistance Listing and Funding Opportunity Number is non curable unless otherwise stated in Threshold requirements.

1. Content.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Application for Federal Assistance (SF424)	Submission is required for all applicants	

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	by the application due date.	
Disclosure of Lobbying Activities (SFLLL), if applicable	HUD will provide instructions to grantees on how the form is to be submitted.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	HUD will provide instructions to grantees on how the form is to be submitted.	HUD instructions to grantees are provided by webcast, To view the webcast, click here.
HUD-52768 - ROSS-SC Application.	Required. Electronic	This form is a non-curable threshold requirement. If this form is missing, or key information is missing from the form, it cannot be requested by HUD during the deficiency or "cure" period.
HUD-52755 - Sample Contract Administrator Partnership Agreement	Required.	Having a Contract Administrator Partnership Agreement is a non-curable threshold requirement for all Resident Associations and PHAS-troubled PHAs. If the form is missing, or key information is missing from the form, it cannot be requested by HUD during the deficiency or "cure" period.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
HUD-52753 - Certification of Resident Council Board of Election	Required	For RA applicants and non-profit applicants supported by an RA only. One certification is required from each RA applying or submitting a letter of support to a non-profit applicant. If RA applicants are submitting a joint application, one is needed for each RA applying. HUD may contact an applicant to clarify any items on this form and it will be treated as a curable deficiency.
Conducting Business in Accordance with Ethical Standards/Code of Conduct	Required, if applicable.	HUD may contact an applicant to clarify any items on this form and it will be treated as a curable deficiency. See: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants
HUD-52752 - Certification of Consistency with Indian Housing Plan	Required for tribes/TDHE applicants.	The name of the program is "ROSS Service Coordinators." HUD may contact an applicant to clarify any items on this form and it will be treated as a curable deficiency.
HUD-2996 Opportunity Zone Certification	Preference Points	OZ form is available with the Application Package on grants.gov

Additionally, your complete application must include the following narratives and non-form attachments.

a. Narrative Statement is required for all applicants and is a threshold requirement. **Failure to submit a narrative statement is not curable and shall not be requested by HUD during the deficiency or "cure" period. Similarly, if key criteria are missing, they shall not be requested as part of the deficiency process.** Narrative statements must be double-spaced, with one inch margins, and 12-point Times New Roman font. Applicants failing to submit a required narrative statement and/or missing key criteria shall be deemed ineligible for ROSS-SC funding. See section V.A.1 for more information on narrative statements. Please note that narrative statements for renewal applicants differ from the narrative requirements for new applicants, please see Section V "Application Review Information" for more information.

b. Letter(s) of Support from the PHA, or Tribe/TDHE is required if you are a non-site-based RA or a nonprofit organization applying to serve a PHA, tribe/TDHE, or RA. **This is a non-curable threshold requirement.** If support letters are missing, they shall not be requested by HUD during the deficiency or "cure" period. Similarly, if key criteria are missing from the

letter(s), the criteria shall not be requested as part of the deficiency process. Applicants failing to submit required letters of support and/or missing key criteria shall be deemed ineligible for ROSS-SC funding.

c. Letter(s) of Support from Joint Applicants.

Two or more eligible organizations may collaborate to submit a joint application for proposed grant activities. However, joint applications must designate a lead applicant. Lead applicants must obtain a letter of support from each joint applicant they intend to serve. The letter(s) must be dated between the NOFO publication date and application due date. **This is a non-curable threshold requirement.** If support letters are missing, they shall not be requested by HUD during the deficiency or "cure" period. Similarly, if key criteria are missing from the letter(s), it shall not be requested as part of the deficiency process.

d. 2019 or 2020 annual Non-Profit (tax exempt) Information Return. All new applicants that are either a Resident Association and/or Nonprofit Organization must submit a copy of their 2019 or 2020 federal annual information return submitted to the IRS (for 501(c)(3) applicants); (<https://www.irs.gov/charities-non-profits/annual-reporting-and-filing>) or the state or tribal equivalent annual return (for applicants that are locally incorporated nonprofits). If no annual return exists, the new applicants must submit other documentation that verifies their non-profit status is active and in good standing. The submission of this documentation, but not the underlying non-profit status, is a curable requirement.

If you are a renewal applicant, you must certify on the HUD-52768 that your non-profit status is current and in good standing. This certification is a non-curable threshold requirement. Resident Associations and non-profit organizations that do not have a current non-profit status by the application deadline will be deemed ineligible for ROSS-SC funding.

2. Format and Form.

Narratives and other attachments to your application must follow the following format guidelines.

5 pages for renewal applicants; 10 pages for new applicants. Pages maximum length of narratives

Double spaced 12-point (minimum) Times Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides

a. General. Please note that the application consists of the "application download" and the "instructions download." Forms referred to as "electronic" are part of the **application download** in Grants.gov, and forms referred to as "attachments" are part of the **instructions download** in Grants.gov. Use only the forms included in **both** the Grants.gov **application download** and **instructions download** for this funding opportunity to avoid using outdated forms. All narratives and forms requiring a signature that are not Grants.gov electronic forms must be *signed*, scanned, and attached to your Grants.gov application submission. Please see Section V.A for page requirements.

b. SF- 424

Please observe the following guidance when completing the corresponding questions on the SF-424:

- Questions 2. - **Renewal** applicants should select the "continuation" box and "type of application." **New** applicants should select "new."
- Question 5a. - The Federal identifier in 5a. is the PHA number of each applicant (e.g. MD035 or AK002).
- Question 5b. - If you are a renewal applicant, you will insert the grant number on the grant agreement from your last grant (e.g., AZ004RPS008A006). If you are a new applicant, you will leave this blank.
- Question 8.d - When entering the applicant zip code, enter the 9-digit zip code.
- Questions 10, 11, 12 and 13 are pre-populated. Do not add anything or change anything.
- Question 14 - You should identify the city or State affected by the program. You do not need to attach anything additional.
- Question 15 - You may choose your title. However, we suggest using the name of the applicant plus ROSS-SC (e.g. "Anytown PHA - ROSS-SC.")
- Question 16 - If the location of the applicant's office and the location of the housing that you will be serving is within the same Congressional District, you should include the same answer for both parts.
- Question 17 - Most applicants should indicate the period of performance dates, January 1, 2021 - December 31, 2024 (However, this is an estimate and the actual dates will be determined by the grant agreement).
- Question 18- Complete 18a which is the amount you are requesting from HUD in this FY20 ROSS application. 18b is the match. 18g is the total and will populate automatically.
- Question 19 - Select c. The Program is not covered by E.O. 12372.
- Question 21 - The Authorized Representative listed on the SF-424 of your application 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. This person should review and sign the grant application before it is submitted. Any changes to the Authorized Representative will delay award processing.

NOTE: Do not add attachments to the SF-424. Use the Attachments form in the electronic application (HUD-52768) to submit any attachments.

c. HUD- 52768. The HUD-52768 form, like the SF-424 will be completed electronically.

For Part II of the HUD-52768, 2nd column, "Project(s) to be Served": Those proposing to serve PHAs must list the Name **AND** 11-digit Project Number as identified in PIC **of each project you propose to be served by each ROSS-SC.** If the applicant proposes to serve different PHAs, list those PHAs as well and required project information as well. Applicants should consult the appropriate staff of the PHA for the project name and project number. For tribes/TDHEs funded through the United States Housing Act of 1937, list the 11-digit project code. For tribes/TDHEs with rental projects funded by NAHASDA, a project name is required. If there is not an official project name in use, please develop a unique project identifier that can be used in this application and future applications. This information is essential for the review of your application. **If this information is missing, it will not be requested during the application review period and could disqualify your application.**

The number of occupied units corresponding to the projects to be served in Part II of this form will determine the number of ROSS-SC positions you are eligible for. Please see Section II.C of this NOFO for more information.

Part III of this form has been added for applicants to enter salary comparability information. Do not submit any other documentation to show salary comparability. Applicants must base their ROSS-SC salary request (including fringe) on salaries for similar professions in their local area. Similar positions are those whose responsibilities reflect the responsibilities of a ROSS-SC. Examples include, but are not limited to: community and social service specialists, community outreach specialist, resident services coordinators. The information must come from 3 different employers and must not be based on data prior to 2021. **An applicant will be considered ineligible if salary comparability information is not from 3 different employers.**

1. If applicable, an applicant may use the wages it pays its own workers in similar positions as **one** of the comparable salaries it provides.
2. The online resource, CareerOneStop salary finder (<https://www.careeronestop.org/Toolkit/Wages/find-salary.aspx>), or any other online resource may also be used as the basis for **only one** of the three comparable salaries. **We highly encourage all applicants to use CareerOneStop as one of their comparable salary submissions.** If using CareerOneStop, use "Community and Social Service Specialist" as the job title to find salary comparability information. Applicants may also seek assistance from their local Workforce Investment Board (WIB) in completing the salary comparability information. Applicants located in remote areas, such as tribal areas, that are unable to find reliable salary comparability information for such areas, may use the comparability information from nearby metropolitan areas. [CareerOneStop.org](https://www.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 Point of Contact (POC) for that second source, if the second source is not online. The POC information (name, email, and telephone) may remain blank only if the applicant is using CareerOneStop or any other online source as the basis for one of the comparable salaries and fringe. The POC information must be completed in all other cases.
3. If an applicant is using CareerOneStop, and the salary of a comparable position from its own staff for a second salary comp; the applicant must seek a third salary comp from another distinct employer/entity.

A proposed salary request will be considered comparable if it does not exceed the average of the three salaries submitted for comparability purposes by more than 10%. Salaries requested that are not supported by salary comparability submissions, as noted above, are subject to reductions (including denial of an award) without further notice to eligible applicants prior to the award announcement. Note that if an applicant is selected as a ROSS-SC grantee under this NOFO, the service coordinator(s) hired must have similar education and qualifications to the comparable positions or professions used to assess whether a salary request is commensurate with local wages. Applicants are also advised to see Section III.D.3.d for

completing Part IV (Match) on the HUD-52768. When completing this form, make sure you attach all forms that are applicable to you.

C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.

1. SAM Registration Requirement.

Applicants must be registered with <https://www.sam.gov/> before submitting their application. Applicants must maintain current information in SAM on immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable. Information in SAM must be current for all times during which the applicant has an active Federal award or an application or plan under consideration by HUD.

2. DUNS Number Requirement.

Applicants must provide a valid DUNS number, registered and active at <https://www.sam.gov/> in the application. DUNS numbers may be obtained for free from Dun & Bradstreet.

3. Requirement to Register with Grants.gov.

Anyone planning to submit applications on behalf of an organization must register at grants.gov and be approved by the E-Biz POC in SAM to submit applications for the organization. Registration for SAM and grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot apply through grants.gov. Complete registration instructions and guidance are provided on grants.gov.

D. Application Submission Dates and Times.

Application Due Date Explanation

The application deadline is 11:59:59 PM Eastern Standard time on

09/17/2021

Applications must be received no later than the deadline, or, if HUD has issued you a waiver allowing you to submit your application in paper form, by HUD no later than the deadline.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

"Received by Grants.gov" means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Grants.gov then assigns an application tracking number and date-and timestamps each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

"Validated by Grants.gov" means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting "Applicants" from the top navigation, and selecting "Track my application" from the dropdown

list. If the application status is "rejected with errors," you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in "rejected with errors" status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after applying.

HUD strongly recommends you submit your applications at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

Grants.gov Customer Support. Grants.gov provides customer support information on its website at <https://www.grants.gov/web/grants/support.html>. Applicants having difficulty accessing the application and instructions or having technical problems can receive customer support from Grants.gov by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to support@grants.gov. The customer support center is open 24 hours a day, seven days per week, except Federal holidays. The phone number above may also be reached by individuals who are deaf or hard of hearing, or who have speech disabilities, through the Federal Relay Service's teletype service at 800-877-8339.

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column, to view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Please make note of the Grants.gov tracking number as it will be needed by the Grants.gov Help Desk if you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also include the fact of the extension in the program's Notice of Funding Awards required to be published in the Federal Register.

In determining whether to grant a request for an extension based on a presidentially-declared

disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

PLEASE NOTE: Busy servers, slow processing, large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

1. Amending or Resubmitting an Application.

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

2. Grace Period for Grants.gov Submissions.

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

3. Late Applications.

An application received after the NOFO deadline date that does not meet the Grace Period requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

4. Corrections to Deficient Applications.

HUD will not consider information from applicants after the application deadline.

HUD will uniformly notify applicants of each curable deficiency. See curable deficiency in the definitions section (Section I.A.3). Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized organization representative identified on the SF 424 Application for Federal Assistance via email. This email is the official notification of a curable deficiency.

Applicants must email corrections of curable deficiencies to applicationsupport@hud.gov within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure

deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to applicationsupport@hud.gov must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in SAM will render the application ineligible for funding.

5. Authoritative Versions of HUD NOFOs. The version of these NOFOs as posted on Grants.gov are the official documents HUD uses to solicit applications.

6. Exemptions. Parties that believe the requirements of the NOFO would impose a substantial burden on the exercise of their religion should seek an exemption under the Religious Freedom Restoration Act (RFRA).

E. Intergovernmental Review.

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

F. Funding Restrictions.

1. Reimbursement for Grant Application Costs. Grantees are prohibited from using ROSS grant funds to reimburse any costs incurred in conjunction with preparation of their ROSS application.

2. Covered Salaries. This program will fund up to \$72,000 in combined annual salary and fringe benefits, meeting the requirements of 2 CFR 200.431, for each eligible full-time ROSS-SC position. Grant awards may support up to three coordinators depending on size and type of applicant. Applicants may only request \$72,000 if comparable professions in their area support this salary level and if the salary comparability information on the HUD-52768 meets the requirements stated in IV.B.2.c. of this NOFO. Applicants may propose a part-time coordinator at a lesser salary. However, part-time coordinators must still serve the minimum number of units (50). More than one person may job-share each position. Grantees are expected to pay their Service Coordinator the amount HUD funded for salaries and fringe benefits. Funds for the salaries of the ROSS-SCs may not be used to supplement salaries of other grantee staff members. NOTE: If an applicant is selected as a ROSS-SC grantee under this NOFO, the service coordinator(s) hired must have similar education and qualifications to the comparable positions or professions used to assess whether a salary request is commensurate with local wages.

3. Training/Travel. This program will cover up to \$2,500 per year per ROSS-SC position for pertinent training and associated travel. Training and Travel funds are allocated to support the training and related travel needs of the ROSS-SC staff person. All training and associated travel must be pre-approved by the local HUD Field Office or Area ONAP. A part-time ROSS-SC will be entitled to the full amount of training/travel funds.

4. Administrative & Direct Services Costs. The maximum funding for administrative costs will be no greater than 10% of the requested salary/fringe, training/travel per ROSS-SC position, and direct service amounts. For example, if an applicant requests \$216,000 for salary/fringe, \$7,500 for travel/training costs, the administrative amount would be \$22,350. See calculation below:

Salary and Fringe Amount:

\$72,000 (max salary/fringe per year) *multiplied by* 3 (number of years of grant term) =
\$216,000 (total salary/fringe amount).

Training/Travel Cost Amount:

\$2,500 (training cost per year) *multiplied by* 3 (number years of grant term) = \$7,500 (total training cost).

Administrative Cost Amount:

\$216,000 (total salary/fringe amount) + \$7,500 (total training cost) = \$223,500 x 10%
(Administrative cost percentage) = \$22,350 (administrative cost amount).

Total award amount is: \$245,850 (for one coordinator)

\$223,500 (total salary/fringe and training cost) *plus* \$22,350 (administrative cost)
= **\$245,850 (total award amount).**

a. **Administrative cost funds** may be used to support the needs of the ROSS-SC, for such things as local travel, as well as for the provision of direct services or subcontracting for the provision of direct services as outlined in Section III.F.13.a. and 13.b. **Such services and related cost reimbursements may only be used to support the goals of active ROSS participants as outlined above in Section III. F. Program-Specific Requirements.** Activities and costs that may be covered include but are not limited to:

1. Administrative staff support such as a bookkeeper;
2. Adult Basic Education/Literacy Classes and/or test fees for active ROSS participants;
3. Assistance with Activities of Daily Living for active ROSS participants who are elderly/residents with disabilities;
4. Child-care expenses for active ROSS participants. Grantees may provide bridge funding to help ROSS participants cover initial child care costs (to eliminate barriers to employment, job training, or education.) Grantees may require ROSS participants to make a partial contribution to the cost. Full child-care costs may be covered for up to eight weeks per participant at the discretion of the grantee. Should ROSS participants make contributions, this period may be extended;
5. Credit counseling/financial literacy programs;

6. Digital inclusion costs to cover expenses related to implementing such things as: digital literacy training programs, a hotspot and computer-lending program (costs to purchase a small number of these devices); digital navigator programs; outreach materials for ISP enrollment events;
7. Fees to support employment and education barrier removal for active ROSS participants such as obtaining identification, occupational or driver's licenses, expunging, sealing, or correcting criminal records, and transportation to classes and/or job trainings;
8. Fees to support treatment for substance use disorders such as transportation to treatment;
9. Incentives to encourage participation, such as establishing an Individual Development Account program or small denomination gift cards;
10. Healthcare coordination;
11. High School/GED Programs and testing fees;
12. Job Training and Skills programs;
13. Lease or rental of space for program activities, but only under the following conditions:
 - The lease must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible for a person with disabilities. If the site is inaccessible and will not be made accessible, it cannot be selected for program activities;
 - No repairs or renovations of the property may be undertaken with ROSS funds; and
 - Properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with federal funds.
14. Local transportation by the ROSS-SCs;
15. Program outreach materials, printing and postage;
16. Purchase of office furniture or office equipment and supplies;
17. Purchase of hardware and software to support active ROSS participants' educational, financial, professional, and informational needs and goals. Such purchases may not be made for individual participants, but rather must be used in the Service Coordinator's office, or a PHA/tribe's community room or Neighborhood Networks/computer center;
18. Stipends for reasonable out-of-pocket costs incurred by active ROSS participants for such things as local transportation (including gas cards) to and from job training and job interviews, supplemental educational materials;
19. Tracking and evaluation; and
20. Utilities, including Internet connectivity costs for the ROSS-SC and/or community room/computer center that is used by program participants.

NOTE: Grantees should refer questions related to administrative costs to their local HUD field office. Furthermore, grantees that wish to subcontract for a specific service, must consult the HUD field office, prior to entering into a contract, to ensure that the contract would be an allowable expense. Grantees must also follow their organization's procurement policies.

5. Funding Requests Above Maximum Grant Amount. Applicants that request funding above the maximum grant amount that they are eligible to receive for any Budget Line Item will

be given consideration only for the maximum amount for that Budget Line Item, or in the case of salaries, no more than 10% above the average of the three salaries submitted for comparability purposes.

6. Ineligible Activities/Costs. Grant funds may not be used for ineligible activities.

- a. Funds may not be used for any activities other than the salary and fringe benefits of ROSS-SCs, related administrative costs, direct services, and the training and travel activities for the ROSS-SC.
- b. Funds under this NOFO may not be used to pay the salary of a Family Self-Sufficiency (FSS) coordinator for any FSS program. The funding for FSS program coordinators is made available through a separate NOFO.
- c. If, upon review, the Field Office or Area ONAP determines that funds have been used for ineligible activities, the grantee will be required to repay those funds, and the remaining grant funds may be recaptured.
- d. ROSS funds cannot be used to hire or pay for the services of a Contract Administrator.
- e. Administrative funds may only be used to support the ROSS program. A grantee's Central Office Cost Center may not use ROSS administrative funds to cover other grantee costs.

Indirect Cost Rate.

This program has received approval from the Secretary or delegate to deviate from a negotiated Indirect Cost Rate and OMB has been notified. Awards under this NOFO may only fund direct costs, indirect costs may not be claimed.

G. Other Submission Requirements.

1. Application, Assurances and Certifications.

Standard Form 424 (SF-424) Application for Federal Assistance Programs is the government-wide form required to apply for Application for Federal Assistance Programs, discretionary Federal grants and other forms of financial assistance programs. Applicants for this Federal assistance program must submit all required forms in the SF-424 Family of forms, including SF-424B (Assurances of Non construction Programs) or SF424D (Assurances for Construction Programs). Applications receiving funds for both non-construction programs and construction programs must submit both the SF-424B and SF-424D.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), the applicant and the signing authorized organization representative affirm that they have reviewed the certifications and assurances associated with the application for Federal assistance and (1) are aware the submission of the SF-424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized organization representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application

submission, including those applicable to all applicants, those applicable only to Federally recognized Indian tribes, or Alaska native villages and those applicable to applicants other than federally recognized Indian tribes or Alaska native villages.

Assurances. By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements. Applicants and recipients are required to submit assurances of compliance with federal civil rights requirements. *See, e.g.,* Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975; *see also* 24 C.F.R. §§ 1.5; 3.115; 8.50; and 146.25. HUD accepts these assurances in the form of the SF-424B and SF-424D, which also require compliance with all general federal nondiscrimination requirements in the administration of the grant.

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

The rating factors are divided into two sections: the first is for renewal applicants, and the second is for new applicants. Please read the sections below carefully for specific guidance on how to address the rating factors.

a. Renewal Applicants can receive a maximum of 45 points (excluding any applicable preference points). Renewal Applicants that meet all of the threshold requirements listed in this NOFO will go on to be scored. They will be ranked based on the total number of points allocated for each of the rating factors described below in this section. HUD will evaluate Rating Factor 1 Past Performance using past grantee data report submissions and total grant expenditure. No narrative is necessary for Rating Factor 1. A narrative is required for Rating Factor 2 and the page limit is 5 pages. **Narrative statements over the 5-page limit will not be read.** (Narrative statements must be double-spaced, with one inch margins and 12-point Times New Roman font.)

RATING FACTOR 1 - RENEWAL APPLICANTS - PAST PERFORMANCE, MAXIMUM POINTS: 25

HUD will evaluate the extent to which the Renewal Applicant demonstrates past performance necessary to successfully implement the proposed activities in accordance with the program requirements. HUD's evaluation of the Renewal Applicant's capacity may include a capacity and past performance review by the local PIH Field Office or ONAP Area Office. HUD will review annual reporting materials submitted to HUD during the implementation of the FY18 grant by the Renewal Applicant to determine whether the criteria outlined below have been met.

1. Capacity to Meet ROSS Program Requirements (15 points)

a. Achievement in Serving Residents (up to 10 Points). HUD will review applicants' annual reporting to determine the number of residents they have served during the grant term. Applicants that have not served at least 25 residents during the FY18 ROSS grant term will receive 0 points for this criterion. HUD will use personal identifiers, one of the required data

elements submitted with the annual performance data report, to calculate the number of residents served. See point information below:

Number of Coordinators Awarded in 2018	Number of Residents Served under FY18 grant	Points
1	25-49	5
1	50+	10
2	25-49	3
2	50-99	5
2	100+	10
3	25-49	1
3	50-99	3
3	100-149	5
3	150+	10

b. Timely Submission of Annual Reports (up to 5 points). Annual reporting (Performance Data and SF-425 financial statements) is due October 30 of every year. Applicants that have not submitted all the required reports for their FY18 ROSS grant by the report due date will receive zero points for this criterion. Applicants that submitted reports by the due date will receive full points.

2. Timely Use of ROSS-SC Grant Funds (up to 10 points).

Renewal Applicants will receive up to 10 points based on the timely expenditure of FY18 ROSS-SC grant funds as described below. Additionally, Renewal Applicants' rating for this sub-factor will be used in the determination of any reduction in FY21 ROSS-SC award amounts as outlined below.

Percent Unexpended FY18 ROSS-SC grant funds	Points Awarded	FY21 Funding Award Reduction Amount
50-59.99%	0	30% of FY18 ROSS grant unexpended balance at the application deadline.
40-49.99%	5	20% of FY18 ROSS grant unexpended balance at the application deadline.
39.99% or less	10	No FY21 award reduction.

3. Past Performance: In accordance with Section V.B., if your FY18 ROSS grant received additional conditions on the award or a grant suspension due to fiscal management and monitoring, audit findings, non-compliance with terms and conditions of the award and/or any other items, it will result in a 10 point reduction from your score earned in Rating Factor 1.

**RATING FACTOR 2: RENEWAL APPLICANTS - SOUNDNESS OF APPROACH,
MAXIMUM POINTS: 20**

Applicants will receive up to 20 points for providing a clear written summary describing the results of the resident needs assessment they conducted in support of the application and how the applicant will address the identified needs. The results of the needs assessment must support the applicants' chosen area(s) of need: Digital Inclusion, Education, Employment, Financial Literacy, Reentry, Health and Wellness, Elderly/Residents with Disabilities, and/or Substance Abuse. The chosen area(s) of need must be clearly identified on the form HUD-52768. **PLEASE NOTE:** The 52768 could not be updated in time for the publication of the NOFO to allow applicants to select Digital Inclusion as an area of need. If you intend to address this area of need, please be sure to indicate this in your narrative and HUD will make a note of it. **Narrative pages over the 5-page limit will not be read.**

The narrative must include:

1. The Project names where the residents were surveyed. Applicants must ensure residents from each project to be served are represented in their needs assessment responses;
2. Total number of households in each project to be served;
3. Number of respondents and the response rate (number of respondents divided by number of households);
4. Analysis of the results. You may include charts;
5. A detailed description explaining how you and/or your partners will address each selected area of need. Include details on programming, partnership agreements/commitments; and any subcontracts you may enter into;
6. Capacity/experience of existing or proposed staff and any subcontractors;
7. How your staff will track residents' progress and submit annual program reports to HUD; and
8. How the staffing at your agency, including your organization's leadership, will support the ROSS program.

Fewer points will be awarded for Rating Factor 2 for lack of detail, if applicant and partner capacity/experience described is not comparable to the plans proposed in the application, or for otherwise not following the directions above. Applicants who fail to provide both a description summarizing the results of the needs assessment they conducted that support the chosen area(s) of need and a description of how the need(s) will be addressed will receive 0 points.

High-Risk Designation for Tribes and TDHEs. In addition to meeting the requirements outlined above, all high-risk tribes and TDHEs must submit a detailed narrative as described at I.A.2.1. Failure to submit the detailed narrative as described at I.A.2.1. will result in applicant's ineligibility for funding.

b. New applicants may receive up to 45 points (excluding any applicable preference points). All new applicants must submit a narrative statement addressing the criteria outlined below regarding relevant experience, capacity, and soundness of approach. HUD will evaluate information provided by applicants. If a new applicant has had previous Public & Indian Housing or other HUD awards, the review will also consider the past performance on these awards and whether the applicant adhered to grant and reporting requirements. Narrative

statements must be no more than 10 pages, double-spaced, with one-inch margins and 12-point Times New Roman font and must address both rating factors below. **Narrative pages over the 10-page limit will not be read.**

RATING FACTOR 1: NEW APPLICANTS - PAST PERFORMANCE AND CAPACITY (maximum 5 pages), MAXIMUM POINTS: 25

HUD will evaluate whether new applicants (and their Contract Administrator, if applicable) have the relevant experience, capacity, and organizational resources necessary to successfully implement the ROSS program. Do not submit job descriptions or resumes. Do not submit Social Security Numbers of any personnel or consultants.

1. Describe experience with and capacity to manage multi-year grants that served public housing residents, Native Americans, and/or low-income residents within the past 5 years. Provide the grant name, grant year(s), source of funds, and grant amount(s) **(up to 5 points).**

2. Describe experience and achievements in providing supportive services to public housing residents, Native Americans, and/or low-income residents within the past 5 years. Your narrative should specifically address the needs your program(s) were designed to meet and the achievements you attained. Descriptive and numeric information should be included in your response **(up to 5 points).**

3. Provide examples of partnerships created or contracts entered into with relevant entities and the services or contributions they made to ensure supportive services were offered. **(up to 5 points).**

4. Describe staff experience with case management tracking at the individual client level and reporting on client progress relating to any supportive service programs your organization has managed within the past 5 years. Make sure to describe the data systems that have been used and staff positions responsible for tracking and reporting **(up to 5 points).**

5. Describe how your agency has recruited and retained residents in your supportive services programs. Include approaches to providing case management and engaging residents that may be unemployed, under-employed, youth, elderly, persons with disabilities, and multi-generational households **(up to 5 points).**

RATING FACTOR 2: NEW APPLICANTS - SOUNDNESS OF APPROACH (maximum 5 pages), MAXIMUM POINTS: 20

Applicants will receive 20 points for providing a clear written summary describing the results of the needs assessment conducted in support of the application and how the applicant will address the identified needs. The results of the needs assessment must support the applicant's chosen area(s) of need: Digital Inclusion, Education, Employment, Financial Literacy, Reentry, Health and Wellness, Elderly/Persons with Disabilities, and/or Substance Abuse. The chosen area(s) of need must be clearly identified on the form HUD-52768. **PLEASE NOTE:** The 52768 could not be updated in time for the publication of the NOFO to allow applicants to select Digital Inclusion as an area of need. If you intend to address this area of need, please be sure to indicate this in your narrative and HUD will make a note of it.

The narrative must include:

1. The Project names where the residents were surveyed. Applicants must ensure residents from each project to be served are represented in their needs assessment responses;
2. Number of households in each project to be served;
3. Number of respondents and the response rate (number of respondents divided by number of households);
4. Analysis of results. You may include charts;
5. How you and/or your partners will address each selected area of need. Include details on programming, partnership agreements/commitments; and any subcontracts you may enter into;
6. Capacity/experience of existing or proposed staff and any subcontractors;
7. How your staff will track residents' progress and submit annual program reports to HUD; and
8. How the staffing at your agency, including your organization's leadership will support the ROSS program.

Fewer points will be awarded for Rating Factor 2 for lack of detail, if applicant and partner capacity/experience shown is not comparable to the plans proposed in the application, or for otherwise not addressing the directions above. Applicants who fail to provide both a description summarizing the results of the needs assessment they conducted that support the chosen area(s) of need and a description of how the need(s) will be addressed will receive 0 points.

Maximum Points: 0

2. Other Factors.

This program does not offer points for Section 3.

Preference Points

HUD encourages activities in support of the Secretary's Initiatives. HUD may award no more than two (2) points for any of the three (3) preferences (OZ, PZ or HBCU). Each preference is worth two points and only one preference can apply to any situation, meaning that applicants will ONLY be awarded 2 points for being within an OZ, PZ or involving HBCUs.

Opportunity Zones.

Opportunity Zone (OZ) Certification: HUD encourages activities in Opportunity Zones. To receive two (2) points for this preference, applicants proposing projects in an Opportunity Zone community must submit the Certification for Opportunity Zone Preference Points (HUD-2996) that identifies the state, county and census tract(s) of the opportunity zone(s) in which the activity will be carried out. To view the list of designated Opportunity Zones, please see the following link on the U.S. Department of the Treasury website:

<https://opportunityzones.hud.gov/>

Applicants who do not complete this form and submit it along with the rest of their application package will not be eligible to receive the points. Additionally, applicants who do complete and submit this form, but indicate they intend to use less than 50% of the award within Opportunity Zone tracts, will also be ineligible to receive preference points, unless: a.) the applicant can show

why they are unable to expend at least 50% of the grant award within Opportunity Zone designated tracts, or b.) the applicant is able to make a compelling case for why the amount that will be expended will have a significant impact within Opportunity Zone designated tracts. [Click here to view HUD's Opportunity Zones webpage.](#)

HBCU.

This program does not offer HBCU preference points.

Promise Zones

This program does not offer Promise Zone preference points.

B. Review and Selection Process.

1. Past Performance

In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD will consider include, but are not limited to:

The ability to account for funds in compliance with applicable reporting and recordkeeping requirements;

Timely use of funds received from HUD;

Timely submission and quality of reports submitted to HUD;

Meeting program requirements;

The applicant's organizational capacity, including staffing structures and capabilities;

Timely completion of activities and receipt and expenditure of promised matching or leveraged funds;

The number of persons served or targeted for assistance;

Promoting self-sufficiency and economic independence

Producing positive outcomes and results.

Meeting performance targets as established in the grant agreement;

HUD may reduce scores based on the past performance review, as specified under V.A. Review Criteria. Whenever possible, HUD will obtain past performance information. If this review results in an adverse finding related to integrity of performance, HUD reserves the right to take any of the remedies provided in Section III E., Statutory and Regulatory Requirements Affecting Eligibility, "Pre-selection Review of Performance" document link above.

2. Assessing Applicant Risk.

In evaluating risks posed by applicants, HUD may use a risk-based approach and may consider any items such as the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in this part;
- History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, failing to make significant progress in a timely manner, failing to

meet planned activities in a timely manner, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

- Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

Risk will be evaluated by way of the elements described in Sections III.C., III.D., and V.B.1 of this NOFO.

3. Reviews: HUD will review each application to determine whether it meets eligibility and threshold requirements in accordance with Section III of this NOFO. HUD will review for curable technical deficiencies and will follow the procedures for correcting curable technical deficiencies in accordance with “Corrections to Deficient Applications” criteria in this section and section IV.D.4 of the NOFO. HUD will not rate or rank applications that do not meet the eligibility and threshold requirements or are deficient at the end of the cure period (Corrections to Deficient Applications). Such applications will not be eligible for funding. HUD will review and assign scores to applications (that meet eligibility and threshold requirements and have corrected any deficiencies) in accordance with the rating factors in Section V.A. Applicants that earn less than 30 points are not eligible for FY21 ROSS funding.

Eligibility:

Minimum number of points for funding eligibility.	30
Maximum number of points for applicants.	47

4. Funding Priorities. Funding for the ROSS-SC is prioritized as follows:

a. Funding Category 1: RA Applicants. By statute, and to the extent HUD receives enough qualified applications, 25% of all ROSS funds must be awarded to eligible RAs to fund one ROSS-SC position per RA. Both renewal and new applicants that are RAs are included in this 25% set-aside. HUD will fund this category in ranked order starting with the highest review score. If there is not enough funding to award applicants with tied scores, HUD will conduct a lottery to establish the order of funding. Any RAs not funded in this set aside will be placed in the appropriate renewal or new funding category. Please note that a maximum of three site-based RA applications serving any one PHA (new or renewal applications) will be funded through this NOFO. If more than three site-based RA applications are received to serve the same PHA and are deemed eligible for funding, HUD will select the three applicants with the highest scores, all others will be considered ineligible. NOTE: In order for a joint application that includes a RA to be eligible for the 25% set-aside, the RA must be the lead applicant.

b. Funding Category 2: Renewal Applicants. After the RA 25% set-aside category is funded, qualified renewal applicants with FY18 ROSS grants will be funded. HUD will fund this category in ranked order starting with the highest review score. If there is not enough funding to award applicants with tied scores, HUD will conduct a lottery to establish the order of funding.

Please note that renewal applicants may be subject to a reduced award. See Section V.A.1 above for more information.

c. Funding Category 3: New Applicants. After the RA 25% set-aside and renewal categories are funded, remaining qualified applicants that are new will be funded. HUD will fund this category in ranked order starting with the highest review score. If there is not enough funding to award applicants with tied scores, HUD will conduct a lottery to establish the order of funding. **NOTE:** Once an applicant or application is selected from the pool, it will not be reintroduced to the pool to deliberately avoid selecting the same applicant or application a second time.

5. Corrections to Deficient Applications

Please read this NOFO thoroughly to ensure that you meet the requirements to successfully file an application with Grants.gov and register with SAM which requires a DUNS number. For more information about conditions that allow a grace period, please see Section IV.D.2.

If HUD finds a curable deficiency in an application, HUD will notify the applicant in writing describing the clarification or technical deficiency. Clarifications or corrections of technical deficiencies in accordance with the information provided by HUD in the email notification of a technical deficiency must be received by HUD within 7 calendar days of the date of the HUD email notification. HUD will use, as the start of the cure period, the date stamp on the email that HUD sends to the applicant. (If the deficiency cure deadline date falls on a Saturday, Sunday, or federal holiday, then the applicant's correction must be received by HUD on the next day that is not a Saturday, Sunday, or federal holiday). For more information on the procedures to correct a deficient application, including how to email or fax information required to resolve the deficiency, please see Section IV.D.4. "Corrections to Deficient Applications."

HUD will treat paper applications with the wrong DUNS number as a technical deficiency and the applicant will be able to provide a corrected SF-424 to the location indicated in the waiver approval within the cure period specified in the waiver approval and in accordance with the notification of the need to cure the application. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in the System for Award Management (SAM) will render the application ineligible for funding.

Electronic filers that do not meet the registration requirements for a DUNS number and registration with SAM.gov (www.SAM.gov) will not be provided a cure period other than the timely receipt and grace period policy. The 7-day cure period for the ROSS-SC NOFO does not apply to DUNS numbers and registration requirements for electronic filers.

VI. Award Administration Information.

A. Award Notices.

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF424.

HUD may impose special conditions on an award as provided under 2 CFR 200.208:

- Based on HUD's review of the applicant's risk under 2 CFR 200.206;
- When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
- When the applicant or recipient fails to meet expected performance goals contained in a Federal award; or
- When the applicant or recipient is not otherwise responsible.

Adjustments to Funding. To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD will fund no portion of an application that:

- (1) Is not eligible for funding under applicable statutory or regulatory requirements;
- (2) Does not meet the requirements of this notice; or
- (3) Duplicates other funded programs or activities from prior year awards or other selected applicants.

b. If funds are available after funding the highest-ranking application, HUD may fund all or part of another eligible fundable application. If an applicant turns down an award offer, or if HUD and an applicant do not successfully complete grant negotiations, HUD may withdraw the award offer and make an offer of funding to another eligible application.

c. If funds remain after all selections have been made, remaining funds may be made available within the current FY for other competitions within the program area, or be held for future competitions, or be used as otherwise provided by authorizing statute or appropriation.

d. If, after announcement of awards made under the current NOFO, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

Funding Errors. If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFO, HUD may select that applicant for funding, subject to the availability of funds. If funding is not available to award in the current fiscal year, HUD may make an award to this applicant during the next fiscal year, if funding is available then.

1. Award Announcements. HUD will make announcements of grant awards after the review process is completed. HUD will first issue a press release which applicants may access by going to HUD's press homepage at: <https://www.hud.gov/press>. Subsequently, grantees will be notified and will receive instructions regarding the steps they must take to access funding and begin implementing grant activities. Once HUD issues the Notice of Award in Grant Solutions, grantees will have up to 30 days to accept their award. If grantees fail to do so, they may risk forfeiting their award. Applicants who are not funded will also receive a letter via electronic

mail.

2. Appeals. If an applicant wishes to appeal the determination on their application, in accordance with the Office of Public and Indian Housing's policy, the applicant must submit a request that is received within 30 calendar days of the date on the award/ineligible letter. The applicant's request must include the basis for the appeal and must be sent via email to ROSS-PIH@hud.gov. In the event that HUD committed an error in funding, HUD may issue an award, subject to the availability of funds.

B. Statutory and Administrative, National and Department Requirements for HUD Recipients

For this NOFO, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply. (Please select the linked text to read the detailed description of each applicable requirement).

1. Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFOs. Please read the following requirements carefully as the requirements are different among HUD's programs.

- Compliance with Fair Housing and Civil Rights Laws, Which Encompass the Fair Housing Act and Related Authorities (cf. 24 CFR 5.105(a)).
- Affirmatively Furthering Fair Housing.
- Economic Opportunities for Low-and Very Low-income Persons (Section 3). See 24 CFR part 75.

• Improving Access to Services for Persons with Limited English Proficiency (LEP) See https://www.hud.gov/program_offices/fair_housing_equal_opp/limited_english_proficiency.

• Accessible Technology. See <https://www.hud.gov/sites/dfiles/OCIO/documents/s508103017.pdf>

2. Equal Access Requirements. See 24 CFR 5.105(a)(2)

3. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business.

4. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.

5. Participation in HUD-Sponsored Program Evaluation.

6. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

7. Drug-Free Workplace.

8. Safeguarding Resident/Client Files.

9. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) (Transparency Act), as amended.

10. Accessibility for Persons with Disabilities. See https://www.hud.gov/program_offices/fair_housing_equal_opp/disability_overview

11. Violence Against Women Act. See 24 CFR part 5, subpart L and applicable program regulations.

12. Conducting Business in Accordance with Ethical Standards/Code of Conduct.

13. Environmental Requirements, which include compliance with environmental justice requirements under Executive Order 12898.

In accordance with 24 CFR 58.34(a)(3), (a)(4), and (a)(9); 58.35(b)(2); and 50.19(b)(3), (b)(4), (b)(9), and (b)(12), activities funded under this NOFO are exempt or categorically excluded

from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to environmental review under related laws and authorities.

2 CFR 200.340 *Termination*

2 CFR 200.216 *Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment*

Lead Based Paint Requirements.

When providing education or counseling on buying or renting housing that may include pre-1978 housing under your grant you must inform clients of their rights under the Lead Disclosure Rule (24 CFR part 35, subpart A), and, if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subparts B, R, and, as applicable, F - M).

C. Reporting.

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

1. Recipient Integrity and Performance Matters. Applicants should be aware that if the total Federal share of your Federal award includes more than \$ 500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.

2. Race, Ethnicity and Other Data Reporting. HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987.

Grantees are not required to report using HUD-20761 form.

4. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA). FFATA requires information on Federal awards be made available to the public via a single, searchable website, which is www.USASpending.gov. Accordingly, each award HUD makes under this NOFO will be subject to the requirements provided by the Award Term in Appendix A to 2 CFR Part 170, "REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION," unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month following the month in which the recipient awards any sub-grant equal to or greater than \$30,000. Each applicant under this NOFO must have the necessary processes and systems in place to comply with this Award Term, in the event that they receive an award, unless an exception applies under 2 CFR 170.110.

5. Program-Specific Reporting Requirements

Grantees are required to submit an annual report on October 30th of each grant year and a final report 90 days after the grant period ends. More specific guidance will be provided once awards are made.

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFO, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the authorized organization representative whose signature appears on the SF-424 or by his or her successor in office and be submitted to the POC in Section VII Agency Contact(s), below. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

ROSS-PIH@hud.gov

VII. Agency Contact(s).

HUD staff will be available to provide clarification on the content of this NOFO.

Questions regarding specific program requirements for this NOFO should be directed to the POC listed below.

Name:

Phone:

Email:

ROSS-PIH@hud.gov

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339. Please note that HUD staff cannot assist applicants in preparing their applications.

VIII. Other Information.

1. National Environmental Policy Act.

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFO in accordance with HUD regulations at 24 CFR part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)).

The FONSI is available for inspection at [HUD's Funding Opportunities](#) web page.

2. Web Resources.

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [Assistance Listing \(formerly CFDA\)](#)
- [Dun & Bradstreet](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [FFATA Subaward Reporting System](#)
- [Grants.gov](#)

- [HBCUs](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [Limited English Proficiency](#)
- [NOFO Webcasts](#)
- [Opportunity Zone](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Uniform Relocation Assistance and Real Property Acquisition Act of 1970 \(URA\)](#)
- [USA Spending](#)

3. Program Relevant Web Resources

[Resident Opportunities and Self-Sufficiency Grant Program - HUD Exchange](#)

APPENDIX

Appendix A - Eligibility Chart:

Applicant type	Number of SCs	Number of Applications	Notes
PHAs	Up to 3, depending on the number of occupied ACC units in the projects they propose to serve.	1	These applicants may submit under either the new or renewal category. See NOFO for eligibility restrictions regarding PHAs and PHA affiliates/instrumentalities.
Tribes/TDHEs	Up to 3, depending on the number of occupied NAHASDA-assisted rental units they propose to serve.	1	These applicants may submit under either the new or renewal category.
Site Based RAs	1	1	<ul style="list-style-type: none"> • These applicants may submit under either the new or renewal category. • A maximum of three site-based Resident

Non site-based RAs (e.g., city-wide, intermediary, and jurisdiction-wide) **applying under the 25% RA set aside**

1

1

Non site-based RAs (i.e., city-wide, intermediary, and jurisdiction-wide) **not applying under the 25% RA set aside**

Up to 3 per application depending on the number of occupied ACC units in the projects they apply to serve.

1

Associations serving the same PHA may be funded through this NOFO.

- Site-based RA applicants may only apply for one SC.
- All Site-Based RA applicants must submit a Contract Administrator Partnership Agreement (CAPA).
- These applicants may submit one application under either the new or renewal category for one SC.
- All RA applicants must submit a CAPA.
- These applicants may request more than one SC for PHAs, tribes/TDHEs depending on the project(s)' occupied unit count.
- Applications submitted under the renewal category, *must* be submitted on behalf of the same organization the applicant was funded to serve in FY18.

Non-profit applicants that are not RAs.

Up to 3 per application for a maximum of 9.

Up to 3 total. Applications may be submitted under renewal and new categories for a total of 3 applications.

- All RA applicants must submit a CAPA.
- Applications submitted under the renewal category, *must* be submitted on behalf of the same organization the applicant was funded to serve in FY18.
- Non-profit applicants may apply with the support of a PHA or Tribe/THDE, or with the support of one or more RAs.
- Non-profit applicants applying with the support of a *site-based RA(s)* may apply for up to one SC per RA (or set of RAs if combining RAs is required to achieve the minimum number of units (50) to be served) for a total of not more than three SCs per PHA.
- Non-profit applicants may apply to serve as many as 3 PHAs or tribes/TDHEs (up to 9 SCs), but must submit a separate application for

each PHA or tribe/TDHE to be served unless they are proposing to split one SC's time between PHAs or tribes/TDHEs. In this case, one application may be submitted, but a letter of support from each PHA or tribe/TDHE (or RA at each PHA, tribe/TDHE) is required.

Appendix B - Sample Community Needs Assessment below and also can be found here: <https://www.hud.gov/grants> and click on the FY21 ROSS NOFO.

**SAMPLE COMMUNITY NEEDS ASSESSMENT SURVEY
FOR THE ROSS SERVICE COORDINATOR PROGRAM**

Part I: Household Information:

1. Are you an adult 18 years or older? (circle one)

Yes	No
-----	----

2. Are you the head of household? (circle one)

Yes	No
-----	----

3. Does anyone in your household have a mental or physical disability? (circle one)

Yes	No
-----	----

Part II: Community/Household Needs:

4. How would you rate the following issues for your household?

Issue	Serious Problem	Moderate Problem	Not a Problem	Does Not Apply to My Household
Availability of job training opportunities				
Availability of jobs for adults				
Availability of jobs for youth				
Education				
Availability of child-care services				
Lack of computer/digital literacy				
Lack of affordable Internet service				
Cost of living				
Income/wages				
Debt				
Financial security				
Availability of financial services				
Availability of financial counseling				
Elderly living assistance (62+)				
Physical health				
Mental health				
Seeking employment with a criminal record				
Obtaining a degree/diploma with a criminal record				
Availability of substance abuse services				
Need for substance abuse treatment				

5. What are the things that make it difficult for you or other adults in your household to find and/or keep work? (check all that apply)

BARRIER	Check All that Apply
Nothing	
Need affordable childcare	
Caring for a family member who is sick or disabled	
Do not speak English well	
Need computer training	
Need transportation	
Need Internet access	
Need job experience	
Need job training	
No job opportunities	
Do not have a high school diploma/GED	
Do not have a college degree	
Disability	
Criminal record	
Lack of transportation	
Other – specify	
Other – specify	
Other – specify	
Don't know	
No response	

6. Do you or others in your household have interest in the following? (check all that apply)

INTEREST	Check All that Apply
GED/Adult education	
Vocational training	
Increasing income	
Getting a job	
Getting a better job	
Computer training	
Saving money	
Eliminating debt	
2-year college	
4-year college	

Trade school	
Other (specify)	
Other - specify	
Don't know	
None	
No response	

7. Do you or another adult in your household have difficulty with any of the following?
(check all that apply)

SUBJECT/SKILL	Check All that Apply
Reading	
Math	
Writing	
Speaking English	
Writing English	
Using a computer	
Other – specify	
Other – specify	
Other – specify	
Don't know	
None	
No response	

8. What are the primary health care needs of your household? (check all that apply)

HEALTHCARE NEEDS	Check All that Apply
Primary health care	
Pediatric (child) care	
Prenatal (pregnancy) care	
Dental care	
Healthcare education/prevention	
Nutrition and exercise programs	
Services to help alleviate stress/anxiety/depression	
Assistance with daily living for elderly/disabled residents	
Health screening services	
Substance abuse treatment	
Smoking cessation programs	

Drinking cessation programs	
Transportation to healthcare services	
Other – specify	
Other – specify	
Other – specify	
Don't know	
None	
No response	

9. What is your gender? (check one)

GENDER	Check One
Identifies as female	
Identifies as male	
Other	

10. What is your age (check range)

AGE RANGE	Check One
18-24	
25-34	
35-44	
45-54	
55-65	
65 or older	
No response	