



U.S. Department of Housing and Urban Development

Public and Indian Housing

Resident Opportunity & Self-Sufficiency Program

FR-6200-N-05

Application Due Date: 07/30/2018

Resident Opportunity & Self-Sufficiency Program
FR-6200-N-05
TABLE OF CONTENTS

- I. [Funding Opportunity Description.](#)
- II. [Award Information.](#)
- III. [Eligibility Information.](#)
 - A. Eligible Applicants.
 - B. Cost Sharing or Matching.
 - C. Threshold Requirements.
 - D. Statutory and Regulatory Requirements Affecting Eligibility.
 - E. Program Specific Requirements.
 - F. Criteria for Beneficiaries.
- IV. [Application and Submission Information.](#)
 - A. Obtaining an Application Package.
 - B. Content and Form of Application Submission.
 - C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.
 - D. Application Submission Dates and Times.
 - E. Intergovernmental Review.
 - F. Funding Restrictions.
 - G. Other Submission Requirements.
- V. [Application Review Information.](#)
 - A. Review Criteria.
 - B. Review and Selection Process.
 - C. Anticipated Announcement and Award Dates.
- VI. [Award Administration Information.](#)
 - A. Award Notices.
 - B. Administrative, National and Department Policy Requirements for HUD recipients.
 - C. Reporting.
 - D. Debriefing.
- VII. [Agency Contacts.](#)
- VIII. [Other Information.](#)
- IX. [Appendix.](#)

U.S. Department of Housing and Urban Development

Program Office:	Public and Indian Housing
Funding Opportunity Title:	Resident Opportunity & Self-Sufficiency Program
Announcement Type:	Initial
Funding Opportunity Number:	FR-6200-N-05
Primary CFDA Number:	14.870
Due Date for Applications:	07/30/2018

Overview

For Further Information Regarding this NOFA: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the agency contact identified in Section VII.

OMB Approval Number(s): 2577-0229

I. Funding Opportunity Description.

A. Program Description.

1. Purpose

1. Overview. The Resident Opportunity & Self Sufficiency Service Coordinator (ROSS-SC) program is designed to assist residents of Public and Indian Housing make progress towards economic self-sufficiency. Self Sufficiency is an individual's ability to support their household by maintaining financial, housing, and personal/family stability. To achieve self-sufficiency, an individual moves along a continuum towards economic independence and stability; such movement is facilitated by the achievement of personal goals.

To help residents make progress towards economic 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 supportive services that enable participants to move along a continuum towards economic independence and stability. In the case of elderly/disabled residents, the Service Coordinator links them to supportive services which enables them to age/remain in place.

This program also works to promote the development of local strategies to coordinate the use of assistance under the Public Housing program with public and private resources, for supportive services and resident empowerment activities. ROSS-SC funds may be used for coordinator's salary and fringe benefits, travel and training expenses, and administrative costs.

2. Core Functions of ROSS-SC Program.

Resident Needs Assessment: ROSS applicants/grantees must assess the needs of public housing residents to determine the critical needs that residents identify as barriers to achieving economic

self-sufficiency.

Coordination: The role of each ROSS-SC shall be designed to meet the needs of the local community he/she will serve. The ROSS-SC must build partnerships and coordinate with local service providers to ensure that program participants are linked to supportive services. The ROSS-SC may also coordinate educational and/or community events that help resident achieve economic independence and stability.

Case Management/Coaching: Provide general case management to residents which includes intake, assessment, education, and referral of residents to service providers in the local community.

Resident Engagement: Grantees must find creative ways to continuously engage residents in activities that builds the resident capacity to become resident leaders and to champion projects that address the needs of the community.

Evaluation: Grantees must monitor and evaluate the progress of participants and the overall success of the program.

3. Area of Need(s). Applicants will choose the areas of need below that the ROSS-SC will focus their efforts. The area(s) of need selected by the applicant must be supported by the resident need assessment. Please see Section III.E.11

Education	Financial Literacy	Health & Wellness	Elderly & Disabled	Re-Entry	Employment	Substance Abuse
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2. Changes from Previous NOFA.

a. HUD-52768: The primary application form continues to be a required document that all applicants must complete and submit. This mandatory form is now an electronic fillable form on grants.gov. Additionally, the form has been revised to require input of salary comparability information. See section IV.B.2.c of this NOFA for instructions on completing this form.

b. HUD-52769: Applicants no longer submit this form. The HUD-52768 has been revised to include the match information. See section III.C.3.d of this NOFA for more information.

c. Determination of Need: Under this NOFA, applicants are not required to identify a minimum of ten need categories. Instead, this NOFA specifies areas of need that an applicant can choose to focus their efforts. Each applicant must select at least one area of need listed in this NOFA that HUD will use to evaluate the progress of each grantee. Additionally, HUD included a substance abuse category in this NOFA as an area of need. See section III.E.11 for more information.

d. 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.

e. Salary Comparability Information: In the past, HUD has asked applicants to keep documentation on file throughout the grant term demonstrating that the salary that they are requesting is comparable to local wages for similar professions. Under this NOFA, applicants

are required to submit salary comparability information by completing Part III of the HUD-52768 application form. See section IV.B.2.c for more information.

f. 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 NOFA. 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 2016 or 2017 Federal Annual Information return submitted to the IRS (for 501(c)(3) applicants) or for locally-incorporated nonprofit organizations, the 2016 or 2017 submission of the state or tribal equivalent. If this information is not included as part of the grant submission, it will not be requested during the deficiency period and the applicant will be deemed ineligible for ROSS-SC funding. See section IV.B.1.c for more information.

g. Narrative Requirement for All Applicants: In the past, HUD required that only new applicants submit a narrative. Under this NOFA, all renewal and new applicants must submit a narrative statement to be eligible for FY18 ROSS funding. See section V.A for more information.

h. Narrative Requirement for Tribes Designated as High-Risk. Tribes that have been informed of performance deficiencies or designated by their area ONAP as "high risk grantees" per 2 CFR 200.205 must submit a narrative of no more than 10 pages (double-spaced, Times New Roman font 12 point, with one-inch margins) addressing the corrective actions they have put in place in response to the area ONAP's findings. See section V.A.1.A.3 for more information.

i. Training and Travel Cost. In prior NOFAs, applicants could request only up to \$2,000 in training/travel cost per year for each coordinator. Under this NOFA, applicants can request up to \$2,500 per year for each service coordinator. See section IV.F.3 for more information.

j. Administrative Cost. The maximum funding for administrative costs will be no greater than 10% of the requested salary/fringe and training/travel amounts per ROSS-SC position. For example, if an applicant requests \$217,500 for salary/fringe and training costs, then the applicant can request up to 10% of \$217,000 for administrative costs. See section IV.F.4 for more information.

k. Unexpended Balance Threshold. Renewal applicants that have an unexpended balance of 60% or more of their FY15 ROSS funds by the application deadline are ineligible for FY18 ROSS funding. See section II.C.2.a for more information.

l. 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 V.A.1.b for more information.

m. Grant Term: The term of the FY18 ROSS grant is 36 months from the effective date of the grant agreement. See section III.E.9 for more information.

n. Resident Needs Assessment. All applicants are required to complete a resident needs assessment. The results of the resident needs assessment should support the area(s) of need that each applicant chooses to address. A sample resident needs assessment is provided with this NOFA. Please see section III.E.2.a for more information.

3. Definitions.

a. Standard Definitions

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. Award, as used in this NOFA means a federal, grant, cooperative agreement, loan, or loan guarantee.

Catalog of Federal Domestic Assistance (CFDA) is a directory of the various Federal listings, projects, services and activities offering financial and non-financial assistance and benefits to the American public. CFDA Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

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 for more information about the Consolidated Plan and related Annual Action Plan).

Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR 200.22.)

Contractor means an entity receiving a contract.

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

- Curable Deficiency – Applicants may correct a curable deficiency 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 able to be remedied within the time frame specified in the notice of deficiency.

- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

Non-curable deficiencies are deficiencies 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 identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific

basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal. Eligibility requirements are mandatory requirements for an application to be eligible for funding. Deficiencies in meeting an eligibility requirement may be categorized as either curable or non-curable.

Federal Awardee Performance and Integrity Information System (FAPIS) is a database that has been established to track contractor misconduct and performance.

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 in Grants.gov is required for submission of applications to prospective agencies.

NOTE: Passwords expire every 60 days. Accounts inactive for 1 year or more result in removal of all account roles. For more account management information, review the [Applicant FAQs](#) contained on the grants.gov web page.

Non-Federal Entity means a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or subrecipient.

Point of Contact (POC) is the person who may be contacted with questions about the application submitted by the AOR. The point of contact is listed in item 8F on the SF424.

Promise Zones are federally-designated, high-poverty urban, rural and tribal communities where the Federal government will partner with and invest in communities to accomplish these goals: create jobs, leverage private investment, increase economic activity, expand educational opportunities, and reduce violent crime.

Promotores/Promotoras are Spanish-speaking Community Health Workers who work in their communities to reduce barriers to health services and make health care systems more responsive.

Recipient means a non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

Section 3 Business Concern means a business concern (1) 51 percent or more owned by Section 3 residents; or (2) of which at least 30 percent of permanent, full-time employees are currently Section 3 residents, or were Section 3 residents within three years of the date of first employment with the business concern; or (3) provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns meeting the qualifications in this definition.

Section 3 Residents means: 1) Public housing residents; or 2) Low and very-low income persons, as defined in 24 CFR 135.5, who live in the metropolitan area or non-metropolitan county where Section 3 covered assistance is expended.

Standard Form 424 (SF424) Application for Federal Assistance Programs, required by discretionary grant programs.

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

Subrecipient means a non-Federal entity receiving a subaward from a recipient to carry out part of a HUD program; but does not include an individual's beneficiary of such program.

A subrecipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).

System for Award Management (SAM), is an official website of the U.S. government. You can

access the website at Sam.gov There is no cost to use SAM. SAM is the official U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with Sam.gov is required for submission of applications via Grants.gov.

Threshold Requirement – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility. Threshold requirements are listed in Section III.C. of this NOFA.

Applicants must ensure their application package addresses threshold requirements. Please check your application carefully!

4. Program Definitions

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. See section III.E.1 for more information.

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

Grant Term of the FY18 ROSS grant is 36 months. If awarded ROSS funds, the grant term will start on the effective date of the grant agreement. The grant term is the period that HUD will use to review any reports and other relevant information needed to evaluate the grantee's performance.

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).

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 to be made to deliberately avoid selecting the same applicant or application a second time.

NAHASDA-Assisted Resident is an eligible person who has been assisted under NAHASDA.

New Applicant is an applicant that has never received ROSS funding or a previously awarded ROSS grantee with no ROSS funds remaining by the application deadline. FY16 and FY17 ROSS grantees will not be considered as new applicants and therefore ineligible for FY18 ROSS funding. Note: funding from the Public Housing Family Self-Sufficiency (FSS) or Job Plus (JP) programs is not considered ROSS funding.

Nonprofit Organization for the purposes of this NOFA refers to these 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, who 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.

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. 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 handicaps” under Section 504 of the Rehabilitation Act of 1973. Where Section 504 applies, the definition of “individual with handicaps” under 24 C.F.R. 8.3 will apply.

PHAS Troubled is an applicant that carries a designation by HUD as “troubled” under the Public Housing Assessment System (PHAS) on the national PHAS Operational List of Troubled PHAs on 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 fair housing/civil rights requirements are not met. 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 whether they are required to have a Contract Administrator Partnership agreement.

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 there is not an official project name in use, develop a unique project identifier that can be used in this application and future applications.

Renewal Applicants are FY15 ROSS-SC grantees. 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 NOFA if at least one of the divesting PHAs had a ROSS Service Coordinators Program grant under the FY2015 ROSS-SC NOFA.

To view a list of grantees and projects funded under the FY15 ROSS-SC NOFA, applicants should review the "Previously Funded Project Report." The report will be posted on the FY18 ROSS NOFA web page which will be accessible at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

If the number of ROSS-SCs for which an applicant is eligible has changed since its FY15 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 FY15 grant as to budget, projects served, number of ROSS-SCs, serving family or elderly/disabled residents, partners, and will be considered a renewal if it is a grantee applying to serve the same PHA(s) or Tribe(s) for which it was originally funded.

Renewal Funding Category is reserved for renewal applicants. After the Resident Associations 25% Set-aside Category is funded, eligible renewal applicants with FY15 ROSS grants will be funded using the lottery system. Applicants in the Renewal Funding Category have priority over applicants in the New Funding Category.

Resident Association (RA) includes but is not limited to any of the following types of resident organizations:

City-Wide Resident Councils, Intermediary Resident Organizations, Jurisdiction-Wide Resident Organizations, Regional Resident Organizations (RRO), Resident Councils (RC), Statewide Resident Organizations (SRO), Site-Based Resident Associations, Resident Management Corporations, and National Resident Organizations (NRO). The NOFA 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." All RAs must also be incorporated as a nonprofit organization as defined above in this NOFA.

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.

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 of resident councils or resident management corporations 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 NOFA.

Tribes Designated High Risk are Tribes that have been informed of performance deficiencies or designated by their area ONAP as "high risk grantees" per 2 CFR Part 200.205. Please Section V.A.1.A.3 for more information.

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).

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.

5. Web Resources

The resources indicated provide details for the application process

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [Do Not Pay](#)
- [Dun & Bradstreet](#)
- [Request a DUNS Number](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [Federal Subaward Reporting System\) FSRS](#)
- [Grants.gov](#)
- [Grants.gov support](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD Funds available](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [Limited English Proficiency](#)
- [NOFA webcasts](#)
- [Procurement of recovered materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Real Property Acquisition and Relocation](#)
- [USASpending](#)

B. Authority.

ROSS is authorized under Section 34 of the United States Housing Act of 1937 (42 U.S.C.1437z-6). ROSS is governed by 24 CFR Part 964. Funding for this program is authorized by the Consolidated Appropriations Act, 2018 (Public Law 115-141)

II. Award Information.

A. Available Funds

Funding of up to **\$35,000,000** is available through this NOFA.

Additional funds may become available for award under this NOFA as a result of HUD's efforts to recapture unused 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 applicable funding restrictions contained in this NOFA.

Eligible Use of Funds:

a. Salary and Fringe Benefits: Funds awarded for salaries to grantees under this NOFA shall only be used to pay the salary and fringe benefits of ROSS Service Coordinators (ROSS-SCs).

b. Training and Travel Related to Professional and/or Program Development: Funds may also be requested to pay for training and travel costs only if related to professional and/or program development of the FY18 ROSS program and service coordinator(s). All training and associated travel for the ROSS-SC staff person must be approved by the HUD Field Office or Area ONAP prior to incurring expenses.

c. Administrative Costs. The funds HUD awards to ROSS-SC grantees to cover administrative costs may only be used to support the ROSS program. These funds may not be used by grantees' Central Office Cost Centers to cover other grantee costs.

Please see **Section IV.F** for more information on allowable costs and funding restrictions.

B. Number of Awards.

HUD expects to make approximately 110 awards from the funds available under this NOFA.

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

	Funds Available (Approximate)	Number of Awards	25% Set Aside for Resident Associations	Renewal	New
2017	35,000,000	117	\$4,955,926	\$24,190,027	\$5,827,079
2016	\$32,500,000	111	\$2,145,032	\$18,086,595	\$12,064,454
2015	\$34,000,000	117	\$4,541,977	\$19,641,188	\$8,033,810

C. Minimum/Maximum Award Information

Per the chart below, you must base your request for ROSS-SCs on the number of occupied ACC/NAHASDA- assisted units in the PHA's/tribe's/TDHE's portfolio as of September 30, 2017. All applicants must have a minimum of 50 units to be eligible for ROSS-SC funding.

Number of PHA/tribe/TDHE Units	Max # of ROSS-SCs	Max Grant
50-1,000	1	\$239,250
1,001-2,500	2	\$478,500
2,501 or more	3	\$717,750

1. Salary Comparability Information: Award amounts will vary depending on HUD's determination 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 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 (<http://www.careeronestop.org/toolkit/wages/find-salary.aspx>), but this tool can only be used as documentation for one of the comparable salaries. Please see Section IV.B.2.c.

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

a. Unexpended Balance Threshold: Renewal applicants that have an unexpended balance of 60% or more of their FY15 ROSS grant funds by the application deadline are ineligible for FY18 ROSS funding. 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 FY18 award amount, HUD may take into consideration the applicant's FY15 award balance, grant term end date, and any grant extension(s) on the FY15 or prior ROSS grants that may have been provided, among other factors. Please see section V.A.1.b for more information.

c. Unexpended Funds: HUD encourages FY18 ROSS renewal grantees to expend all FY15 ROSS funds awarded by the end of their grant term. This will avoid any further delays to the start of their FY18 grant since FY18 renewal grantees cannot expend funds from FY15 (or prior) and FY18 ROSS-SC grants at the same time.

Estimated Total Funding:	\$35,000,000
Minimum Award Amount:	\$0 Per Project Period
Maximum Award Amount:	\$685,125 Per Project Period

D. Period of Performance

Estimated Project Start Date:	01/01/2019
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Estimated Project End Date:	12/31/2021
Length of Project Periods:	36-month project period with three 12-month budget periods
Length of Project 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. Please note that 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:	Grant
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III. Eligibility Information.

A. Eligible Applicants.

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

Additional Information on Eligibility:

The following entities are eligible to apply for FY18 ROSS-SC Funding:

- Indian tribes and Tribally Designated Housing Entities, as defined in sections 4(13) and 4(22), respectively, of the Native American Housing and Self-Determination Act of 1996.
- Public Housing Agencies (PHAs)
- Nonprofits, including Resident Associations (RAs), having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits, including Resident Associations (RAs), locally incorporated without 501(c)(3) status with the IRS, other than institutions of higher education

All applicants should see Section III.C "Threshold Requirements" and Section IV.B "Content

and Form of Application Submission" for more information on eligibility for funding requirements.

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 NOFA 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. To confirm if your PHA is affected by this EDSC provision, please see the list of PHAs that are eligible to receive EDSC funding

(https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/of/opfnd2018)

B. Cost Sharing

This Program requires cost sharing, matching or leveraging as described below.

The required match is 25 percent of total requested ROSS funds. Please see section III.C.1 for more information on what is necessary to satisfy the match threshold.

C. Threshold 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. Timely Submission of Applications – Applications submitted after the deadline stated within this NOFA 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 also Section IV Application and Submission Information, part D. Application Submission Dates and Times

2. 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; the application will receive no further review, will not be rated and ranked, and will not receive funding.

3. Match

a. The purpose of the match is to ensure your ROSS program includes committed partners who are able to address the 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 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 (not including ROSS funds) that by statute allow those funds to be used for matching purposes, including, for example, Community Development Block Grant (CDBG) funds, Indian Housing Block Grant (IHBG) funds; funds from any state or local government sources; and funds from private contributions.

In the past, applicants were required to identify match funds on the HUD-52769 form. However, this form is no longer utilized with this NOFA. 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 grant term, HUD may ask to review match letters and a log of actual match contributions used.**

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 space provided for activities related to carrying out the ROSS-SC program may also be counted towards the value of match.

See 2 CFR 200.306 for more information about matching requirements.

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 volunteer time and services 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.
- The value of any donated material, equipment, building space, or lease, shall be provided in a letter from the organization making the donation stating 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).

c. Match Letters:

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

- Indicate the duration and total dollar value of the commitment;
- Include a calculation to show how the value of the commitment was derived (see example provided above pertaining to calculating volunteer time);
- Be dated between the publication date of this NOFA and the application deadline for this NOFA; 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.
- *Applicants proposing to use their own, non-ROSS 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 specifications above still apply.

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.* 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.E.2 for more information.

4. Letters of Support for 501(c)(3) Non-profit Applicants.

If you are a nonprofit organization that is not a RA you must include a letter of support from either the Public Housing Authority, tribe/TDHE(s), or the particular RA(s) you intend to serve. All letters of support from PHAs/tribes/TDHEs/RAs must:

- Be signed by an authorized representative of the supporting organization.
- Be dated between the publication date of this NOFA and the application deadline published in this NOFA, 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 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.
- Include contact information and the name and title of the person authorized to sign for the PHA, Tribe/TDHEs, and/or RA.

5. 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. Renewal applicants must certify that their non-profit status is current and in good standing on the HUD-52768 form. **All new applicants must submit a copy of the 2016 or 2017 federal annual information return submitted to the IRS (for 501 (c) (3) applicants) or the state or tribal equivalent (for locally incorporated nonprofits).** If this information is not submitted as part of the application, it will not be requested during the deficiency period. If non-profit status is submitted, HUD may contact an applicant to clarify

items regarding the non-profit status of the applicant and will be treated as a curable deficiency.

6. 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 deficiency. Please see section III.E.1.

7. 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. Please see section V.A.

8. Unexpended Balance Threshold: Renewal applicants that have an unexpended balance of 60% or more of their FY15 ROSS grant funds by the application deadline are ineligible for FY18 ROSS funding. These applications will not be reviewed.

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

D. 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 ([click here](#)).

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

E. 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.**

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, mosques; nonprofit organizations; 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, tribes that are considered high-risk according to 2 CFR 200.205 will have to comply with any special conditions outlined by the area ONAP pursuant to 2 CFR 200.207 prior to implementing their ROSS award.

2. Achieving Results and Program Evaluation: HUD requires all applicants to develop performance and outcome milestones that are focused on the areas of need that will support residents' path towards economic independence and stability or in the case of elderly/disabled residents assisting them to continue to age/remain in place. Additionally, this NOFA provides a set of measures and goals to be met by the end of the grant term. Please see Section III.E.11. If awarded FY18 funds, HUD will provide more information on the effective evaluation of the FY18 ROSS program.

a. Assessing Needs of Residents: All applicants must complete a resident needs assessment for the project(s) included in their FY18 ROSS application. The resident needs assessments must support the areas of need that the applicant will be choosing to address in this application. Applicants that are awarded FY18 funds should be prepared to administer a resident needs assessment annually to determine progress towards addressing the area of need(s).

HUD encourages all applicants to use the needs assessment included with this NOFA. Please see Appendix. If an applicant chooses to use any other needs assessment tool, the applicant must also attach the resident needs assessment tool with this application. The results of the needs assessment must be included in the narrative statement for all applicants. Please see section V.A for more information.

There must be at least a 20% response rate of the households that reside in projects included in the application. Applicants must ensure that the needs being proposed to be addressed in this application is representative of actual needs of residents in the projects to be served.

All applicants must identify the need(s) of residents the ROSS-SC(s) will address on the HUD-52768 form.

b. Evaluation Tool: HUD requires applicants to develop an effective, quantifiable, outcome-oriented plan for measuring performance and determining that goals have been met. HUD will provide more information on the evaluation tool all grantees must use for reporting to HUD.

3. Maximum Number of Applications (please see the chart in the Appendix to this NOFA 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 applying under the 25% Resident Association Set aside Category:** may submit only one application.
- **Non site-based RAs** (i.e., city-wide, intermediary, jurisdiction-wide, state-wide, and national) **applying under the 25% Resident Association Set aside Category:** may submit one application.
- **Non site-based RAs** (i.e., city-wide, intermediary, jurisdiction-wide, state-wide, and national) **not applying under the 25% Resident Association Set Aside Category:** may submit up to three applications under the New and/or Renewal Category.

- **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 2015.

Please Note: If you are a non-site based RA or a non-profit applicant that is not an RA 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 separate, individualized, and non-duplicated.

4. Maximum Number of ROSS-SCs per application: Applicant's must base your request for ROSS-SCs on the number of occupied ACC/NAHASDA-assisted units in the PHA's/Tribe/TDHE's portfolio as of September 30, 2017. All applicants must have a minimum of 50 units to be eligible for ROSS-SC funding. If you are a newly consolidated PHA, the number of positions you may apply for shall be based on the total sum of the occupied units at each divesting PHA as of September 30, 2017. The resultant new PHA must be registered as a new entity at www.sam.gov.

5. Maximum Number of ROSS-SCs per PHA or Tribe/TDHE. There shall not be more than three ROSS-SC positions per PHA or Tribe/TDHE. If multiple applicants applying to serve the same PHA or Tribe/THDE exceeds three ROSS-SC and all applications are deemed eligible to enter a lottery, only the first chosen in the lottery will be funded. 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. There shall not be more than one applicant applying to serve the same development(s). If more than one application proposing to serve the same project(s) is received, they will each be reviewed and, if each are deemed eligible to enter a lottery, only the first chosen in the lottery will be funded.

7. Joint applications. Two or more applicants may join together 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 and submit the application using the Grants.gov portal. All members of a joint application are subject to the requirements of this NOFA, and the terms and conditions of the award. Lead applicants must ensure:

- (1) A letter of support from each joint applicant is included with the ROSS Application.
- (2) 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.
- (3) If the joint applicant is as a Non-profit Organization or Resident Association, a Certification of Consistency with the Consolidated Plan is submitted each PHA (or tribe) to be served.

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

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 may not also serve the functions of an FSS coordinator.

9. Balance. All ROSS-SC grantees should be expending and having timely draw-downs of funds (timely draw-downs occur on a monthly or two-month basis). While there may be a period a grantee experiences staff turnover which may affect timely draw-downs, all grantees should make sure they are able to fill ROSS-SC positions in a timely manner so that there isn't a significant balance at the application deadline and a period that residents are not being served throughout the 36-month grant period.

10. Grant term. The term of the FY18 ROSS grant is 36 months. If awarded, the grant term will start the effective date of the grant agreement. The grant term is the period that HUD will use to review any reporting tools as specified by HUD and relevant information needed to evaluate the grantee's performance. The grant term may not change even if the grantee does not start implementing the ROSS program by the start of the grant term.

11. Areas of Need: Each Applicant may select three areas of need to be addressed. If an applicant selects Health and Wellness, Reentry, or Substance Abuse, then the applicant must also select either Education, Employment, or Financial Literacy. Each area of need shall be supported by the results of the resident needs assessment. 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 that HUD will request each grantee to work towards. Below is a list of preliminary goals which are subject to change. More information on measurement and evaluation will be provided if awarded FY18 funds.

a. Education: Coordinators will work with youth and families to achieve educational attainment levels that are suitable to an individual or family moving towards self-sufficiency.

Goals:

- Positive percent change in educational attainment of residents.
- Percent Increase in number of workable adults with no high school diploma enrolled in.
- GED class and/or workable adults enrolled in adult continuing education (includes vocational and college) class.

b. Health & Wellness: Coordinators will partner with PHA staff and residents to facilitate an environment and/or resources that empower residents to pursue and achieve a state of well-being which enables attainment of personal goals towards self-sufficiency (access to and utilization of healthcare and healthy living opportunities).

Goals:

- Positive change in resident self-assessment of health & well being.
- Positive percent change in number of residents with Primary Care Provider.
- Increase in number of residents with access to exercise opportunities.

c. Reentry: Coordinators will support residents and/or their families who have experienced involvement with the justice system to remove barriers to education, employment, health and

wellness, and personal and family stability, which are critical to a family or individual moving towards self-sufficiency.

Goals:

- Positive percent change in barriers removed leading to employment and health and well-being.
- See education, employment, and health and wellness goals.

d. Employment: Coordinators will support residents to attain employment levels suitable to an individual or family moving towards self-sufficiency. Coordinators will support residents to attain employment and/or increase earnings through connection to work readiness, job placement, educational advancement, and technology and financial literacy activities.

Goals:

- Positive change in employment.
- Positive increase in resident earned income.
- Positive change in earnings at or above living wage.

e. Financial Literacy: Coordinators will support residents in financial coaching and literacy so that they may be financially stable to attain personal goals towards self-sufficiency

Goals:

- Positive increase in resident net worth.
- Positive increase in credit resident score.
- Increase in number of residents with no bank accounts opening bank accounts.

f. Elderly/Disabled: Coordinators will work to coordinate services for elderly and/or disabled residents to better enable residents to reach and maintain their desired level of independence while aging in place.

Goals:

- Positive change in number of barriers removed leading to stability in health and well-being.
- Positive change in number of barriers removed to maintain housing stability.
- See health and well-being goals.

g. Substance Abuse: Coordinators will work with service providers to address substance abuse through prevention and intervention services.

Goals:

- Positive percent change in barriers removed leading to employment and health and well-being.
- For residents with opioid and/or any other type of drug or alcohol dependency, positive percent change in number of residents receiving treatment.

12. Types of Services to be Coordinated. Services may include but not limited to the examples below:

- a. Child Care Services.
- b. Adult Basic Education/Literacy Classes.
- c. High School/ GED Program.
- d. Job Training and Skills.
- e. Financial Literacy.
- f. Health Care Coordination.
- g. Assistance with activities of daily living for elderly/disabled.
- h. Nutrition Courses. In the cases of the elderly or persons with disabilities, meal services to meet nutritional needs.
- j. Employer Linkage and Job Placement.
- k. Career Advancement and Planning Programs.
- l. Transportation.
- m. Expunging, sealing, or correcting criminal records or securing certificates of rehabilitation, dependent on state jurisdiction.
- n. Substance abuse treatment for drug and alcohol dependents.
- o. Civil legal assistance.

F. Criteria for Beneficiaries.

This program has eligibility criteria for beneficiaries.

1. Eligible Participants. All participants assisted by ROSS-SCs must be residents of conventional public housing or NAHASDA-assisted housing.

2. Eligible Projects. Only Public and Indian Housing projects and NAHASDA-assisted 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. *Applicants are not eligible to receive funding for projects that are currently being served by ROSS-SC grants awarded under the FY2016 or FY2017 competitions.*

3. Rental Assistance Demonstration (RAD) Conversions: PHAs may not apply to serve residents that reside in units that have received a RAD Commitment to enter into a Housing Assistance Payment (CHAP) at the time of application due date.

IV. Application and Submission Information.

A. Obtaining an Application Package.

Instructions for Applicants.

You must download both the Application Instruction and the Application Package from Grants.gov. To ensure you are using the correct Application Package and Application Instructions, you must verify the CFDA Number and CFDA Description on the first page of the Application Package, and the Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the Adobe forms created by Grants.gov. The Instruction Download contains official copies of the NOFA, 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 is not deemed 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 request at least 15 days before the application deadline or if you do not demonstrate good cause. An email request sent 15 days before the application will also be considered. If HUD waives the requirement, HUD must receive your paper application or email request before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you must contact:

Email: ROSS-PIH@hud.gov

HUD

451 7th Street, SW

Washington, DC 20410

B. Content and Form of Application Submission.

You must verify boxes 11, 12, and 13 on the SF424 match the NOFA 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 CFDA and Funding Opportunity Number is not a curable deficiency and will result in your application being declared ineligible for funding.

1. Content.

Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance.	Required. Electronic	Please see section IV.B.1.a for more information. Errors on this form will be treated as a curable deficiency.

HUD-52768 - ROSS-SC Application.	Required. Electronic	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.
See HUD-52755 - Contract Administrator Partnership Agreement	Required.	This is a noncurable deficiency 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.
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 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 will be treated as a curable deficiency.
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 will be treated as a curable deficiency.
HUD-2991 - Certification of Consistency with the Consolidated Plan	For all applicants except for tribes, TDHEs, and nonprofits serving tribes/TDHEs.	If more than one PHA is to be served, there must be one for each PHA. The HUD2991 must be signed by the city/county/parish entity that manages the Consolidated Plan used to access Community Development Block Grant Funds; OR, Instead of the

		HUD2991, an applicant may include a copy of the signed PHA Certification of Compliance for their current Annual PHA Plan. HUD may contact an applicant to clarify items on this form and will be treated as a curable deficiency.
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 will provide instructions to grantees on how the form is to be submitted.
Acknowledgment of Application Receipt (HUD2993), if applicable	This form is applicable only to applications submitted on paper, following receipt of a waiver of electronic submission.	This form is not required but is available for applicants who want confirmation that their hard-copy application was received by HUD. The form must be submitted with the application, in accordance with the application submission instructions included in the waiver of electronic submission.
SFLLL - Disclosure of Lobbying Activities	Required, if applicable. Electronic	Required only if your organization engages in lobbying activities. This requirement is not applicable to federally recognized tribes and their TDHEs. This item is a curable deficiency.

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

a. Narrative Statement is required for all applicants. 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 is missing, it 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.

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

is missing from the letter(s), it 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 Granting Non-profit (tax exempt) Status and Copy of the 2016 or 2017 annual information return. All new applicants that are either a Resident Association and/or Nonprofit Organization must submit a copy of their 2016 or 2017 federal annual information return submitted to the IRS (for 501(c)(3) applicants (<https://www.irs.gov/Charities-&--Non-Profits/Annual-Reporting-&-Filing-1>)) or the state or tribal equivalent (for locally incorporated nonprofits). If this documentation is missing from your application, it cannot be requested as part of the deficiency process.

If you are a renewal applicant, you must certify on the HUD-52768 that your non-profit status is current and in good standing. 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.

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 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. *Narrative statements must be double-spaced, with one inch margins and 12-point Times New Roman font.* Please see Section V.A for page requirements.

b. 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/100 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 (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, 2019 - December 31, 2022 (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 FY18 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.

NOTE: Do not add attachments to the SF424. 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 should list the Name AND 11-digit Project Number as identified in PIC of each project to be served by each ROSS-SC. If the applicant proposes to serve different PHAs, list the PHA as well. For tribes/TDHEs funded through the United States Housing Act of 1937, list the 11-digit project code. For tribes/TDHEs with projects previously 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. Resident Association and non-profit applicants should consult their PHAs regarding project names and numbers.

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 are like the responsibilities of an ROSS-SC. Examples include, but are not limited to: community and social service specialists, community outreach specialist, resident services coordinators. The information must be based on 2016 or 2017 data.

If applicable, an applicant may use the wages it pays its own workers in similar positions as one of the comparable salaries it provides. The online resource, CareerOneStop salary finder (<http://www.careeronestop.org/toolkit/wages/find-salary.aspx>), may be used as the basis for only one of the 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 area, that are unable to find reliable salary comparability information for such areas, may use the

comparability information from nearby metropolitan areas. 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.

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.

Also see Section III.C.3.d for completing the 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 SAM before submitting their application. In addition, applicants must maintain an active SAM registration with current information while they have 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 SAM, 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 EBiz Point of Contact 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 submit an application through Grants.gov. Complete registration instructions and guidance are provided at Grants.gov. See also Section IV.B for necessary form and content information.

D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **07/30/2018**. Applications must be received 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. Then Grants.gov assigns an application tracking number and **date-and time-stamps** 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 submitting an application.

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

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, or 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 NOFA 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 may contact the applicant to clarify other items in its application. HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that if **corrected** it would not alter, in a positive or negative fashion, the review and rating of the application. See curable deficiency in definitions section. 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 representative. The

email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request for cure of deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

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 not exceed 14 calendar days or be less than 48 hours 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 (e.g., Subject: Technical Cure - GRANT123456). 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. This only applies to certain programs and responses should be sent to the NOFA specific program.

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 NOFAs. The version of these NOFAs as posted on Grants.gov are the official documents HUD uses to solicit applications.

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 \$70,000 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 \$70,000 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.(1)(c) of this NOFA. 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.

3. Training/Travel. This program will cover up to \$2,500 per year per ROSS-SC position for pertinent training and associated travel. 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 Costs. The maximum funding for administrative costs will be no greater than 10% of the requested salary/fringe and training/travel amounts per ROSS-SC position. For example, if an applicant requests \$217,500 for salary/fringe and training costs, then the applicant can request up to 10% of \$217,000 for administrative costs. See example below:

Salary and Fringe Amount:

\$70,000 (salary/fringe per year) *multiplied by* 3 (number of years of grant term) = \$210,000 (total salary/fringe amount).

Training/Travel Cost Amount:

\$2,500 (training cost per year) *multiplied by* 3 (number years of grant term) = \$7500 (total training cost).

Administrative Cost Amount:

10% (Administrative cost percentage) of \$217,500 (Total salary/fringe and training cost) = \$21,750 (administrative cost amount).

Total award amount is:

\$217,500 (total salary/fringe and training cost) *plus* \$21,750 (administrative cost) = **\$239,250 (total award amount).**

Administrative cost funds may be used for activities including but not limited to:

- a. Administrative staff support;
- b. Local transportation by the ROSS-SCs;
- c. Stipends for reasonable out-of-pocket costs incurred by the residents for such things as local transportation to and from job training and job interviews, supplemental educational materials, and child care expenses;
- d. Tracking and evaluation;
- e. Purchase of office furniture or office equipment and supplies;
- f. Purchase of hardware and software to support 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;

- g. Program outreach, printing and postage;
- h. Utilities, including Internet connectivity costs;
- i. Fees to support employment and education barrier removal for 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.
- j. 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;
 - 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.
- k. Fees to support treatment for substance use disorders such as transportation to treatment.

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 and related administrative, training, and associated travel activities.

b. Funds under this NOFA may not be used to pay the salary of a Family Self-Sufficiency (FSS) coordinator for the Housing Choice Voucher FSS, Public Housing FSS, or the newly combined FSS program. The funding for FSS program coordinators will be made available through a separate NOFA.

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 NOFA may only fund direct costs, indirect costs may not be claimed.

G. Other Submission Requirements.

1. Application Certifications and Assurances

By signing the SF424 either through electronic submission or in paper copy submission (for those granted a waiver), applicant affirms certifications and assurances associated with the application are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and 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, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

2. Lead Based Paint Requirements

When providing education or counseling on buying or renting housing that may include pre-1978 housing, when required by regulation or policy, 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).

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

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

1. Renewal Applicants. Renewal Applicants that meet all of the threshold requirements listed in this NOFA will be eligible to be scored and ranked based on the total number of points allocated for each of the rating factors described below in this section.

Rating Factor 1- 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 materials submitted with the application as well as the FY15 Logic Model and annual reporting materials submitted by the Renewal Applicant to HUD 30 days after the anniversary date of the start of the FY15 grant term to determine whether the criteria outlined below has been met.

A. Capacity to meet ROSS program requirements (15 points)

- Achievement of at least 50% of services and outcomes. Applicants that have not achieved at least 50% of the services and outcomes goals contained in the FY15 Logic Model fail this criterion. HUD will base its calculations on the cumulative total for the years the grantee has completed (10 points).
- Submission of Annual Reports. Annual reporting (yearly Logic Model and SF-425 financial statements) is due no later than 30 days after the anniversary date of the start of the FY15 grant term. Applicants who have not submitted all of the required reports for their FY15 ROSS grant within 30 days after the anniversary date of their grant term receive zero points for this criterion (5 points).

B. Timely Use of Funds Received by HUD (up to 10 points).

Renewal Applicants will receive up to 10 points based on the timely expenditure of FY15 ROSS-SC grant funds as described below. Additionally, Renewal Applicants’ rating for this sub-factor will be used in the determination of FY18 ROSS-SC award amounts as outlined below.

Percent Unexpended FY15 ROSS-SC grant funds	Points Awarded	FY18 Funding Award Reduction Amount
50-60%	0	30% of FY15 ROSS grant unexpended balance at the application deadline.
40-49.99%	5	20% of FY15 ROSS grant unexpended balance at the application deadline.
≤ 39.99%	10	No FY18 award reduction.

Rating Factor 2 – Soundness of Approach

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 needs. The results of the needs assessment must support the applicant’s chosen area(s) of need: Education, Employment, Financial Literacy, Reentry, Health and Wellness, Elderly/Disabled, and/or Substance Abuse. The chosen area(s) of need must be clearly identified on the form HUD-52768. Narrative statements must be no more than 5 pages, double-spaced, with one-inch margins and 12-point Times New Roman font. Pages over the 5-page limit will not be read.

Applicants who fail to provide both a clear written description summarizing results of the needs assessment supporting the chosen area(s) of need and how the need(s) will be addressed receive 0 points.

High-Risk Designation for Tribe. In addition to meeting the requirements outlined above, all high-risk tribes must submit a detailed narrative that clearly address the corrective actions that

have been put in place in response to the area ONAP’s findings. Failure to demonstrate the corrective actions taken will result in applicant’s ineligibility for funding.

Eligibility:

Minimum number of points obtainable for funding eligibility.	30
Maximum number of points obtainable for renewal applicants.	45

2. New Applicants – In order to be eligible for funding, new applicants will have to meet the rating factor requirements contained in this section. All new applicants must submit a narrative statement addressing relevant experience, capacity, and soundness of approach outlined below. 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.

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

Rating Factor 1 – Capacity (maximum 5 pages) Maximum Points: 25

- a. Describe experience with and capacity to manage multi-year grants that served public housing, 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. (10 points)
- b. Describe experience with providing supportive services to public housing, Native Americans, and/or low-income residents within the past 5 years. (up to 5 points)
- c. Provide relevant experience and capacity to collect data on grant programs within the past 5 years. (up to 5 points)
- d. Describe achievements of coordinating services for public housing, Native Americans, and/or low-income residents including coordinating employment related services, educational services, and health related services within the past 5 years. (up to 5 points)

Rating Factor 2 – 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 needs. The results of the needs assessment must support the applicant’s chosen area(s) of need: Education, Employment, Financial Literacy, Reentry, Health and Wellness, Elderly/Disabled, and/or Substance Abuse. The chosen area(s) of need must be clearly identified on the form HUD-52768. Narrative statements must be no more than 5 pages, double-spaced, with one-inch margins and 12-point Times New Roman font. Pages over the 5-page limit will not be read.

Applicants who fail to provide both a clear written description summarizing results of the needs assessment supporting the chosen area(s) of need and how the need will be address will receive 0 points.

Eligibility:

Minimum number of points obtainable for funding eligibility.	30
Maximum number of points obtainable for new applicants.	45

2. Preference Points.

Preference points are not available for this program.

B. Review and Selection Process.

1. Past Performance

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

- a. The ability to account for funds appropriately;
- b. Timely use of funds received from HUD;
- c. Timely submission and quality of reports submitted to HUD;
- d. Meeting program requirements;
- e. Meeting performance targets as established in the grant agreement;
- f. The applicant’s organizational capacity, including staffing structures and capabilities;
- g. Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
- h. The number of persons to be served or targeted for assistance.

HUD may reduce scores as specified under V.A. Review Criteria. Each NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts.

Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding of each applicant’s performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.D 1. Pre-selection Review of Performance, above.

2. Assessing Applicant Risk

HUD may impose special conditions on an award as provided under 2 CFR 200.207:

- 1. Based on HUD's review of the applicant's risk under 2 CFR 200.205;
- 2. When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal Award;
- 3. When the applicant or recipient fails to meet expected performance goals; and
- 4. When the applicant or recipient is not otherwise responsible.

Risk will be evaluated by way of the elements described in Sections III.C. and III.D of this NOFA.

3. Reviews: Applications are reviewed by HUD to determine if they are technically adequate based on the NOFA requirements. Applications that meet all NOFA requirements will be rated and ranked. Applicants that earn less than 30 points are not eligible for FY18 ROSS funding.

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

a. Funding Category 1: RA Applicants. By statute, 25% of all ROSS funds must be awarded to qualified RAs to fund 1 ROSS-SC per RA. 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 more than one applicant shares the same score and there is not enough funding to award them, HUD will conduct a lottery to base the order of funding for applicants with the same score. 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 NOFA. If more than three RA applications are received to serve the same PHA and are deemed eligible for funding, HUD will conduct a lottery to select the first three applicants of the same PHA.

b. Funding Category 2: Renewal Applicants. After the RA 25% set-aside category is funded, qualified renewal applicants with FY15 ROSS grants will be funded. HUD will fund this category in ranked order starting with the highest review score. If more than one applicant shares the same score and there is not enough funding to award them, HUD will conduct a lottery to base the order of funding for applicants with the same score. Please note that renewal applicants may be subject to a reduced award. See Section V.A.1 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 more than one applicant shares the same score and there is not enough funding to award them, HUD will conduct a lottery to base the order of funding for applicants with the same score.

Note: Once an applicant or application is selected from the pool, it will not be reintroduced to the pool when additional selections are to be made to deliberately avoid selecting the same applicant or application a second time.

5. Corrections to Deficient Applications

Please read this NOFA 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 10-day cure period for the ROSS-SC NOFA does not apply to DUNS numbers and registration requirements for electronic filers.

C. Anticipated Announcement and Award Dates.

HUD expects to make awards by September 2018.

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 SF-424.

1. Award Announcements. HUD will make announcements of grants awards after the review process is completed. HUD will first issue a press release which applicants may access by going to HUD's homepage at: www.hud.gov. Subsequently, grantees will be notified and will receive instructions on what steps they must take to access funding and begin implementing grant activities. Applicants who are not funded will also receive a letter via U.S. postal mail.

2. Debriefings. All applicants may request a debriefing related to their individual application. Applicants requesting to be debriefed must send a written request to Mr. Cedric Brown, Director, Grants Management Center, U.S. Department of Housing and Urban Development, 451 7th Street, S.W., Room 3166, 3rd Floor, Washington, DC 20410.

3. 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 Cedric A. Brown, Director, Grants Management Center, at cedric.a.brown@hud.gov. In the event that HUD committed an error that would result in funding when corrected, HUD may issue an award, subject to the availability of funds.

B. Administrative, National and Department Policy Requirements for HUD recipients

For this NOFA, the following General Administrative Requirements and Terms for HUD Financial Assistance Awards apply. Please [[click here](#)] to read the detailed description of each applicable requirement.

1. Compliance with Non-discrimination and Other Requirements.

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

- Compliance with Fair Housing and Civil Rights Laws.
- Affirmatively Furthering Fair Housing.
- Economic Opportunities for Low-and Very Low-income Persons (Section 3).
- Improving Access to Services for Persons with Limited English Proficiency (LEP).
- Accessible Technology.

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

3. Participation in HUD-Sponsored Program Evaluation.

4. OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

5. Drug-Free Workplace.

6. Safeguarding Resident/Client Files.

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

8. Accessibility for persons with Disabilities.

9. Conducting Business in accordance with Ethical Standards/Code of Conduct.

10. Environmental Requirements.

In accordance with 24 CFR **58.34(a)(3) or (a)(3) or (a)(9), 58.35(b)(2) and 50.19(b)(3), (b)(9), or (b)(12)**, activities funded under this NOFA are 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.

C. Reporting.

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

1. Reporting Requirements and Frequency of Reporting. 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. NOFAs may specify the data collection and reporting requirements. Many programs use the Race and Ethnic Data U.S. Department of Housing OMB Approval No. 2535-0113 Reporting Form HUD-27061.

3. Performance Reporting. All HUD funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes under the purpose of the program and the work plan in the award agreement.

4. Annual Performance Reports. Grantees are expected to consistently meet their goals and submit their reports annually and on time. Further, because the ROSS-SC grant funds salaries primarily, HUD expects grantees to spend funds on a regular basis (monthly, or every two months) and avoid maintaining significant grant balances. **NOTE:** HUD will review grantees' performance both in achieving their promised goals and the status of grant balances on a regular basis **and** when evaluating applications for future funding.

Annual progress reports must include financial reports (SF425) and submission of data in reporting tool specified by HUD showing achievements.

Performance reports are due to the field office 30 days after the anniversary of grant execution. Performance reports are due annually. If reports are not received by the deadline date, grant funds will be suspended until reports are received.

5. Grant Closeout:

a. Final Report. All grantees must submit a final report to their local field office or area ONAP that will include a financial report (SF425) and data report showing achievements to date through the reporting tool as specified by HUD. A narrative describing milestones, progress towards goals, problems encountered, and methods used to address the problems to support the data is optional. Grantees must use quantifiable data to measure performance against goals and objectives. The financial report must contain a summary of all expenditures made from the beginning of the grant agreement to the end of the grant agreement and must include any unexpended balances. The final report is due to the field office 90 days after the termination of the grant agreement.

b. Final Audit. Grantees that expend \$750,000 or more in federal funds in a given program or fiscal year are required to obtain a complete final close-out audit of the grant's financial statements by a Certified Public Accountant (CPA), in accordance with generally accepted government audit standards. A written report of the audit must be forwarded to HUD within 30 days of issuance. Grant recipients must comply with the requirements of OMB Final Guidance "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," codified at 2 CFR Part 200.

6. Section 3 Reporting. The Section 3 regulations at 24 CFR Part 135, subpart E, impose certain reporting requirements on recipients, including the submission of an annual report of Section 3 outcomes using form HUD 60002 via the Section 3 Performance Evaluation and Registry System (SPEARS). Additional information can be found at <https://portal.hud.gov/hudportal/HUD?src>

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFA, 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 official whose signature appears on the SF424 or by his or her successor in office, and be submitted to the point of contact 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.

VII. Agency Contacts.

HUD staff will be available to provide clarification on the content of this NOFA. Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

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 NOFA 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 Funds Available web page at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail.

Appendix.

Eligibility Chart Appendix A:

Applicant type	Number of SCs	Number of Applications	Notes
PHAs	Up to 3, depending on the number of occupied ACC units in their inventory as of the application deadline	1, either under the new or renewal category	
Tribes/TDHEs	Up to 3, depending on the number of occupied NAHASDA-assisted units	1, either under the new or renewal category	

	in their inventory as of the application deadline		
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 Associations serving the same PHA may be funded through this NOFA. • Site-based RA applicants may only apply for one SC • All Site-Based RA applicants must submit a CAPA.
Non site-based RAs (i.e., city-wide, intermediary, jurisdiction-wide, state-wide, and national) applying under the 25% RA set aside	1	1	<ul style="list-style-type: none"> • These applicants may submit one application under either the new or renewal category for one SC. • All RA applicants must submit a CAPA.
Non site-based RAs (i.e., city-wide, intermediary, jurisdiction-wide, state-wide, and national) not applying under the 25% RA set aside	Up to 3 per application for a maximum of 9.	Up to 3 total. Applications may be submitted under both renewal and new categories for a total of 3 applications.	<ul style="list-style-type: none"> • These applicants will be permitted to submit up to 3 applications if they are not availing themselves of the 25% RA set-aside. • These applicants may request more than one SC for PHAs,

			<p>tribes/TDHEs depending on the unit count.</p> <ul style="list-style-type: none"> • Applications submitted under the renewal category, <i>must</i> be submitted on behalf of the same organization the applicant was funded to serve in FY15. • All RA applicants must submit a CAPA.
Tax-exempt applicants with 501(c)(3) status	Up to 3 per application for a maximum of 9.	Up to 3 total. Applications may be submitted under both renewal and new categories for a total of 3 applications.	<ul style="list-style-type: none"> • Applications submitted under the renewal category, <i>must</i> be submitted on behalf of the same organization the applicant was funded to serve in FY15. • Non-profit 501(c)(3) applicants may apply with the support of a PHA or Tribe/THDE, or with the support of one or more RAs. • Non-profit 501(c)(3) applicants applying with the support of a <i>site-based RA(s)</i> may apply for up to one SC per RA (or set of RAs if combining RAs is required to achieve the minimum

			<p>number of units (50) to be served) for a total of not more than three SCs per PHA.</p> <ul style="list-style-type: none">• Non-profit 501(c)(3) 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 SCs 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.
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