INFORMATIONAL BROADCAST FOR THE FY17 ROSS NOFA

ROSS PROGRAM SUMMARY

- The Resident Opportunity & Self Sufficiency (ROSS) is designed to assist residents of Public & Indian Housing make progress towards economic and housing self-sufficiency.

- **The ROSS grant provides funds for**:
  - Salary of a Service Coordinator
  - Training and travel for the Service Coordinator
  - Administrative costs to run the program

THE BASICS

Application deadline: October 23, 2017 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.

ELIGIBLE ACTIVITIES

Service Coordinator salary and fringe – up to $70,000/yr*

Role of the Service Coordinator:
- General case management (intake, assessment, education and referral)
- Ensure AFFH compliance
- Create or work with Program Coordinating Committee
- Monitor, track, evaluate and report outcomes

Mandatory Services to Be Coordinated:
- Child care services
- Adult Basic Education/Literacy Classes
- High-school diploma/GED programs
- Job training/skills
- Financial literacy
- Health care
- Services for Elderly/disabled population

*Request ONLY the amount you need. Remember – salary request should include fringe.

ELIGIBLE ACTIVITIES

Service Coordinator:

Examples of Other Services that Can Be Coordinated:
- Life-skills training
- After-school programs
- Transportation
- Early Childhood Education
- Wellness programs

ELIGIBLE ACTIVITIES

- **Administrative Expenses - $10,000/SC/year***
  - Admin staff support
  - Local transportation by SCs
  - Stipends for reasonable out-of-pocket costs incurred by residents including transportation and child care related to program activities
  - Tracking and evaluation
  - 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);
  - Program outreach, printing, postage, utilities
  - Lease/rental of space (no repairs or renovations)

*Request ONLY the amount you need.

ELIGIBLE ACTIVITIES

- **Training/Travel** - **$2,000/SC/year***
  - This is training and travel for the ROSS-SC position only.
  - Training should be relevant and necessary.
  - All training and travel must be approved by FO or ONAP (not at application) **PRIOR** to incurring cost

  *Request ONLY the amount you need.

INELIGIBLE ACTIVITIES

- Direct Services

- 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 SC less than the salary/fringe** amount granted by HUD

- **Work and expenses outside the scope and intent of this program (above list not exhaustive)**

APPLICATION TIPS

1. Please read the FY17 General Section and FY17 ROSS NOFA carefully and thoroughly.

- This will ensure that mistakes are not made.

- 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 application.

CHANGES FROM PRIOR NOFAs

1. HUD-52768:

- Is now an electronic and fillable form;

- Merges information from form 52769;
  - Match information is included in this form and automatically calculates the 25% minimum required
  - You input the needs your program will address on this form

- Salary comparability information is included in this form

CHANGES FROM PRIOR NOFAs

2. Salary Comparability:

- Salary information must be submitted for **a minimum of three comparable positions** in your local area.

- Applicants may use the **salary of their own staff in a comparable position** for one of the three salaries

- **CareerOneStop** salary finder can also be used for one comp

- **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%.

- Points of contact for salary comps must be included (except for info from CareerOneStop)

- See Section IV.B.2.c. of the NOFA for more information.

CHANGES FROM PRIOR NOFAs

3. Resident Association Set-Aside
- RA's who avail themselves of the 25% set-aside may only apply for 1 SC.

4. Limit of Three ROSS-SCs per PHA/Tribal Community:

- Any combination of applicants may apply to serve a particular PHA or Tribe, however, the total number of SCs serving a PHA/Tribal community cannot exceed three.

- Coordinate your applications!

5. Rental Assistance Demonstration (RAD):
- Applicants may not apply to serve Properties that have converted to RAD or that have received a RAD Commitment to enter in a Housing Assistance Payment (CHAP) as of the deadline date of this NOFA.

CHANGES FROM PRIOR NOFAs

6. Threshold Requirements:
- Past Performance and Capacity of Applicant are no longer thresholds they are program requirements.
- All other thresholds* – match, letters of support, narratives – remain thresholds.

*Some thresholds are specific to applicant type

7. Narrative Requirement for Tribes Designated as High-Risk:
- Tribes that have been informed of performance deficiencies or designated as "high risk" must submit a narrative of no more than 10 pages. See Section V.A.1.A.3 for more information.

8. No Narrative for Troubled PHAs.
- Contract Administrator Partnership Agreement is required and a non-curable item.

CHANGES FROM PRIOR NOFAs

9. No Third Funding Category:
- This category which was established to provide funding to existing ROSS grantees to fund additional SCs, has been eliminated.

10. Unexpended Balance Threshold:
- Renewal applicants that have an unexpended balance of 70% or more of their FY14 ROSS grant, will not be eligible for funding.

11. Reduced Awards:
- HUD reserves the right to adjust requested funding amounts downward.
- Based on demonstrated financial need, capacity, and prior performance.

12. No Logic Model!

DEFINITION OF RENEWAL AND NEW APPLICANTS

1. Renewal Applicants:

- Applicants that were funded under the FY14 ROSS NOFA.
- May not have 70% or more of their FY14 grant remaining
- Your grant number would look like this: AC002RPS007A0**14**

2. New/Other Applicants:

- An applicant that either never received ROSS funding or was not awarded an FY14 grant.

- **NOTE**: We expect to amend this definition to say that a new/other 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.*"

NUMBER OF POSITIONS

- **PHAs, tribes/TDHEs and 501(c)(3) nonprofits applying on their behalf** may apply for <u>up to 3 SCs</u> depending on number of ACC (or NAHASDA-assisted) units in portfolio as of 9/30/16:
  - 50-1000 units = 1 SC
  - 1001-2500 units = 2 SCs
  - 2501+ units = 3 SCs

- *NOTE: Each SC must serve AT LEAST 50 units **annually***

NUMBER OF POSITIONS

- **Site-based Resident Associations:**

  - May apply for 1 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

- **Resident Associations with 501(c)(3) status**:
  - 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

- **CAPAs required of all RAs**.

NUMBER OF POSITIONS

Nonprofits may apply for:

- 1 SC per supporting RA (up to 3 at one PHA); OR
  - Up to 3 per PHA/tribe/TDHE if the number of ACC/NAHASDA-assisted units supports the maximum
  - Up to 9 SC positions (RENEWAL and/or NEW)

- A letter of support (and other information) is required from every RA or PHA/TDHE that a nonprofit intends to serve. (**Threshold item**)

REMEMBER - New 3 SC Limit!

- HUD will fund a maximum of 3 ROSS-SC positions to a PHA/tribe/TDHE
  - 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 for the same project is received, the first to be chosen from the lottery will be awarded.**

ELIGIBLE PARTICIPANTS

- All program participants must be residents of conventional public housing or NAHASDA-assisted housing.

- 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

WHO WILL YOU SERVE?

- Use the HUD-52768, to designate whether your SC position(s) will serve:
  - ❖1. Families; and/or
  - ❖2. Elderly/Disabled

- **REMEMBER**: If you have EDSC you should only apply to serve families or you risk losing your EDSC funding

IMPORTANT NOTE ON EDSC

- PHAs that are recipients of the Elderly Disabled Service Coordinator (EDSC) add-on from the Operating Fund should not propose to serve elderly/disabled populations **unless they are willing to forgo, IN PERPETUITY**, their EDSC funding. For a list of EDSC recipients please go to: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2017.

- **EDSC-eligible PHAs may apply to serve FAMILIES through the ROSS-SC grant with NO IMPACT on their EDSC funding.**

- If serving elderly/disabled residents IS proposed and the ROSS-SC funding IS granted, PHAs with EDSC **would permanently give up their EDSC funding eligibility**.

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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 units has changed, you may be eligible for more SC positions (or less) depending on unit count

- **Renewal PHA and RA Applicants** <u>may not</u> also submit applications under the "new" category

INFORMATION FOR RAs

- By statute, 25% of funds must go to qualified Resident Association applicants.

- Site-based RAs funded in 2014 can only apply to renew their 2014 grant.

- Site-based RAs with older grants or no prior grants at all can apply for "new" funding (also part of the 25% set-aside).

- Site-based RAs with grants from 2015 or 2016 **cannot** apply for additional funding.

- **REMINDER: Site-based RAs can only apply for 1 SC and must have nonprofit status.**

FUNDING STRUCTURE

THREE YEAR GRANTS
- Total max funding: $246,000-$738,000
- Minimum will vary

- **NOTE**: Applicants may propose a part-time coordinator at a lesser salary. However, the minimum number of units must still be served.
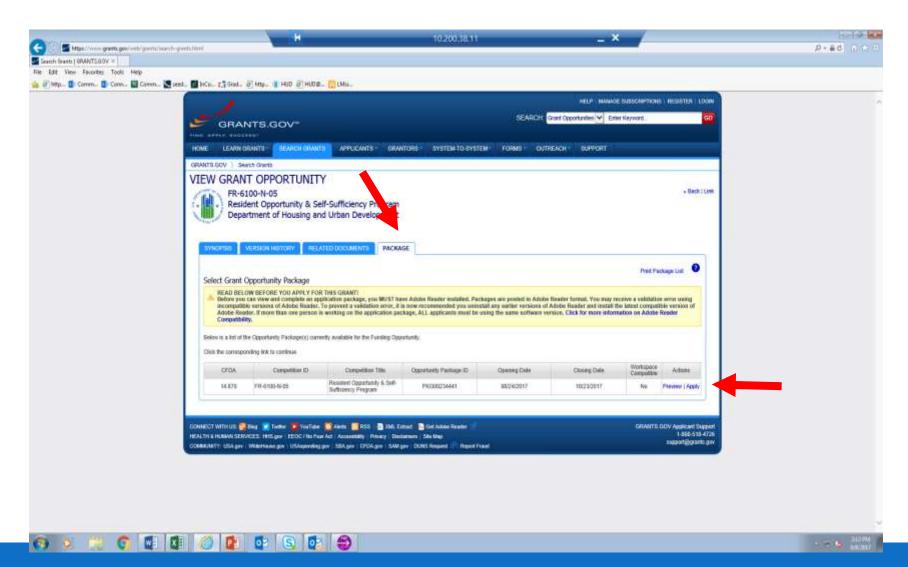
FUNDING STRUCTURE

FUNDING PER COORDINATOR:

- Salary – <u>up to</u> $70,000 *per year* in salary and fringe

- <u>**DO NOT**</u> request max if comparable professions in local area do not support this salary. **Your salary comparability information MUST justify your salary request.**

- $10,000 *each year* for administrative expenses – <u>do not request this amount if you don't think you'll need it.</u>

- $2,000 *each year* for training/travel

HOW TO ACCESS THE APPLICATION

- Go to grants.gov.

- Easiest way to locate the application is by CFDA #: 14.870

HOW TO ACCESS THE APPLICATION

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- The complete application is made up of two parts: **Instructions and Package**

THE INSTRUCTIONS

Create a folder to save all these files, you could name it "FY17 ROSS Instructions Download."
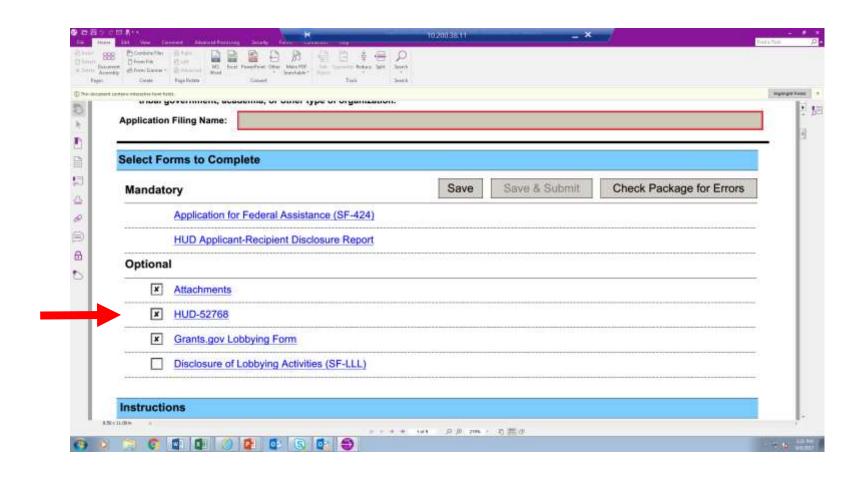
THE APPLICATION PACKAGE

THE APPLICATION PACKAGE

ASSEMBLING YOUR APPLICATION

- **Standard/General forms**:
  - **SF424** – Standard Budget form
  - **HUD2880** – Applicant Recipient Disclosure Report
  - **HUD2993** - Acknowledgement of Application Receipt (for paper submissions only, waiver needed to submit paper application)
  - **HUD2991** - Certification of Consistency with the Consolidated Plan (curable)
  - **HUD52752** - Certification of Consistency with Indian Housing Plan (curable)
  - **SFLLL** - Disclosure of Lobbying Activities (for applicants who have or plan to lobby using non-federal funds; curable)
  - **Code of Conduct** – if already submitted and no changes, not needed.
    - Check here: www.hud.gov/grants and scroll down

ASSEMBLING YOUR APPLICATION

Program Forms & Documents:

- **HUD52753** - Certification of Election of Resident Council Board (curable)

- **HUD52755** - Sample Contract Administrator Partnership Agreement*

- **HUD52768** ROSS Service Coordinators – Funding Request Form*

*NOTE: These forms can't be requested as part of a deficiency.

ASSEMBLING YOUR APPLICATION

Program Forms & Documents:

- **Letter of Support** – for nonprofits applying on behalf of a PHA/tribe/RA*

- **Narrative*** – for new applicants and tribes designated as "high-risk"

- **Evidence of 501(c)(3) status and 2016 Information Return*** – for new applicants

***NOTE: These documents can't be requested as part of a deficiency.**

ASSEMBLING YOUR APPLICATION – 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 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.**

ASSEMBLING YOUR APPLICATION - THE MATCH COMMITMENT

All applicants must show that they have 25% match - THRESHOLD

- Value of match is documented in match letters (kept on file, HUD may request to review them at grant award).

- NOFA has very specific guidelines about information match letters must contain.

- Match contributions are indicated on the HUD-52768

- Match can be cash or in-kind and can be for services provided to participants in this program or for other program eligible activities

- Match is certified by electronic signature

ASSEMBLING YOUR APPLICATION HUD-52768

Use this form to tell us:

- Applicant type
- Nonprofit status
- Type of RA
- Name and Project number, and number of units to be served
- Type of population to be served
- Number of Coordinators you propose to hire
- The amount of money you are requesting for salaries, admin, and training
- Salary comparability information
- Match
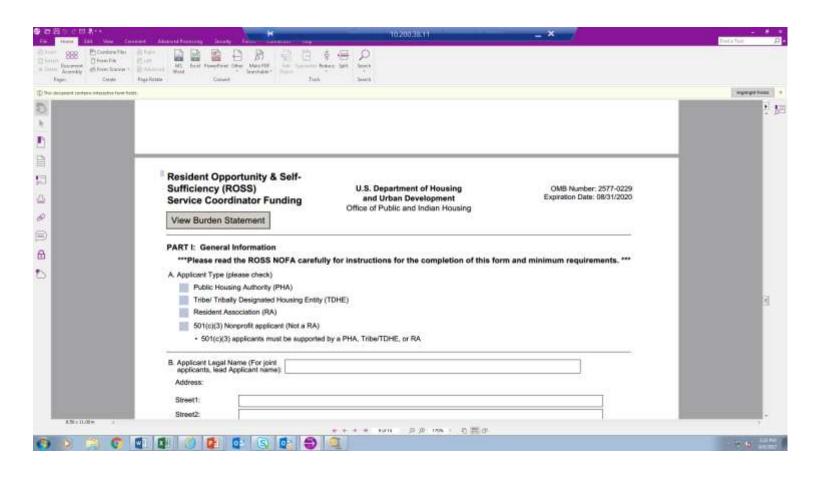- Attach other required forms as applicable

ASSEMBLING YOUR APPLICATION HUD-52768

- Missing information on this form is **NOT CURABLE**.

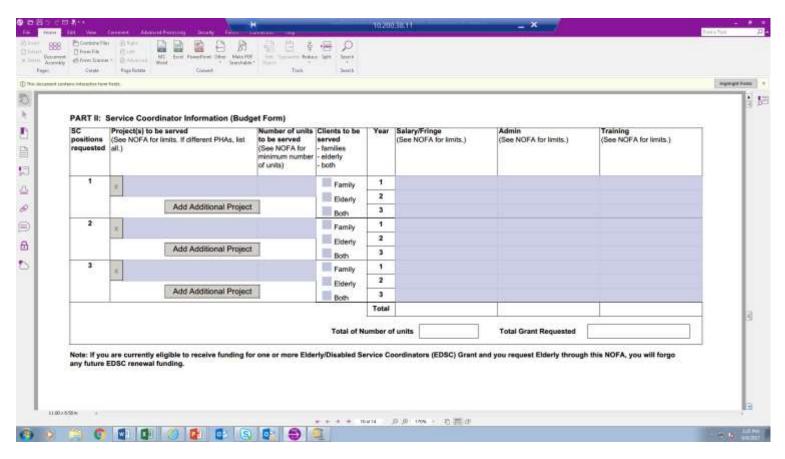- This form is the heart of your application – make sure to complete it thoroughly.

For the Match:

- You can list more than one service provider for a particular need and match contribution.

- **The value of each match entry must be the value for three years**.

- Applicants can contribute to the match.

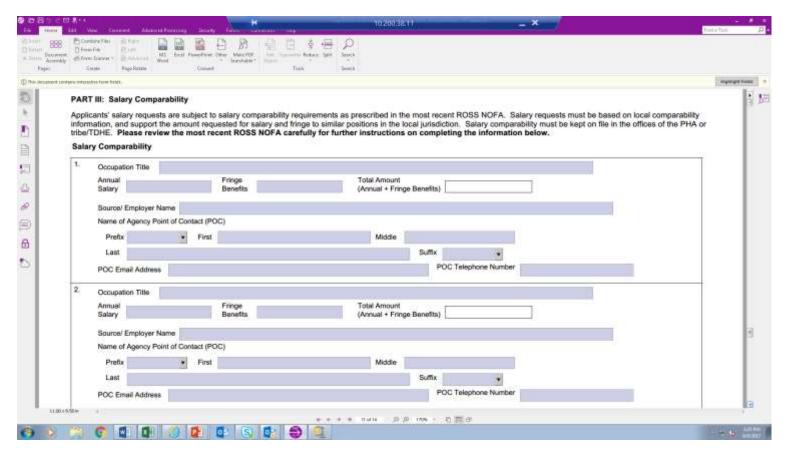- The **match must = 25%** of the total grant amount you request from HUD
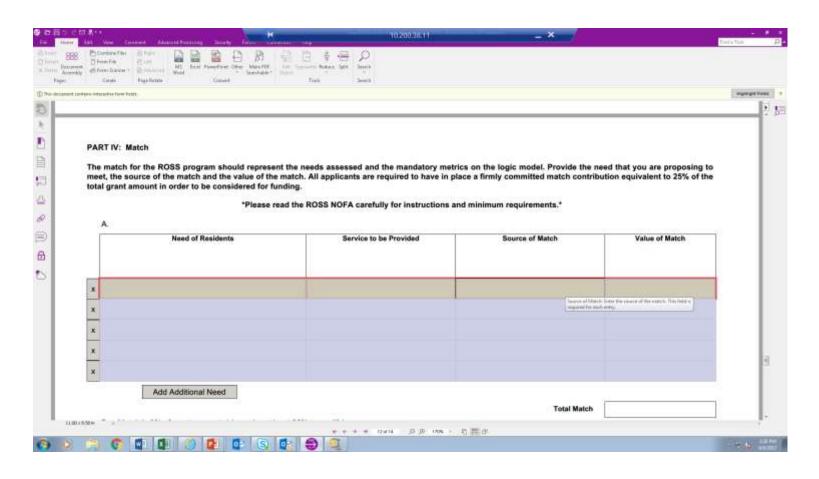
FORM 52768 – THE ROSS FUNDING FORM

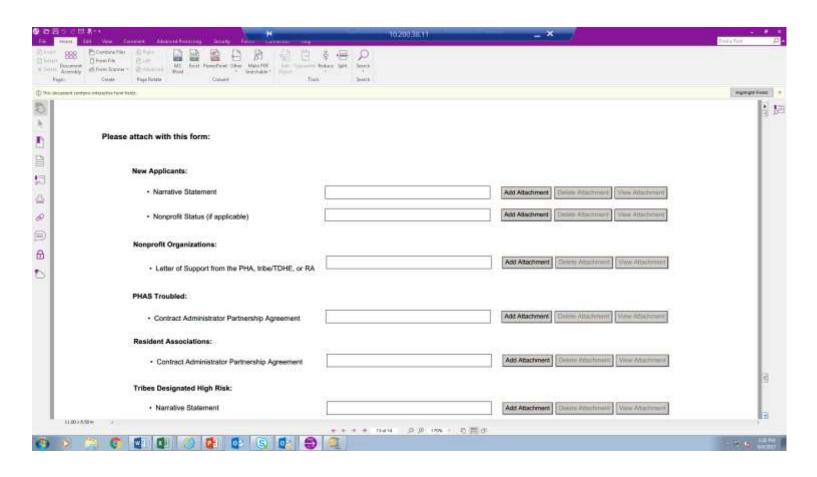# FORM 52768 – THE ROSS FUNDING FORM – Salary Request, Units, etc.

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

FORM 52768 – THE ROSS FUNDING FORM

FORM 52768 – THE ROSS FUNDING FORM

ASSEMBLING YOUR APPLICATION – THE NARRATIVE FOR PAST PERFORMANCE

Narrative Required ONLY for:
- New applicants
- Tribes designated as high-risk

- **A missing narrative will render your application ineligible**

- **There are 5 key areas to respond to. Read the NOFA to make sure you're addressing all requested information. If you fail one – you will not be eligible.**

- Follow the precise format guidelines (double-spaced, Times New Roman font size 12, with one inch margins) – **HUD will stop reading after page 10**.

ASSEMBLING YOUR APPLICATION – THE NARRATIVEE FOR PAST PERFORMANCE

The Narrative asks for:

1. How you will meet the **Affirmatively Furthering Fair Housing Requirement (not applicable to Tribes)**; and

Past experience (within the past 5 years):

2. Managing multi-year grants that served public housing or low-income residents;

3. Providing supportive services to public housing or low-income residents;

4. Data collection; and

5. Success in coordinating employment, education, and health services for this population.

PAST PERFORMANCE FOR RENEWALS

Past performance will be evaluated based on:

- **Logic Model (LM) Data submitted to HUD** – have applicants met at least 50% of their goals on their FY14 LMs

- **Timeliness of Logic Model submissions** during the term of the grant.

Per the NOFA, failure of both of these items will render your application ineligible.

LOTTERY

- **Resident Associations (RA) -** (up to 25% set-aside)
  - **If 25% set-aside exceeded, RA lottery will be conducted**

- **Lottery #1 Renewal Applicants**
  - **If funding remains continue to Lottery #2**

- **Lottery #2 New/Other Applicants**

NOTE: Only applicants who pass the threshold and program requirements will be entered into the lottery that corresponds to applicant type (25% set-aside for RAs; renewals; or new applicants).

HOW DOES THE LOTTERY WORK?

1. RA Applicants. By statute, 25% of all ROSS funds must be awarded to qualified RAs. If there are more qualified resident organizations than can be funded through the 25% set-aside, a lottery will be conducted.

- If a lottery is held for the 25% RA set-aside, RA applications not selected will be placed in the appropriate renewal or new/other lottery.

- If more than three RA applications are received from the same PHA that are deemed eligible for a lottery, the first three chosen will be funded.

HOW DOES THE LOTTERY WORK?

2. **Renewal Applicants.** After the RA 25% set-aside category is funded, qualified applicants with FY14 ROSS grants will be funded by lottery.

3. **New/Other Applicants**. Once all qualified RA applicants and renewal applicants are funded, applicants that have either no prior ROSS grants, or no open ROSS grants will be funded on a lottery basis.

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. It would be a good idea to designate an alternate E-Biz POC so there are 2 names in the system.

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."

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RENEWAL/UPDATE REGISTRATION PROCESS FOR SAM POCs

- You must renew your Systems for Award Management (SAM, formerly CCR) 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.

****<u>NO FEE</u> TO REGISTER OR RENEW****

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).
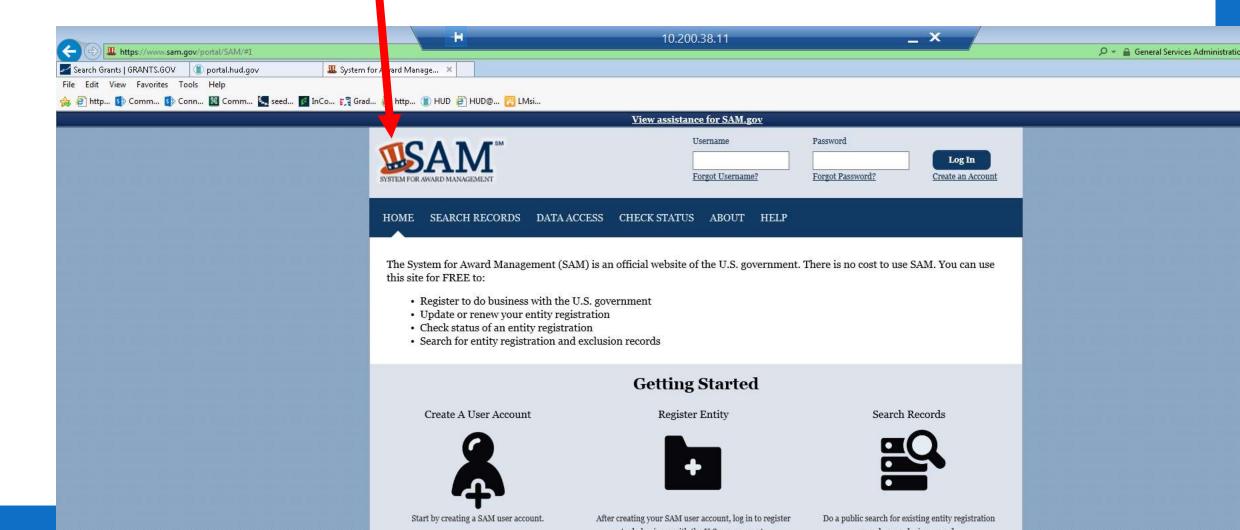
OTHER USEFUL HUD LINKS

HUD Grants Page:

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

ROSS NOFA page:

- https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy17ROSS - you can get here from the above link.
  - NOFA and General Section posted here;
  - Recording of this webcast will be posted here; and
  - Other information that may be issued

This **IS** SAM.gov

This **IS NOT** SAM.gov

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How to Find Us

- Via email: **ROSS-PIH@hud.gov**

- Back-up: **Ronald.T.Ashford@hud.gov**, Director, Public Housing Supportive Services; Tel. 202-402-4258.

Thank you for your participation and...

GOOD LUCK!