

INFORMATIONAL BROADCAST FOR THE FISCAL YEAR 2021 NOTICE OF FUNDING OPPORTUNITY FOR THE RESIDENT OPPORTUNITY & SELF-SUFFICIENCY SERVICE COORDINATOR GRANT PROGRAM

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Today's Agenda

- Application Basics
- Program Overview & Purpose of the Program
- Core Functions of a ROSS Service Coordinator
- Changes from Previous NOFOs
- Award Information
- Eligible Use of Funds
- Eligible Applicants
- Threshold Requirements
- Application Requirements and Assembling Your Application and more!

APPLICATION BASICS:

Application deadline: September 17, 2021 by 11:59:59

Total funding: \$35 million

Eligible applicants:

- Public Housing Authorities
- Resident Associations (either locally-incorporated nonprofit or 501(c)(3) status)
- Tribes/Tribally Designated Housing Entities
- 501(c)(3) Nonprofit Organizations – must be supported by one of the above organizations.

RESIDENT OPPORTUNITY & SELF-SUFFICIENCY SERVICE COORDINATOR (ROSS-SC) **PROGRAM OVERVIEW**

PROGRAM OVERVIEW



- ROSS is a **place-based program** that targets the entire resident community in the project(s) to be served.
- Program should address the areas of need at both the **individual and community level**.
- The **ROSS-SC must work with residents, PHA staff, local partners, and other stakeholders** to develop local strategies to address the needs of residents and remove barriers to self-sufficiency/aging in place.

PROGRAM 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 and housing self-sufficiency.**
- **The ROSS-SC assesses resident needs and links them to supportive services and activities,** enabling residents to make progress towards economic self-sufficiency.
- **The ROSS-SC links elderly/disabled residents to services to assist with aging/remaining in place.**
- **NEW:** ROSS grantees may provide some direct services.

CORE FUNCTIONS OF A ROSS-SC



**RESIDENT NEEDS
ASSESSMENT**



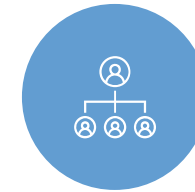
**PARTNERSHIP
BUILDING/COORDINATION**



**RESIDENT
ENGAGEMENT**



CASE MANAGEMENT



DIRECT SERVICES



EVALUATION

TYPES OF SERVICES TO BE COORDINATED

- Child Care Services
- Adult Basic Education/Literacy Classes
- After-school programming for K-12
- High School/ GED Program
- Programs to assist with FAFSA completion
- Job Training and Skills
- Digital Inclusion Activities
- Credit Counseling/Financial Literacy
- Health Care Coordination
- Assistance with activities of daily living for elderly and persons with disabilities

TYPES OF SERVICES TO BE COORDINATED

- Congregate Services/Meal Delivery Services
- Nutrition Courses
- Employer Linkage and Job Placement
- Transportation
- Expunging, sealing, or correcting criminal records or securing certificates of rehabilitation
- Substance Abuse Treatment
- Civil Legal Assistance

CHANGES FROM PREVIOUS NOFO

CHANGES FROM PREVIOUS NOFO

- Provision of Direct Services and subcontracting for direct services is now permitted
- Salary increase to \$72,000
- **Letter of Support for Joint Applicants** – Lead applicants must obtain a letter of support from each joint applicant they apply with. (Lead applicants are those listed first on the SF-424 and 52768)
- **Digital Inclusion added as an Area of Need**
- **Maximum Number of ROSS-SC per Application:** Number of ROSS-SCs funded will be based on the number of occupied PH/NAHASDA-assisted rental units **as of the application deadline** in the developments you apply to serve.

CHANGES FROM PREVIOUS NOFO

- **New Flexibilities in Use of Administrative Funds to Support Resident Outcomes**
- **Definition of NAHASDA-assisted unit clarified to mean NAHASDA-assisted *rental* unit**
- **Current Non-profit status-** All **renewal** applicants must certify that their nonprofit status is in good standing by certifying this on the 52768. All **new** applicants must submit copy of their 2019 or 2020 annual return information.

CHANGES FROM PREVIOUS NOFO

- **Eligible Public Housing Units:** Mixed-finance public housing units are eligible to be served.
- **Eligibility of PHA affiliates/instrumentalities:** PHA affiliates or instrumentalities that are nonprofits are prohibited from applying for funds if the PHA they intend to serve would not be an eligible applicant.
 - **The reverse is also true.**
- **Resident Association Definition:** Resident Associations (RAs) do not include nation-wide or nationally-based resident organizations.
- **List of Minimum Qualifications** for the ROSS-SC has been reintroduced.

BUDGET LINE ITEMS AMOUNTS

- **Salary increase to \$72,000 per year – (NEW)**
- **Training and Travel Costs** - Applicants can request up to \$2,500 per SC position. This is an increase of \$500.
- **Administrative Costs** - The maximum funding for administrative costs can't exceed 10% of the **combined** salary/fringe **and** training/travel amounts per position.

IMPORTANT APPLICATION REMINDERS

- **HUD 52768** – This is the primary application form and requires input of salary comparability information from **three different employers**.
- **Unexpended Balance Threshold** - Renewal applicants that have an unexpended balance of 60% or more of their FY18 funds by the application deadline **are ineligible for FY21 funding**.
- **Narrative Requirement** – All applicants must submit a narrative statement. **Follow NOFO outline and answer only what is being asked.**
- **Rating Criteria**- Applicants will be reviewed for past performance and capacity using a point system. 30 points are necessary to be eligible for funding.

IMPORTANT APPLICATION REMINDERS

- **Resident Needs Assessment-** All applicants are required to complete a resident needs assessment with a minimum response rate of 20%. A sample is provided; click [here](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/funding_opps/fy21_ross_sc) (https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/funding_opps/fy21_ross_sc).
- **Non-Site Based Resident Associations** must include a letter of support from the PHA they intend to serve. (Must also have nonprofit status).
- **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” must submit a narrative outlining corrective actions that have been put in place in response to special conditions put in place by their area ONAP.

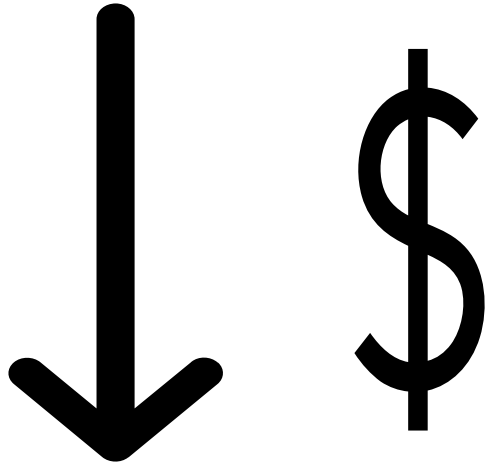
AWARD INFORMATION

MAXIMUM AWARD INFORMATION

Number of PHA/tribe/TDHE Units	Max # of ROSS-SCs	Max Grant
50-1,000	1	\$245,850
1,001-2,5000	2	\$491,700
2,501 or more	3	\$737,550

- Funding of \$35,000,000 is available.
- Some carryover may be available.
- HUD expects to make approximately 125 awards.

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.**

Unexpended Balance Threshold

Renewal Applicants that have an **unexpended balance of 60% or more** of their FY18 ROSS grant funds by the application deadline **are ineligible** for FY21 ROSS Funding.

ROSS grantees that received ROSS-SC funding prior to FY18 **are ineligible** for FY21 funding as new applicants **if they have an unexpended balance of 40% or more of their pre-FY18 ROSS-SC grant(s).**

ELIGIBLE USE OF FUNDS

Eligible Use of Funds

Salary and Fringe Benefits

- Only for the salary and fringe of the ROSS-SC.
- Salary and fringe must be supported by salary comparability information.

Training and Travel

- Training and Travel Costs must be for the professional and/or program development of the ROSS-SC.
- All training and associated travel must be approved by HUD field office before incurring expense.
- The maximum amount is \$2500 per year.

Administrative Costs

- Funds may only be used to support the ROSS Program.
- Can be used for subcontracting for direct services and other fees to support needs of *active* ROSS participants.
(NEW)
- The maximum amount for admin is 10% of the salary/fringe and training/travel amount.

Request ONLY the amount you need.

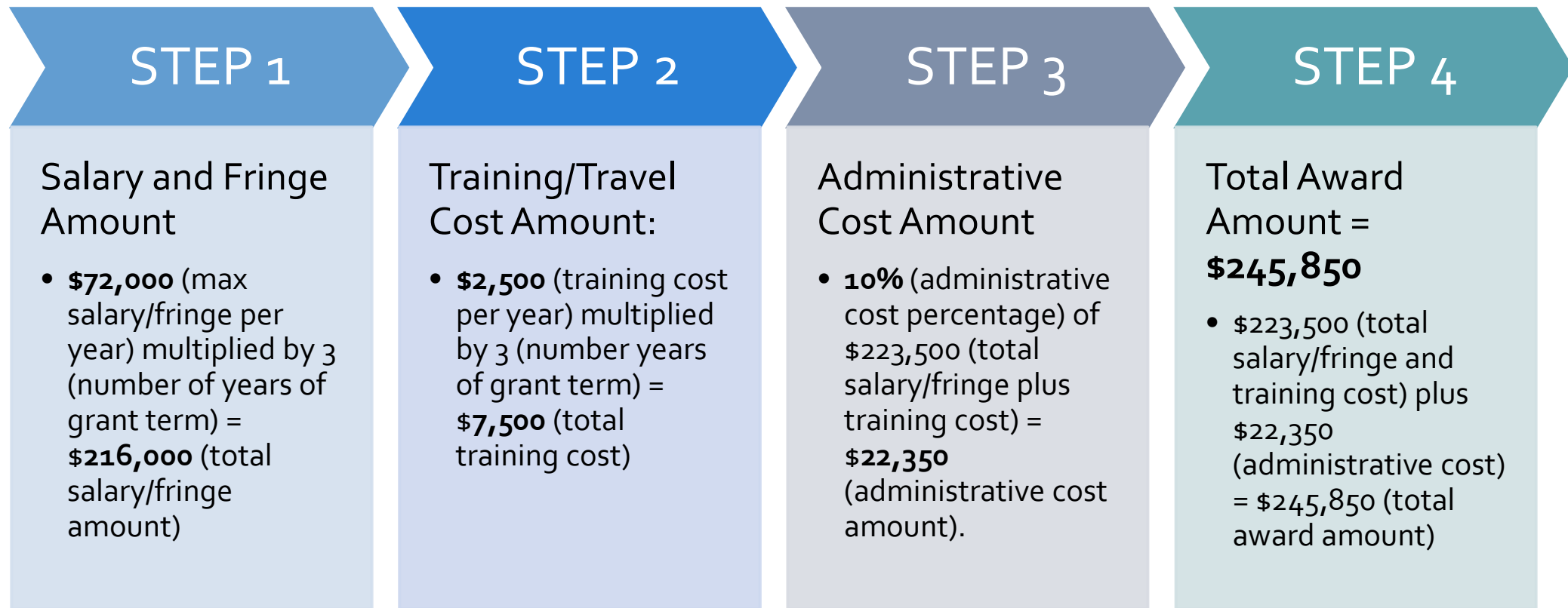
Salary Comparability Information

- Applicants must request funding that is commensurate with local wages for professions comparable to that of a ROSS-SC and submit salary information from three employers. If applicable, an applicant can use wages it pays a similar type of employee for one of the comps.
- An applicant will be considered ineligible if salary comparability information is not from three different sources/employers.
- 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%.

Salary Comparability Information

- We encourage applicants to use **CareerOneStop** for one salary comparability entry. If using CareerOneStop, use “community and social service specialist” as the job title.
- If your online resource does not include fringe benefits, you will need to use another source for fringe benefits.
- The ROSS-SC who is hired must have similar education and qualifications to the comparable positions or professions used to assess whether a salary request is commensurate with local wages.

DETERMINING ELIGIBLE AMOUNT FOR ADMINISTRATIVE COSTS



EXAMPLES OF ADMINISTRATIVE EXPENSES

- **Common administrative expenses:**
 - Administrative staff support
 - Lease/rental of space (no repairs or renovations)
 - Local transportation by SCs
 - Program outreach, printing, postage, utilities (including Internet connectivity for the ROSS-SC's office, community space/computer lab)
 - Office furniture, supplies, equipment
 - Hardware and/or software to support ROSS participants' educational, financial, professional and information needs (not for individuals but for SC's office, or community room, Neighborhood Networks center/computer lab);
 - Tracking and evaluation software
 - Stipends for reasonable out-of-pocket expenses for **active ROSS participants** for such things as local transportation, supplemental educational materials;

EXAMPLES OF ADMINISTRATIVE EXPENSES

- Newer expenses for active ROSS participants only (see p. 48-49):
 - Adult Basic Education/Literacy Classes and/or test fees;
 - Assistance with Activities of Daily Living;
 - Child-care expenses (bridge funding) – full costs for up to 8 weeks;
 - Credit counseling/financial literacy programs;
 - Digital Inclusion costs for such things as device lending programs; digital literacy training classes;
 - Fees to remove barriers – e.g. obtaining identification, occupational or driver's license; correcting criminal records; HS/GED fees;
 - Fees to support substance abuse treatment such as transportation to treatment;
 - Incentives to encourage participation such as IDAs;
 - Healthcare coordination; and
 - Job training/skills programs.

USE OF ADMINISTRATIVE BLI FOR DIRECT SERVICES/SUBCONTRACTING

- New and being tested
- REMEMBER:
 - One of the core functions of the SC is to build partnerships with local organizations/service providers to coordinate the delivery of needed services.
 - You MUST use your MATCH contributions!
 - Before utilizing grant funds for direct services/subcontracting, you must assess whether there are gaps in available local service providers who can offer the services your active ROSS participants need. (See NOFO, p. 4).
 - **You must follow your organizations procurement policies.**
 - **Before entering into a subcontract, check with your local HUD field office to see if it would be approvable.** (See NOFO, p. 49)

EIGHT AREAS OF NEED

8 AREAS OF NEED

- 1. Education:** Coordinators work with residents to achieve educational and/or training levels to prepare them for a career that pays a living wage and can support housing, healthcare, childcare and food expenses.
- 2. Health & Wellness:** Coordinators work with residents to help them overcome health (including behavioral and mental health) - related barriers that hinder educational, professional, and self-sufficiency goals and engage in properly supported pro-health activities.
- 3. Reentry:** Coordinators work with residents and/or their families who are involved with the justice system to ensure they are receiving the necessary legal aid services and other supportive services to help them meet their educational, professional, and self-sufficiency goals.
- 4. Employment:** Coordinators work with residents to help them gain employment with adequate pay and benefits; and will connect the resident to supports in order to help them maintain employment for more than 12 months.

8 AREAS OF NEED

5. Financial Literacy: Coordinators support residents in financial coaching and literacy so that the residents' household monthly expenses/debts do not exceed their monthly earned income and their earned income is enough to support housing, healthcare, and food expenses.

6. Elderly/Disabled: Coordinators work to coordinate services for elderly and/or disabled residents to better enable them to reach and maintain their desired level of independence while aging/remaining in place; therefore avoiding more costly forms of care.

7. Substance Abuse: Coordinators work with service providers to address residents' substance abuse through prevention and intervention services.

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

ELIGIBILITY

ELIGIBLE APPLICANTS

Eligible Applicants Are:

1. **Public Housing Authorities**
2. **Resident Associations** (must be either locally-incorporated nonprofit or 501(c)(3) status)
3. **Tribes/Tribally Designated Housing Entities** as defined in section 4(22) of NAHASDA (25 U.S.C. 4103).
4. **Indian Tribes as defined in section 4(13) of NAHASDA.**
5. **Nonprofit Organizations** supported by any of the above the organizations

NOTE: PHA affiliates or their instrumentalities that are nonprofits are prohibited from applying for funds if the PHA they intend to serve would not be an eligible applicant. **The reverse is also true.**

RENEWAL and NEW Applicants

1. RENEWAL APPLICANTS:

- Applicants that were funded under the FY18 ROSS NOFA.
- Your grant number would look like this: **ROSS191234**
- The Previously Awarded list provides names of all FY18 grantees:
https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy21_ross_sc

2. NEW APPLICANTS:

- An applicant that either never received ROSS funding OR a previously awarded ROSS grantee that received ROSS-SC funding prior to FY18 **that has an unexpended balance of less than 40%.**
- FY19 and FY20 ROSS grantees will not be considered as new applicants and therefore are ineligible for FY21 ROSS funding.

ELDERLY/DISABLED SERVICE COORDINATOR (EDSC) PROVISION

- PHAs that are currently eligible to receive annual funding from the Public Housing Operating Fund for the EDSC program that apply to serve elderly/disabled residents through this NOFO **will forgo all future eligibility for EDSC funding through the Operating Fund.**
- To determine if your PHA is affected by this EDSC provision, please see the list of PHAs that are eligible to receive EDSC:
https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/opfnd2021

THRESHOLD REQUIREMENTS

WHAT IS A THRESHOLD REQUIREMENT?

- An application requirement(s) that **MUST be met at time of application.**
- **HUD cannot request clarifying information** during application review period.
- **If any threshold is not met or is missing from your application, your application will be INELIGIBLE.**

1. Timely Submission of Applications

- Applications submitted after September 17, 2021 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.
- If your application is received by grants.gov before the deadline, but is rejected with errors, you will have a 24-hour grace period after the application deadline to submit a corrected, received, and validated application through grants.gov.

2. Match

1. All applicants are required to have in place a firmly committed **match contribution of at least 25%** of the total grant amount requested.
2. The match may be provided as a cash or in-kind donation.
3. Applicants must maintain all letters from partners attesting to match contributions. **Refer to NOFO for match letter requirements and how to calculate the value of the match.**(p.23 of NOFO)
4. Match amount is provided using form 52768.
5. Applicants should ensure that the area(s) of need the applicant is applying to address have firmly committed partners and match.
6. If you're submitting more than 1 application, you must have separate match commitments.

3. Letters of Support for Non-profit Applicants

- ❖ If you are a non-profit organization that is not a site-based RA, you must include a letter of support from either the PHA, or tribe/TDHE you intend to serve (see page 25 of NOFO).
- ❖ Letters of Support must:
 - Be signed by an authorized representative of the supporting organization.
 - Be dated between the publication date of this NOFO and the application deadline published in this NOFO.
 - Indicate the number of eligible units at the PHA (or those represented by an RA).
 - List the project names (and/or project number(s), where applicable of the projects to be served and the total number of units to be served.
 - Describe to what extent the PHA/tribe/TDHE is familiar with your non-profit and indicate their support.
 - Include contact information.

4. Letter of Support for Joint Applicants

- Lead applicants must obtain a letter of support from ***each*** joint applicant they intend to serve. The letter(s) must be dated between the NOFO publication date and application due date. **See p. 25 of NOFO for information the letter(s) must contain.**

5. Non-profit Status

- Renewal applicants must certify that their non-profit status is current and in good standing on the HUD-52768 form. **The submission of this certification is a non-curable threshold requirement.**
- All new applicants must submit a copy of **their 2019 or 2020 federal annual information return** submitted to the IRS (for 501(c)(3) applicants) or the state or tribal equivalent.
- If no annual return exists, the new applicant must submit other documentation that verifies the non-profit status is active and in good standing.
- **The submission of this documentation but not the underlying non-profit status, is a curable requirement.**

6. Contract Administrator

- All Resident Associations and Troubled PHA applicants must have a contract administrator.
- If the HUD-52755 is required and not submitted as part of an application, **it will not be requested during the deficiency period.**

7. Narrative Statement(s)

- **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.
- **In addition to meeting the narrative statement requirement, all tribes designated as high-risk must submit a detailed narrative** that clearly address the corrective actions they have put in place in response to the area ONAP's findings.

8. UNEXPENDED THRESHOLD

- Renewal applicants that have 60% or more of their FY18 ROSS grant remaining by the application deadline will be considered ineligible for funding.
- New applicants with prior ROSS grants (preceding FY18) with 40% or more remaining in their grant, will also be ineligible.

9. HUD FORM 52768

- This is the main ROSS application form.
- If it is missing, your application will be ineligible.
- Any missing information from this form could render your application ineligible.
- **COMMON MISTAKES:**
 - Forgetting to include property names AND number of occupied units in Part II of the form.
 - Using 2 salaries from the same source/employer (such as the grantee itself).

10. Resolution of Civil Rights Matters

- Outstanding civil rights matters must be resolved by the application deadline.
- Applicants, who after review are confirmed to have unresolved civil rights matters by the application deadline, will be deemed ineligible.

ADDITIONAL NOFO REQUIREMENTS

AREAS OF NEED



- Applicants may select three areas of need to be addressed
- If an applicant selects Digital Inclusion, Health and Wellness, Reentry, or Substance Abuse, the applicant must also select either Education, Employment, or Financial Literacy.
- Each Area of Need must be supported by the resident needs assessment.

Resident Needs Assessment

- All applicants **must complete a resident needs assessment** for the project(s) included in their FY21 ROSS application.
- Can be from within the past 3 years.
- Applicants are not required (although encouraged) to use the **Sample Community Needs Assessment (Appendix B)**.
- If you don't use Appendix B you have to submit the needs assessment tool you used.

Resident Needs Assessment

- There must be at least a 20% response rate of the households that reside in projects included in the application.
- All applicants must identify the needs of residents the ROSS-SC will address on the HUD-52768 form.
- **NOTE:** Digital Inclusion is not listed on the 52768. If you will be addressing it, make sure to include this in your narrative.

NUMBER OF POSITIONS: PHAs and Tribes

- PHAs, tribes/TDHEs and 501(c)(3) nonprofits applying on their behalf may apply for up to 3 ROSS-SCs depending on number of **occupied** ACC or NAHASDA-assisted units as of **application deadline** in properties **to be served** by the ROSS-SC:
 - **50-1000 occupied units = 1 ROSS-SC**
 - **1001-2500 occupied units = 2 ROSS-SCs**
 - **2501+ occupied units = 3 ROSS-SCs**
- ***NOTE:** Each application must have AT LEAST 50 occupied public housing units.*

NUMBER OF POSITIONS: Site-Based RAs

- **Site-based Resident Associations:**
 - May apply for 1 ROSS-SC for the project that they represent.
 - Site-based RAs **may apply jointly** if necessary to add up to at least 50 units
 - Only three site-based RAs from any one PHA may be funded – for NEW AND/OR RENEWAL

NUMBER OF
POSITIONS:
**Non site-based
RAs**

Non-site-based RAs:

- If availing themselves of the 25% set-aside:
 - 1 SC
- If not availing themselves of the 25% set-aside **up to:**
 - 9 SCs for 3 different PHAs
- **Contract Administrator Partnership Agreements are required of all RAs.**

NUMBER OF POSITIONS: **Nonprofits**

Nonprofits may apply for:

- Up to 9 SC positions (RENEWAL and/or NEW)
- Up to 3 applications (3 coordinators per PHA, tribe/TDHE)
- A letter of support (and other information) is required from every PHA/ tribe/TDHE that a nonprofit intends to serve.

3 ROSS-SC Position Limit!

- HUD will fund a maximum of 3 ROSS-SC positions to a PHA/tribe/TDHE
 - Depending on occupied unit count as of application deadline.
- Example: If a PHA has 3 site-based RAs that apply and the PHA is eligible for and applies for 3 positions as well – **only 3 positions will be funded total.**
- If more than one application proposing to serve the same project(s) is received, they will each be reviewed and, if each is deemed eligible, the application with the highest score will be funded. (If there's a tie, a lottery will be held).

INFORMATION FOR RENEWAL APPLICANTS

- May apply to serve the same projects; entirely different projects; or a mix thereof.
- May change budget, number of SCs, population to be served, funding request, etc.
- **PHA/TDHE/nonprofit applicants:** If the number of ACC/NAHASDA rental units has changed, you may be eligible for more SC positions (or less) depending on occupied unit count.
- **Renewal PHA and RA Applicants** may not also submit applications under the “new” category

FUNDING RESTRICTIONS

ELIGIBLE PARTICIPANTS

- All program participants must be public housing residents or NAHASDA-assisted rental housing residents.
- To the extent that other residents (e.g. Section 8) live at an assisted project as may be the case in a Mixed-Finance public housing project, only the public housing or NAHASDA-assisted residents may be served by the ROSS-SC.
- Section 8 residents **are not eligible** to be served by this grant.

NOTE: Community events such as job fairs or health fairs can be open to non-public housing residents.

INELIGIBLE ACTIVITIES

- Salary of FSS Coordinator
- Costs associated with preparing your application
- Funds awarded for the ROSS program can only be used for the ROSS program
- Grantees **may not** pay the ROSS-SC(s) less than the **salary/fringe** amount granted by HUD
- **Work and expenses outside the scope and intent of this program (above list not exhaustive)**

RENTAL ASSISTANCE DEMONSTRATION

- Applicants **may not apply** to serve Properties that **have converted through RAD; OR**
- Properties that have received a RAD **Commitment** to enter into a Housing Assistance Payment (**CHAP**) **as of the deadline date of this NOFO.**



NARRATIVE INFORMATON & REVIEW CRITERIA

RENEWAL APPLICANTS

RENEWAL APPLICANTS – Rating Factor 1

Renewal applicants will be scored and ranked based on the total number of points they earn for each of the rating factors.

Rating Factor 1 –PAST PERFORMANCE (25 Maximum Points) – Based on Annual Reporting and Timely Use of Funds (No Narrative Required)

A. Capacity to meet program requirements (15 points)

- 1. Achievement of serving residents** (Up to 10 points). Score depends on number of ROSS-SC positions and number of residents served.
- 2. Submission of Annual Reports.** (5 points). Annual reports are due October 30th of each year. Applicants that have not submitted their reports by the due dates will receive zero points.

RENEWAL APPLICANTS – Rating Factor 1

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

RENEWAL APPLICANTS – Rating Factor 1

B. Timely Use of Funds. Renewal Applicants will receive up to 10 points based on timely expenditure of FY18 ROSS-SC grant funds.

Percent Unexpended FY18 ROSS-SC funds	Points Awarded	FY20 Funding Award Reduction Amount
50-59.9%	0	30% of Fy18 ROSS grant unexpended balance
40-49.99%	5	20% of FY18 ROSS grant unexpended balance
≤ 39.99%	10	No FY21 award reduction.

C. **Past Performance.** If your FY18 ROSS grant received additional conditions on the award or a grant suspension, **it will result in a 10-point reduction from your score.**

RENEWAL APPLICANTS–Rating Factor 2

Rating Factor 2 – Soundness of Approach (20 Maximum Points) – Narrative Portion

TIPS:

- 5 pages, double-spaced, with one-inch margins and 12-point Times New Roman font. **Text over the 5-page limit will not be read.**
- **Be clear and answer the questions in the order they are asked in the NOFO.**
- The areas of need addressed must be those identified on the HUD-52768 + Digital Inclusion (if applicable).
- **Do not provide extraneous information.**
- In the past, we found identical narratives cross several applicants. **Applications with narratives that are found to be repetitive of other applicants' narratives may not be considered or evaluated.**
- Fewer points will be awarded for lack of detail.

RENEWAL APPLICANTS–Rating Factor 2

Rating Factor 2 – Soundness of Approach (20 Maximum Points) – Narrative Portion

Narrative must include:

- Project names where residents were surveyed
- Number of respondents **and** response rate
- Total number of households
- Analysis of results (you can make this a chart)
- How you and/or partners will address each selected area of need (include details on programming and/or partnership agreements)
- Describe your capacity and partner's capacity
- Capacity/experience of existing or proposed staff
- Describe how the staffing at your agency, including your organization's leadership, will support the ROSS program

High-Risk Designation for Tribe must submit a detailed narrative that addresses the corrective actions that have been put in place in response to ONAP findings.

NEW APPLICANTS

NEW APPLICANTS – Rating Factor 1

New applicants will be scored and ranked based on the total number of points allocated for each of the rating factors. **Both Rating Factors are narratives. 10 page limit. (See NOFO p.54)**

Rating Factor 1 – Capacity (25 points)

1. **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 (**up to 5 points**)
2. **Describe experience and achievements with providing supportive services to public housing, Native Americans, and/or low-income residents within the past 5 years.** Describe needs your program(s) were designed to meet and outcomes. (**up to 5 points**)

NEW APPLICANTS–Rating Factor 1

Rating Factor 1 – Capacity (25 points) , continued

3. Provide examples of partnerships created with relevant entities and the services or contributions they made to ensure supportive services were offered. (up to 5 points).
4. Describe staff experience with case management tracking at the individual client level and reporting on client progress relating to supportive service programs over the past 5 years. (up to 5 points)
5. Describe how your agency has recruited and retained residents in your supportive services programs. Include approaches to providing case management and engaging residents that may be unemployed, under-employed, youth, disabled, elderly, and multi-generational households (up to 5 points)

NEW APPLICANTS–Rating Factor 2

Rating Factor 2 – Soundness of Approach – (20 points total)

- Describe the results of the needs assessment and how you will address the needs
- The areas of need must be those identified on the HUD-52768 (+ Digital Inclusion if applicable)

Narrative must include:

- Project names where residents surveyed
- Number of respondents **and** response rate
- Number of households in each project to be served
- Analysis of results (you can use a chart)

NEW APPLICANTS–Review Criteria

Rating Factor 2 – Soundness of Approach – (continued)

Narrative must include (continued):

- How you and/or partners will address each selected area of need (include detail on programming/partnership agreements).
- How will staffing at your agency support the ROSS Program
- How you will track progress and submit annual reports
- Capacity/experience of existing or proposed staff.

REMEMBER:

- Be clear, concise. Do not provide extraneous info. Have someone else read your narrative!
- Answer questions in order found in the NOFO.
- **Points may be deducted for lack of detail.**

Two Preference Points for Opportunity Zones

- HUD may award two points for qualified activities supporting Opportunity Zones (OZs).
- To view the list of designated OZs, visit:
<https://opportunityzones.hud.gov/resources/map>
- Applicants must submit the Certification for Opportunity Zone Preference Points (HUD-2996) identifying the state, county and census tract(s) of the OZ in which the activity will be carried out.
- See p. 55 of NOFO for more information.

MINIMUM/MAXIMUM SCORES FOR ELIGIBILITY

Minimum number of points obtainable for funding eligibility	30
Maximum number of points obtainable for new applicants	47

FUNDING PRIORITIES

Funding Priorities

Applications that meet all NOFO requirements will be rated and ranked.

Applicants that earn less than 30 points are not eligible for funding.

- 1. Funding Category 1: Resident Association Applicants 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.
 - Resident Associations not funded in the set-aside will be placed in the appropriate renewal or new funding category.

Funding Priorities

2. Funding Category 2: Renewal Applicants

- 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.
- Renewal applicants may be subject to a reduced award.

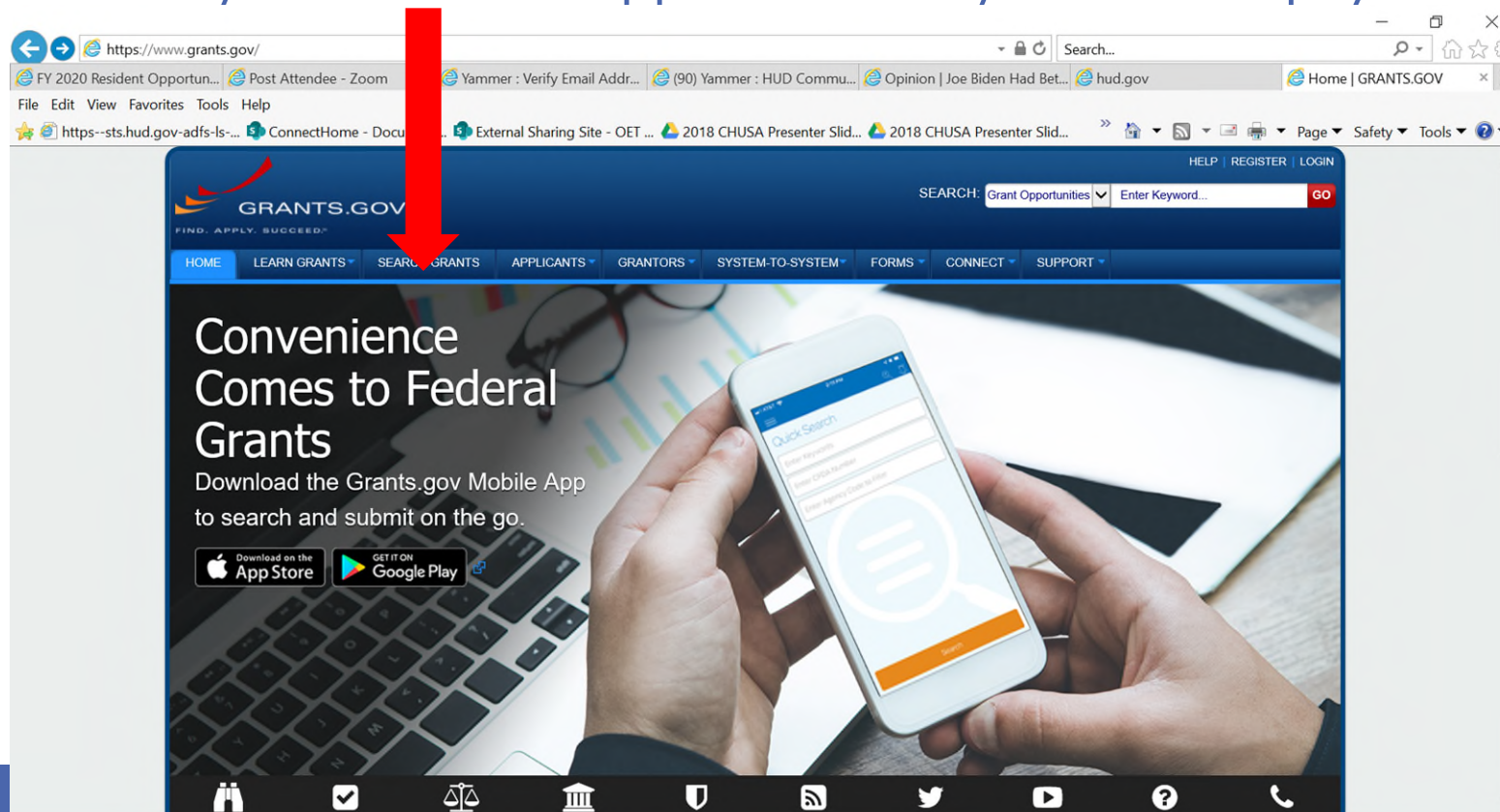
3. Funding Category 3: New Applicants

- 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.

ACCESSING APPLICATION

HOW TO ACCESS THE APPLICATION

- Go to www.grants.gov
- Click on “Search Grants” Tab
- Easiest way to locate the application is by CFDA #: 14.870



HOW TO ACCESS THE APPLICATION

Enter CFDA

The screenshot shows the GRANTS.GOV search results page. The browser address bar displays <https://www.grants.gov/web/grants/search-grants.html>. The page features a navigation bar with links: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The 'SEARCH GRANTS' section includes a search bar with the text 'Grant Opportunities' and a 'GO' button. Below the search bar, there are filters for BASIC SEARCH CRITERIA, OPPORTUNITY STATUS, FUNDING INSTRUMENT TYPE, ELIGIBILITY, CATEGORY, and AGENCY. The search results section shows '1 - 1 OF 1 MATCHING RESULTS' and a table with the following data:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
FR-6100-N-05	Resident Opportunity & Self-Sufficiency Program	HUD	Posted	08/24/2017	10/23/2017

Red arrows point to the search bar, the search button, and the first result in the table.

HOW TO ACCESS THE APPLICATION

Click on the URL

The screenshot shows the Grants.gov website interface. The browser's address bar displays the URL `grants.gov/web/grants/search-grants.html`. The website header includes the Grants.gov logo, navigation tabs (HOME, LEARN GRANTS, SEARCH GRANTS, APPLICATIONS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, SUPPORT), and a search bar with the text 'Grant Opportunities' and a 'GO' button. The main content area is titled 'SEARCH GRANTS' and features a sidebar with search filters and a main results section. The sidebar includes sections for 'BASIC SEARCH CRITERIA' (Keyword(s), Opportunity Number, CFDA), 'OPPORTUNITY STATUS' (Forecasted (0), Posted (1), Closed (0), Archived (12)), 'FUNDING INSTRUMENT TYPE' (All Funding Instruments, Grant (1)), and 'ELIGIBILITY' (All Eligibilities). The main results section shows '1 - 1 OF 1 MATCHING RESULTS' and a table with the following data:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
FR-6400-N-05	Resident Opportunity and Self-Sufficiency Program	HUD	Posted	08/18/2020	11/19/2020

Red arrows highlight the 'APPLICATIONS' tab in the navigation bar and the 'Posted (1)' status filter in the sidebar. A small 'icn_close-2' button is visible in the bottom right corner of the results section.

HOW TO ACCESS THE APPLICATION

Click on "Package"

www.grants.gov/web/grants/search-grants.html

Opportun... Post Attendee - Zoom Yammer : Verify Email Addr... (90) Yammer : HUD Commu... Opinion | Joe Biden Had Bet... hud.gov Search Grants | GRANTS....

orites Tools Help

l.gov-adfs-ls-... ConnectHome - Document... External Sharing Site - OET ... 2018 CHUSA Presenter Slid... 2018 CHUSA Presenter Slid...

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

FR-6400-N-05
Resident Opportunity and Self-Sufficiency Program
Department of Housing and Urban Development

« Back | Link

Apply Subscribe

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

Print Synopsis Details ?

General Information

Document Type: Grants Notice	Version: Synopsis 2
Funding Opportunity Number: FR-6400-N-05	Posted Date: Aug 18, 2020
Funding Opportunity Title: Resident Opportunity and Self-Sufficiency Program	Last Updated Date: Aug 18, 2020
Opportunity Category: Discretionary	Original Closing Date for Applications: Nov 19, 2020 The application deadline is 11:59:59 pm Eastern Standard time on
Opportunity Category Explanation:	Current Closing Date for Applications: Nov 19, 2020 The application deadline is 11:59:59 pm Eastern Standard time on
Funding Instrument Type: Grant	Archive Date:
Category of Funding Activity: Housing Opportunity Zone Benefits	Estimated Total Program Funding: \$35,000,000
Category Explanation:	Award Ceiling: \$717,750
Expected Number of Awards: 120	Award Floor: \$100,000
CFDA Number(s): 14.870 -- Resident Opportunity and Supportive Services - Service Coordinators	
Cost Sharing or Matching Requirement: Yes	


HOW TO ACCESS THE APPLICATION

Click on "Preview or Apply"

[HOME](#) [LEARN GRANTS](#) [SEARCH GRANTS](#) [APPLICANTS](#) [GRANTORS](#) [SYSTEM-TO-SYSTEM](#) [FORMS](#) [CONNECT](#) [SUPPORT](#)

GRANTS.GOV > [Search Grants](#)

VIEW GRANT OPPORTUNITY

 **FR-6400-N-05**
Resident Opportunity and Self-Sufficiency Program
Department of Housing and Urban Development

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[SYNOPSIS](#) [VERSION HISTORY](#) [RELATED DOCUMENTS](#) **[PACKAGE](#)**

[Print Package List](#) [?](#)

Select Grant Opportunity Package

PLEASE READ BEFORE APPLYING!
If you view and complete your application package using Grants.gov downloadable PDF forms, you **MUST** have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, **ALL** applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

Opportunity Package(s) Currently Available for this Funding Opportunity:

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
14.870	FR-6400-N-05	Resident Opportunity and Self-Sufficiency Program	PKG00263073	08/18/2020	11/19/2020	Preview Apply

THREE PARTS: MANDATORY, OPTIONAL AND INSTRUCTIONS DOWNLOAD

The screenshot shows a web browser window with the URL grants.gov/web/grants/search-grants.html. A modal titled "Preview Opportunity Package Details" is open. The modal contains the following information:

Opportunity Package Details:

- Agency Contact Information: U.S. Department of Housing & Urban Development
- Who Can Apply: Organization Applicants

PACKAGE FORMS:

Mandatory Forms (Click to Preview)	Optional Forms (Click to Preview)
<ul style="list-style-type: none">» Application for Federal Assistance (SF-424) [V3.0]» HUD Applicant-Recipient Disclosure Report [V2.0]» HUD-52768 [V2.0]	<ul style="list-style-type: none">» Attachments [V1.2]» Grants.gov Lobbying Form [V1.1]» Disclosure of Lobbying Activities (SF-LLL) [V2.0]» OZ Certification Form [V1.0]» Assurances for Construction Programs (SF-424D) [V1.1]» Assurances for Non-Construction Programs (SF-424B) [V1.1]

Download Instructions

Close

FORMS UNDER “MANDATORY”

- Application for Federal Assistance – SF424 (budget form)
- HUD Applicant-Recipient Disclosure Report - (HUD 2880)
- ROSS Application Form – HUD52768





COMPLETING THE HUD-2880

- HUD-2880 –Applicant Disclosure Report (Application Download)
 - **Answer to question 1** “Are you applying for assistance for a specific project or activity?” is YES
 - **Answer to question 2** “Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 -Sep. 30)?” should only be YES if you are requesting more than \$200,000 for THIS grant for the FIRST YEAR. MANY OF YOU WILL BE “NO” (This question in Part I Threshold Determination applies only to THIS grant application.
 - **IF YOU ANSWER “YES” TO BOTH YOU MUST FILL OUT PARTS II OR III.**
 - **Most of you that need to enter ANYTHING in parts II or III will enter N/A.**

FORMS UNDER “OPTIONAL”

- **Grants.gov lobbying form** - one page
 - Asking for you to certify that no funds will be used for lobbying; if you will be using funds to lobby you must fill out SFLLL.
- **Disclosure of Lobbying Activities** – SFLLL (if applicable)
- **OZ Certification Form** – (if applicable to you)
- **Assurances for Non-Construction Programs (SF424B)**- required, but curable
- **Assurance for Construction Programs (SF424D, not necessary)**

THE INSTRUCTIONS DOWNLOAD

PKG00268272-instructions (1).zip			Actions
<input type="checkbox"/>	 52752 - Certification of Consistency with Indian Housing Plan.pdf Type: Kofax Power PDF Document	Date modified: 7/15/2021 5:11 PM Size: 266 KB → 257 KB	
<input type="checkbox"/>	 52753 - Certification of Election of Resident Council Board.pdf Type: Kofax Power PDF Document	Date modified: 5/12/2021 11:17 AM Size: 92.1 KB → 88.3 KB	
<input type="checkbox"/>	 52755 - Sample CAPA.pdf Type: Kofax Power PDF Document	Date modified: 4/6/2021 2:53 PM Size: 165 KB → 161 KB	
<input type="checkbox"/>	 FR-6500-N-05 FY21 ROSS NOFO.pdf Type: Kofax Power PDF Document	Date modified: 7/23/2021 1:57 PM Size: 1.10 MB → 0.98 MB	
<div>Create a folder to save all these files, you could name it "FY21 ROSS Instructions Download."</div>			
<input type="checkbox"/> 4 item(s)			Zip File: 4 item(s), 1.48 MB

ASSEMBLING YOUR APPLICATION

Remember: Mandatory forms plus ROSS Program Specific forms

ROSS Program-Specific Forms & Documents:

- **HUD52752** – Certification of Consistency with Indian Housing Plan (curable)
- **HUD52753** - Certification of Election of Resident Council Board (curable)
- **HUD52755** - Contract Administrator Partnership Agreement (not curable)
- **HUD52768** ROSS Service Coordinators – Funding Request Form (not curable)

Make a Checklist!

ASSEMBLING YOUR APPLICATION

ROSS Program Specific Forms & Documents:

- **Letter of Support for nonprofits** applying on behalf of a PHA/tribe/RA (non-curable)
- **Letter of Support for Joint Applicants** – from joint applicants demonstrating support of lead applicant (non-curable)
- **Narrative** – for **all** applicants (non-curable)
- **Narrative for tribes** designated as “high-risk” (non-curable)

ASSEMBLING YOUR APPLICATION

ROSS Program Forms & Documents:

- **Resident Needs Assessment** – Appendix B (results of); if you're not using Appendix B, please attach assessment tool you used
- **Evidence of 501(c)(3) status and 2019 or 2020 Information Return** – for new applicants (curable)
- One last thing...**Code of Conduct**
 - Check here:
https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants
 - If there are no changes, no action needed.

FORM 52768 – THE ROSS FUNDING FORM – PART I – General Information

PART I: General Information

***Please read the ROSS NOFA carefully for instructions for the completion of this form and minimum requirements. ***

A. Applicant Type (please check)

- ☐ Public Housing Authority (PHA)
- ☐ Tribe/ Tribally Designated Housing Entity (TDHE)
- ☐ Resident Association (RA)
- ☐ 501(c)(3) Nonprofit applicant (Not a RA)

• 501(c)(3) applicants must be supported by a PHA, Tribe/TDHE, or RA

B. Applicant Legal Name (For joint applicants, lead Applicant name):

Address:

Street1:

Street2:

City:

County/Parish:

State:

Province:

Country:

USA: UNITED STATES

Zip / Postal Code:

DUNS Number:

Employer/Taxpayer Identification Number (EIN/TIN):

FORM 52768 – THE ROSS FUNDING FORM – Part II - Salary Request, Units, etc.

PART II: Service Coordinator Information (Budget Form)

SC positions requested	Project(s) to be served (See NOFA for limits. If different PHAs, list all.)	Number of units to be served (See NOFA for minimum number of units)	Area(s) of Need Service Coordinator will focus	Year	Salary/Fringe (See NOFA for limits.)	Admin (See NOFA for limits.)	Training (See NOFA for limits.)
1			<input type="checkbox"/> Education <input type="checkbox"/> Financial Literacy <input type="checkbox"/> Health & Wellness <input type="checkbox"/> Employment <input type="checkbox"/> Elderly/Disabled <input type="checkbox"/> Reentry <input type="checkbox"/> Substance Abuse	1			
				2			
				3			
2			<input type="checkbox"/> Education <input type="checkbox"/> Financial Literacy <input type="checkbox"/> Health & Wellness <input type="checkbox"/> Employment <input type="checkbox"/> Elderly/Disabled <input type="checkbox"/> Reentry <input type="checkbox"/> Substance Abuse	1			
				2			
				3			
3			<input type="checkbox"/> Education <input type="checkbox"/> Financial Literacy <input type="checkbox"/> Health & Wellness <input type="checkbox"/> Employment <input type="checkbox"/> Elderly/Disabled <input type="checkbox"/> Reentry <input type="checkbox"/> Substance Abuse	1			
				2			
				3			
				Total			
				Total of Number of units		Total Grant Requested	

Note: If you are currently eligible to receive funding for one or more Elderly/Disabled Service Coordinators (EDSC) Grant and you request Elderly through this NOFA, you will forgo any future EDSC renewal funding.

FORM 52768 – THE ROSS FUNDING FORM – 3 Salary Comps Required

PART III: Salary Comparability

Applicants' salary requests are subject to salary comparability requirements as prescribed in the most recent ROSS NOFA. Salary requests must be based on local comparability information, and support the amount requested for salary and fringe to similar positions in the local jurisdiction. Salary comparability must be kept on file in the offices of the PHA or tribe/TDHE. **Please review the most recent ROSS NOFA carefully for further instructions on completing the information below.**

Salary Comparability

1. Occupation Title

Annual Salary Fringe Benefits Total Amount (Annual + Fringe Benefits)

Source/ Employer Name

Name of Agency Point of Contact (POC)

Prefix First Middle

Last Suffix

POC Email Address POC Telephone Number

2. Occupation Title

Annual Salary Fringe Benefits Total Amount (Annual + Fringe Benefits)

Source/ Employer Name

Name of Agency Point of Contact (POC)

Prefix First Middle

Last Suffix

POC Email Address POC Telephone Number

FORM 52768 – THE ROSS FUNDING FORM – Part IV - Match

The screenshot shows the 'PART IV: Match' section of Form 52768. The form is displayed in a PDF viewer window with a purple header bar. The main content area has a white background. The section is titled 'PART IV: Match' and includes a paragraph explaining the match requirement: 'The match for the ROSS program should represent the needs assessed and the mandatory metrics on the logic model. Provide the need that you are proposing to meet, the source of the match and the value of the match. All applicants are required to have in place a firmly committed match contribution equivalent to 25% of the total grant amount in order to be considered for funding.' Below this is a note: '*Please read the ROSS NOFA carefully for instructions and minimum requirements.*'. The form contains a table with four columns: 'Need of Residents', 'Service to be Provided', 'Source of Match', and 'Value of Match'. The table has five rows, with the first row highlighted in light blue and the others in light green. The first row is labeled 'A.' in the left margin. The first column of the table has a vertical list of 'X' marks next to each row. A tooltip is visible over the 'Source of Match' column, stating: 'Source of Match: Enter the source of the match. This field is required for each entry.' Below the table is a button labeled 'Add Additional Need'. At the bottom right, there is a 'Total Match' label and a text input field. The PDF viewer's toolbar and status bar are visible at the top and bottom of the window.

PART IV: Match

The match for the ROSS program should represent the needs assessed and the mandatory metrics on the logic model. Provide the need that you are proposing to meet, the source of the match and the value of the match. All applicants are required to have in place a firmly committed match contribution equivalent to 25% of the total grant amount in order to be considered for funding.

Please read the ROSS NOFA carefully for instructions and minimum requirements.

A.

	Need of Residents	Service to be Provided	Source of Match	Value of Match
X				
X				
X				
X				
X				

Source of Match: Enter the source of the match. This field is required for each entry.

Add Additional Need

Total Match

FORM 52768 – THE ROSS FUNDING FORM - ATTACHMENTS

Please attach with this form:

Renewal Applicants:

- Narrative Statement

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

New Applicants:

- Narrative Statement

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

- Nonprofit Status (if applicable)

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

Nonprofit Organizations:

- Letter of Support from the PHA, tribe/IDHE, or RA

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

Joint Applicant(s):

- Letter of Support from Joint Applicant(s)

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

PHAS Troubled:

- Contract Administrator Partnership Agreement

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

Resident Associations:

- Contract Administrator Partnership Agreement

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

Tribes Designated High-Risk:

- Narrative Statement

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

IMPORTANT APPLICATION REMINDERS

RENEWAL/UPDATE REGISTRATION PROCESS FOR SAM POCs

- You must renew your Systems for Award Management (SAM) Registration **annually**.
- **Registrations in SAM are active for one year.**
- The SAM registrant is notified by email 60, 30, 15 days prior to the registration expiration.
- Please go to: www.sam.gov for more information.
- **Problems with SAM? Call the Federal Service Desk at 334-206-7828.**

******NO FEE TO REGISTER OR RENEW******

IMPORTANT REMINDERS ABOUT REGISTRATION

- If you changed your eBusiness Point of Contact in the SAM Registration, make sure that the new eBusiness Point of Contact has also granted permission to the person submitting the application to be the Authorized Organizational Representative (AOR).
- You are submitting your application through *Workspace* on Grants.gov.
- Good overview of registration process – click [here](https://www.grants.gov/documents/19/18243/GrantsgovApplicantOverviewTraining.pptx).
(<https://www.grants.gov/documents/19/18243/GrantsgovApplicantOverviewTraining.pptx>).
- For a series of videos and guides from grants.gov, click [here](https://www.grants.gov/web/grants/applicants/applicant-training.html).
(<https://www.grants.gov/web/grants/applicants/applicant-training.html>)

APPLICATION TIPS

1. Read the FY21 ROSS NOFO carefully and thoroughly.

- This will ensure that mistakes are not made.
- **Create a checklist!**
- Every year, avoidable mistakes are made which lead to ineligible applications.

2. **Start Now!**

3. Review Your Application Prior to Submission.

- Get a second set of eyes to review your narrative and application.

OTHER USEFUL HUD LINKS

HUD Grants Page:

- www.hud.gov/grants - includes information about the registration process, grants management, grant regulations and policies and funding opportunities

ROSS NOFO:

page: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy21_ross_sc

You can get the following from the above link:

- FY21 ROSs NOFO posted here
- FAQs
- Sample Needs Assessment
- Previously Awarded List
- Recording of this webcast will be posted here; and
- Other information that may be issued.

OTHER USEFUL GRANTS.GOV LINKS

REMINDER: You will have to submit your application through Grants.gov's "Workspace"

- **Workspace Information and Tutorial Videos:**

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

- **Applicant FAQs:**

<https://www.grants.gov/web/grants/applicants/applicant-faqs.html>

Contact Information

ROSS-PIH@hud.gov

To join the ROSS Mailing List:

<https://www.hud.gov/subscribe/signup?listname=ROSS-Service%20Coordinator&list=ROSS-SC-L>

Thank you for your participation and...



FIRST TIME REGISTRATION INFORMATION

The slides below are provided as a courtesy only. Refer to www.grants.gov for complete information, a few helpful grants.gov sites are provided here:

- Good overview of registration process – click [here](#).
- For a series of videos and guides from grants.gov, click [here](#).

FIRST TIME REGISTRATION PROCESS

1. Obtain Data Universal Number System (DUNS) Number from Dun and Bradstreet (<http://fedgov.dnb.com/webform>)
2. Register with the SAM.gov to designate E-Biz Point of Contact. An alternate E-Biz POC is required so there are 2 names in the system.
<https://sam.gov/content/entity-registration>
3. When creating or updating your profile at SAM, identify the E-Biz Point of Contact (**E-Biz POC**). The person completing the profile must create a 9-digit Marketing Partner ID Number (MPIN).

NOTE: The MPIN is mandatory for SAM registrants and contains nine characters: at least one letter (upper or lower case) and one number. No spaces or special characters are permitted. An **MPIN is a personal code** that allows you to access other government applications such as the Past Performance Information Retrieval System (PPIRS). The MPIN acts as your password in these and other federal systems, and you should safeguard it.

FIRST TIME REGISTRATION PROCESS

4. The person submitting the application through Grants.gov, is the “**Authorized Organization Representative**” (AOR). The AOR must register with Grants.gov (using the organization’s DUNS #).
5. When AOR registers with Grants.gov, the E-Biz POC receives an email.
6. The E-Biz POC must log into Grants.gov using DUNS and MPIN (at E-Biz login) to confirm that the AOR is authorized to submit an application on behalf of the organization.
7. AOR will receive email from Grants.gov informing them when they’ve been approved. An organization may have more than one AOR. AOR should not wait for email but should login and check status of registration. The status must be “Authorized.”
8. Everyone involved in this process should add: **@grants.gov**, **@sam.gov**, and **@fsd.gov** to their safe senders list in their email program.

FIRST TIME REGISTRATION PROCESS

- If you aren't already registered, **BEGIN YOUR REGISTRATION PROCESS IMMEDIATELY!**
- If your AOR has left, follow registration steps 4-6 to have a new one registered and authorized to submit the application.
- Incomplete registration has been a common error and resulted in applicants not receiving funding. Do not rely on automatic email notifications; proactively login to verify success of each step of the registration process.
- **Step-by-step process for registration including video tutorials are available on grants.gov** (click on "Applicants" tab). Be sure to select "Registering as an Organization Applicant."

REGISTRATION PROCESS

- If you changed your eBusiness Point of Contact in the SAM Registration, make sure that the new eBusiness Point of Contact has also granted permission to the person submitting the application to be the Authorized Organizational Representative (AOR).