



U.S. Department of Housing and Urban Development

Public and Indian Housing

ROSS for Education

FR-6000-N-27

Application Due Date: 09/28/2016

ROSS for Education
FR-6000-N-27
TABLE OF CONTENTS

- I. [Funding Opportunity Description.](#)
- II. [Award Information.](#)
- III. [Eligibility Information.](#)
 - A. Eligible Applicants.
 - B. Cost Sharing or Matching.
 - C. Other.
- 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. Criteria.
 - B. Review and Selection Process.
 - C. Anticipated Announcement and Award Dates.
- VI. [Award Administration Information.](#)
 - A. Award Notices.
 - B. Administrative, National and Departmental Policy Requirements.
 - C. Reporting.
- VII. [Agency Contact\(s\).](#)
- VIII. [Other Information.](#)
- IX. [Appendix.](#)

U.S. Department of Housing and Urban Development

Program Office: Public and Indian Housing
Funding Opportunity Title: ROSS for Education
Announcement Type: Initial
Funding Opportunity Number: FR-6000-N-27
Primary CFDA Number: 14.898
Due Date for Applications: 09/28/2016

For Further Information Contact: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the agency contact identified in Section VII. Please direct general questions regarding the FY2016 NOFAs to the Office of Strategic Planning and Management, Grants Management Division, at AskGMO@hud.gov. Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Relay Service at 1-800-877-8339.

Additional Overview Information

Incorporation of the General Section. HUD publishes a General Section each fiscal year that contains requirements for all applicants to HUD's various competitive grant programs, including this NOFA. Applications must meet all of the requirements of the General Section in addition to the requirements of this NOFA to be considered and potentially receive funding. The full title of the General Section is the General Section to HUD's Fiscal Year 2016 Notice[s] of Funding Availability for Discretionary Programs. Copies are available at Grants.gov or HUD's [Funds Available](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail) page, http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail.

1. Participative Planning and Implementation. HUD encourages all applicants to HUD's competitive programs to ensure, where applicable, public decision making and meaningful participation throughout the visioning, development, and implementation of funded projects, by residents of affected areas and especially communities traditionally marginalized from planning processes. In seeking public participation, applicants and grantees must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that grantees take responsible steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

2. OMB Approval Number(s): 2577-0229

This NOFA announces the availability of approximately \$2 million to provide grants to public housing authorities (PHAs) to deploy education navigators to provide individualized assistance to randomly selected public housing youth between the ages of 15-20 and their families in FAFSA completion, financial literacy and college readiness, postsecondary program applications and post-acceptance assistance.

I. Funding Opportunity Description.

A. Program Description.

1. Purpose.

HUD's mission is ultimately about ensuring greater access to opportunity for those we serve; we aim, through our housing and other programs, to support the ability of all families, in all communities, to reach their full potential. In this way, our housing can provide a platform for upward mobility for the families we assist. A critical component of that upward mobility is education. For our housing to be a platform for success, to provide the best life chances for families and children, we need to ensure it is used to support improved educational attainment. This is true for all of our residents but none more so than the children, the largest age group we serve.

In HUD's 2014-2018 Strategic Plan, the Department committed itself to "Utilizing Housing as a Platform for Improving Quality of Life." The Strategic Plan further commits HUD to working to promote "advancements in economic prosperity for residents of HUD-assisted housing" and it noted the following: "Residents of HUD-assisted housing often face challenges such as lack of employable skills and low educational attainment levels that limit their ability to become economically self-sufficient and rise out of poverty. HUD will utilize its housing platform to expand access to employment and educational services." HUD's commitment to expand access to educational services for youth living in HUD-assisted housing is the basis of ROSS for Education.

Research shows there are large gaps in college attendance by family income that are not driven by level of preparation. Indeed, high school graduates from high-income families in the bottom quartile of academic performance are just as likely to attend college as low-income graduates in the top quartile academically.[1]

One potentially important barrier to college attendance is that low-income youth are least likely to complete the Free Application for Federal Student Aid (FAFSA) even though they are most in need of financial aid.[2] FAFSA completion could be a useful way to close the college attendance gap because low-income families often overestimate out-of-pocket costs of college. FAFSA completion results in youth receiving information about available financial aid, which could help to change perceptions about college affordability.

One proposed approach for decreasing the college attendance gap, which is currently being tested, is to promote awareness of the FAFSA and the opportunity it provides to apply for financial assistance to help pay for postsecondary education. Outside of this NOFA, HUD is collaborating with the White House's Social and Behavioral Sciences Team (SBST) and the Department of Education's (DoED) Office of Federal Student Aid to implement an experiment to test whether various communications can increase the rate at which high school youth and recent graduates in HUD-assisted households complete the FAFSA, and to determine if increased awareness about the FAFSA results in positive outcomes.

Another potential approach, which is presented in this NOFA, is to offer high-school/college-age youth (ages 15-20) additional support in completing the necessary steps for enrolling in postsecondary education, including (but not limited to) completing the FAFSA. The FAFSA is generally considered a confusing and burdensome process, and targeted assistance could help reduce barriers to completion. This new demonstration program – ROSS for Education, also known as Project SOAR (Students + Opportunities + Achievements = Results) – will build on the FAFSA awareness experiment by giving researchers an opportunity to evaluate the impact of combining FAFSA awareness with assistance in completing the FAFSA. It will also go beyond the FAFSA by seeking to address other potential barriers to college attendance that may impact low-income youth more than their higher-income counterparts, such as limited financial literacy and college readiness; complicated postsecondary application processes; and the number of steps needed to successfully transition into first year of education after acceptance. Accordingly, ROSS for Education will also include a broader evaluation of whether providing support to youth in completing their FAFSA forms, and navigating the other aspects of the post-secondary education process (such as readiness, application, financing, adjustment, and persistence), has the potential to close gaps in college or other post-secondary attendance.

This Notice of Funding Availability (NOFA) announces the availability of approximately \$2 million of funding to provide grants to public housing authorities (PHAs) to deploy education navigators to provide individualized assistance to youth and their families in FAFSA completion, financial literacy and college

readiness, postsecondary program applications and post-acceptance assistance.

Grantees agree to conduct the program with fidelity to the model as outlined in this NOFA so that the evaluation can successfully determine whether outcomes are attributable to the ROSS for Education program and not other factors.

The research activities outlined in this NOFA will comply with the Common Rule. The Common Rule is a federal regulation that sets forth requirements on the protection of human subjects in research. HUD adopted the Common Rule in 24 Code of Federal Regulations (CFR) 60.101 which refers readers to the regulation text at 45 CFR part 46, Subpart A. The Common Rule formalized requirements for requiring researchers to obtain a research subject's informed consent prior to beginning the research. The Common Rule also introduced IRB review and approval of human subjects research to bolster protections for research participants.

[1] Long, Bridget Terry, "What Is Known About the Impact of Financial Aid? Implications for Policy." Harvard Graduate School of Education, National Bureau of Economic Research, and National Center for Postsecondary Research. April 2008.

[2] Ibid.

2. Changes from Previous NOFA.

N/A

3. Definitions.

a. Eligibility Requirements – Eligibility requirements are those requirements that must be met for an application to be eligible for funding. Deficiencies in meeting an eligibility requirement may be categorized as either curable or non-curable.

b. Threshold Requirement – Threshold requirements are a category of eligibility requirements. A threshold requirement is a requirement that must be met in order for an application to be reviewed. Threshold requirements are not curable.

Threshold requirements are listed in Section III.C.1 of this Program NOFA.

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

c. Deficiency – Deficiencies are not the same as errors. Errors are never curable except as permitted under Section IV.D.4. Deficiencies are items of missing or omitted information 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.

d. Curable Deficiency – A curable deficiency is a specific type of deficiency that applicants may correct with timely action. To be curable the deficiency must:

- Not be a threshold requirement;
- Not influence how an applicant is ranked or scored versus other applicants; and
- Be remedied within the time frame specified in the notice of deficiency.

e. Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline. Non-curable deficiencies are deficiencies that if corrected would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

f. Program Definitions.

(1) Applicant – The PHA is the Applicant and will be the Grantee, if the proposal is selected for funding. While PHAs may partner with service providers to carry out grant activities, the PHA has primary responsibility for ensuring implementation of the grant/ROSS for Education program and for grant administration activities including, but not limited to, outreach, monitoring, and reporting. The grantee will

also work to support resident engagement, building cross-sector partnerships, overall accountability, and long-term success of the ROSS for Education program. An applicant must be an Eligible Applicant (see Section III.A). The Applicant, if selected, will sign the Grant Agreement and is the sole entity that will have access to HUD's Line of Credit Control System (LOCCS).

(2) College-interested youth – Youth, including high school students and recent graduates, who have completed key college-going steps, such as applying and being accepted to college and applying for financial aid if their families qualify .[1]

(3) Control group – The control group is the group of Asset Management Projects (AMPs) within a PHA's inventory that will serve as a comparison group and will not receive services from the Education Navigator. Within each PHA, resident outcomes, such as FAFSA completion rates, will be compared between the AMPs being served by the Education Navigator and AMPs not being served by the Education Navigator. Having a control group will allow HUD to most effectively evaluate the ROSS for Education program and assess whether outcomes are attributable to the presence of Education Navigators and not to other factors.

(4) Education Navigator – Education Navigators will support program participants and their families in completing their FAFSA forms and navigating other aspects of the postsecondary education system (such as readiness, application, financing, adjustment, and persistence), through a combination of community-based outreach, direct assistance/case management, and referral to relevant services and resources.

(5) Evidence-based approach/practice – The use of the best available conclusions/findings from research and studies as a basis for determining the best practices and predictions of outcomes in a field. A strong evidence base is offered by studies with designs that can support causal conclusions and studies that, in total, include enough of a range of participants and settings to support generalization.

(6) Postsecondary education – The provision of a formal instructional program whose curriculum is designed primarily for youth who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes a vocational and adult basic education programs. For the purposes of this NOFA, postsecondary programs must be accredited.

(7) Program participant – Public housing resident youth, ages 15-20, in the treatment group.

(8) Summer melt – Summer melt is “when seemingly college-intending students fail to enroll at all in the fall after high school graduation.”[2] More generally, for the purposes of this NOFA, it refers to the risk that a portion of all college-interested youth will fail to enroll in postsecondary education despite completing preparatory steps.

(9) Treatment group – The treatment group is the group of AMPs within a PHA's inventory that has been randomly selected by HUD to be served by an Education Navigator. All residents ages 15-20 living in those AMPs, if they wish to participate, will be served by the Navigator.

(10) Direct services - Direct services is hands-on involvement - including one-on-one assistance with program participants. For the purposes of this NOFA, it refers to FAFSA application completion assistance, college preparedness or career school planning and goal setting, standardized test/admissions examination preparedness, college/career school application assistance, college transition planning, enrollment assistance, and academic support planning.

(11) Service partners - Service partners are private, and non-profit organizations that offer supportive services to residents in the community. Services partners can represent their partnerships with PHAs through cash or in-kind resources.

[1] Source: SDP Summer Melt Handbook: A Guide to Investigating and Responding to Summer Melt by Benjamin L. Castleman, Lindsay C. Page, and Ashley L. Snowdon. <http://sdp.cepr.harvard.edu/files/cepr-sdp/files/sdp-summer-melt-handbook.pdf>

[2] Ibid.

B. Authority.

ROSS for Education is authorized under Section 34 of the United States Housing Act of 1937 (42 U.S.C.1437z-6). ROSS for Education is governed by 24 CFR Part 964. Funding for this program is authorized by the Department of Housing and Urban Development Appropriations Act, 2016 (Public Law 114-113, approved December 18, 2015).

II. Award Information.

A. Available Funds.

HUD is making available approximately **\$2,000,000** through this NOFA for ROSS for Education.

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 described in the General Section and to those contained in this NOFA.

Approximately \$2 million of fiscal year 2016 ROSS Service Coordinator Program funding will be used for ROSS for Education, a competitive educational initiative which will fund education navigators to provide individualized assistance to youth ages 15-20 and their families in FAFSA completion, financial literacy and college readiness, post-secondary program applications and post-acceptance assistance.

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 described in the General Section and to those contained in this NOFA.

B. Number of Awards.

HUD expects to make approximately 6 awards from the funds available under this NOFA.

HUD expects to make approximately 4 awards to PHAs with no fewer than 500 youth ages 15-20 and 2 awards to PHAs with fewer than 500 youth ages 15-20 from the funds available under this NOFA.

C. Minimum/Maximum Award Information.

Estimated Total Funding:	\$2,000,000
Minimum Award Amount:	\$0 Per Project Period
Maximum Award Amount:	\$452,000 Per Project Period

D. Period of Performance.

The grant term is 2 years.

Estimated Project Start Date:	12/02/2016
Estimated Project End Date:	12/01/2018
Length of Project Periods:	24-month project with two 12-month budget periods
Length of Project Periods Explanation of Other:	

E. Type of Funding Instrument.

Funding Instrument Type: Grant

All ROSS for Education

funds will be provided through a grant agreement and HUD's Line of Credit Control System (LOCCS).

F. Supplementation.

N/A

III. Eligibility Information.

A. Eligible Applicants.

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

Additional Information on Eligibility:

Eligible applicants are public housing authorities (PHAs) (including newly established consolidated PHAs) that have Annual Contribution Contract units.

Non-profit organizations, resident associations, and for-profit organizations are not eligible to apply for funding under this NOFA.

HUD does not award grants to individuals. HUD will also not evaluate applications from ineligible applicants.

As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have an active Data Universal Numbering System (DUNS) number (<http://fedgov.dnb.com/webform>) and have an active registration in the System for Award Management (SAM) (www.sam.gov) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks; therefore, applicants should start this process or check their status early.

See also Section IV.B for necessary form and content information.

B. Cost Sharing or Matching.

This Program requires an applicant to leverage resources through cost sharing or matching as described below.

The required match is 25 percent of total requested ROSS for Education funds. Match is a threshold requirement and documentation of match is required by the submission deadline. Applicants who do not demonstrate the minimum 25 percent match will not receive further consideration for funding. Match may be cash or in-kind. Contributions may include supportive services/programs that will support ROSS for Education and its participants. Please see section III.C.2 below on threshold requirements for more information on what is necessary to satisfy the match threshold.

C. Other.

All applicants must comply with the following requirements, which may determine whether your application is reviewed or make your application ineligible for funding. Eligibility criteria for this competition include:

1. 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. See also Section I.A.3 Definitions.

a. Timely Submission of Applications – Applications submitted after the deadline stated within this NOFA and that do not meet the requirements of the grace period policy will be marked late. Late applications are deemed ineligible and will not be considered for funding. See also Section IV Application and Submission Information, part D.

b. Civil Rights Matters – Outstanding civil rights matters must be resolved prior to the application deadline.

(1) Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (a) – (e) that have not been resolved to HUD’s satisfaction before or on the application deadline date are ineligible for funding.

(a) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex, national origin, disability or familial status;

(b) Status as a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance pursuant to 42 U.S.C. 3614(a);

(c) Status as a defendant in any other lawsuit filed or joined by the Department of Justice alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, Title II of the Americans with Disabilities Act, or a claim under the False Claims Act related to fair housing, nondiscrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;

(d) Receipt of a letter of findings identifying systemic noncompliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; or Title II of the Americans with Disabilities Act; or

(e) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

(2) HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date are sufficient to resolve the matter. Examples of actions that may be considered sufficient to resolve the matter include, but are not limited to:

(a) Current compliance with a voluntary compliance agreement signed by all the parties;

(b) Current compliance with a HUD-approved conciliation agreement signed by all the parties;

(c) Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;

(d) Current compliance with a consent order or consent decree; or

(e) Current compliance with a final judicial ruling or administrative ruling or decision.

2. Statutory and Regulatory Requirements.

a. Compliance with Nondiscrimination and Related Requirements.

b. HUD Agency Wide or Federal Government Wide Requirements.

(1) Outstanding Delinquent Federal Debts – It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or

(b) Other arrangements satisfactory to HUD are made prior to the award of funds by HUD. If satisfactory arrangements cannot be completed within 90 days of notification of selection, HUD will not make an award of funds to the applicant, and instead offer the award to the next eligible applicant. HUD may act earlier than

the above stated 90 days to ensure, in HUD's determination, that the funds can be obligated in a timely manner. Applicants selected for funding, or awarded funds, must report any changes in status of current agreements covering federal debt. HUD may withhold funding, terminate an award, or seek other remedies from a grantee if a previously agreed-upon payment schedule has not been followed or a new agreement with the federal agency to which the debt is owed has not been signed.

(2) Pre-Award Accounting System Survey – HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards. HUD may arrange for a pre-award survey of any such financial management system for applicants selected for award who have not previously received federal financial assistance, where HUD Program officials have reason to question whether a financial management system meets federal financial management standards, or for applicants considered high risk based upon past performance or financial management findings.

(3) Debarments and/or Suspensions – In accordance with 2 CFR part 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

(4) False Statements – A false statement in an application is grounds for denial or termination of an award and possible punishment, as provided in 18 U.S.C. 1001.

(5) Do Not Pay Website Review – As part of the Improper Payments Elimination and Recovery Improvement Act (IPERIA) of 2012, in making funding determinations HUD will look up applicant information on the Federal website <http://www.donotpay.treas.gov/>. The Do Not Pay Portal is intended to prevent improper payments and can be used by HUD to ensure that applicants that receive funding do not owe funds to the federal government; are not on the Excluded Parties List System (EPLS); the List of Excluded Individuals/Entities List (LEIE); the Social Security Administration (SSA) Death Master File (DMF); or other federal databases that would provide adverse information regarding the applicant. HUD reserves the right to:

- (a) Deny funding, or in the case of a renewal or continuing award, consider suspension or termination of an award immediately for cause,
- (b) Require the removal of any key individual from association with management or implementation of the award, and
- (c) Make appropriate provisions or revisions with respect to the method of payment or financial reporting requirements.

(6) Conducting Business in Accordance with Ethical Standards/Code of Conduct – Applicants are required to develop and maintain a written code of conduct in accordance with 2 CFR 200.112 and 200.318. Codes of conduct must prohibit real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, or agents for their personal benefit in excess of minimal value; and outline administrative and disciplinary actions available to remedy violations of such standards.

Pursuant to applicable Federal and HUD regulations, applicants must disclose in writing any potential conflict of interest and all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

Before entering into an agreement with HUD, applicants selected to receive funding under a Program NOFA must submit an up-to-date copy of their code of conduct. Applicants with codes already on file with HUD do not need to resubmit a new code unless the information on file has changed. New or updated submissions must be dated and signed by the Executive Director, or Chair, or equivalent official, of the governing body of the organization. Applicants must also describe the methods to be used to ensure that all officers, employees, and agents are aware of and have agreed to adhere to the code of conduct.

(7) Conflict of Interest of Consultants or Technical Experts Assisting HUD – Consultants and technical experts who assist HUD in rating and ranking applications for funding under published FY 2016 Program NOFAs are subject to 18 U.S.C. 208, the federal criminal conflict-of-interest statute, and the Standards of Ethical Conduct for Employees of the Executive Branch regulation published at 5 CFR part 2635. As a result, consultants and technical experts who have assisted or plan to assist applicants with preparing applications for FY 2016 Program NOFAs may not serve on a selection panel and may not serve as a technical advisor to HUD. Anyone involved in rating and ranking FY 2016 Program NOFA applications, including departmental staff, experts and consultants must avoid conflicts of interest or the appearance of such conflicts. These individuals must also disclose to HUD’s Office of General Counsel Ethics Law Division the following information, if applicable:

(a) How the selection or non-selection of any applicant under a FY 2016 Program NOFA will affect the individual’s financial interests, as provided in 18 U.S.C. 208, or

(b) How the application process involves a party with whom the individual has a covered relationship under 5 CFR 2635.502.

The consultant or technical expert assisting HUD must disclose this information before participating in any matter regarding an FY 2016 program NOFA. Applicants with questions regarding these provisions or concerning a conflict of interest, please call the Office of General Counsel, Ethics Law Division, at (202) 708-3815 (this is not a toll-free number). The phone number above may also be reached by individuals who are deaf or hard of hearing, or who have speech disabilities, through the Federal Relay Service’s teletype service at 1-800-877-8339.

(8) Prohibition Against Lobbying Activities – Applicants are subject to the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR part 87, which prohibit recipients of federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, loan, or cooperative agreement. In addition, applicants must disclose, using Standard Form LLL (SFLLL), “Disclosure of Lobbying Activities,” any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts. Federally-recognized Indian tribes and tribally designated housing entities (TDHEs) established by federally-recognized Indian tribes as a result of the exercise of the tribe’s sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement. Applicants must submit the SFLLL if they have used or intend to use non-federal funds for lobbying activities.

(9) Consistency with the Consolidated Plan and Analysis of Impediments (AI)/Assessment of Fair Housing – Certain competitive Programs require applications to contain a certification of consistency with a HUD-approved Consolidated Plan. This certification means that the proposed activities are consistent with the jurisdiction’s strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the Consolidated Plan. The Consolidated Plan also includes the jurisdiction’s certification to affirmatively further fair housing which means, among other requirements, that the jurisdiction has conducted an AI/Assessment of Fair Housing. If a program NOFA requires a certification of consistency with the Consolidated Plan and you fail to provide the certification, and you do not cure the omission as a technical deficiency, HUD will not fund the application.

Under HUD’s regulations at 24 CFR 91.2(d), an applicant’s PHA Plan must include a certification by the appropriate state or local official that the PHA Plan is consistent with the applicable Consolidated Plan for the jurisdiction in which the PHA is located and must describe the manner in which the applicable contents of the PHA Plan are consistent with the Consolidated Plan. To the extent that a proposal funded under this NOFA is addressed or should be addressed in the PHA Plan, it must be certified to be consistent with the Consolidated Plan.

3. Program Specific Requirements.

There are three program thresholds for all applicants: target population, Budget, and Match, as defined below. All thresholds will be evaluated on a pass/fail basis. Applicants must respond to each threshold requirement clearly and thoroughly by following the instructions below. In accordance with Section I.A.3, threshold requirements are not curable and HUD will not be able to ask for clarifying information or additional documentation that would allow your application to pass a threshold. It is the applicant's responsibility to ensure that all critical information is contained in its application. If your application fails any threshold requirement (regardless of the type of threshold), it will be considered a failed application and will not receive further consideration for funding.

a. Target population. Each applicant must indicate the number of Annual Contribution Contract (ACC) units, listed by AMP, from its public housing inventory that house families with youth ages 15-20, as of the NOFA publication date. Applicants must also indicate the number of youth ages 15-20 living in every AMP indicated and the number of program participants they commit to serve within each of those AMPs. AMPs within a PHA will be randomly selected to receive ROSS for Education services (see Section II.B Number of Awards and Section V.B.6 Funding Priority). AMPs within that PHA not selected to receive grants will still participate as comparison sites [the control group]. Applicants should provide this information on the form HUD-52768 in their application and in their narrative response to the need rating factor. (See SAMPLE 52768 in Appendix)

b. Budget. Each applicant must provide a detailed budget that shows projected sources and costs. The budget must identify what is being funded with ROSS for Education grant dollars and what is being funded with match commitments (refer to Section V.A.1.c(3) for more information).

c. Match.

(1) 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 purpose of the match is to ensure that your ROSS for Education program is comprised of services that meet the needs of program participants. The match may be provided as a cash or in-kind donation. The value of the match contributions must equal at least 25 percent of the grant amount you are requesting. For example, if the grantee is requesting \$452,000 from HUD, the match must equal at least \$113,000. Match may be for the value of services provided by partner organizations as well as for services/activities eligible to be paid for under this grant. The value of non-public housing space provided for activities related to carrying out the ROSS for Education program as well as administrative assistance, including salaries and supplies, may also be counted towards the value of match. Any cost must be within the cost principles of 2 CFR part 200 Subpart E.

(2) Please note that if you are using federal funds as a source of match, the statute governing the funds must allow the funds to be used towards match.

(3) Match donations must be firmly committed, which means that the amount of match resources and their dedication to ROSS for Education-funded activities must be explicit, in writing, on organization letterhead, and signed by a person authorized to make the commitment. The match letters must be submitted as part of the application and kept on file for verification and audit purposes. The letters of commitment/MOUs 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 below 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 for Education 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.

(4) Resources/in-kind services that can be committed include: in-kind services provided to the applicant; funds from federal sources (not including ROSS for Education or Resident Opportunity and Self

Sufficiency (ROSS) funds) that by statute allow those funds to be used for matching purposes, including, for example, Community Development Block Grant (CDBG) funds; funds from any state or local government sources, and funds from private contributions.

(5) 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 (2 years) = \$1,450.)

(6) 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 \$1,000 per month) x (12 months) x (2 years) = \$24,000.)

(7) Completing form HUD-52769. Applicants must show their match, including the source of funds, on the HUD-52769 "ROSS Needs and Service Partners" form and must maintain all letters from partners attesting to match contributions. (Note: As ROSS for Education is funded with ROSS funds, ROSS forms are being used for the application. Please see Section IV.B for additional information on required forms and how to complete them for ROSS for Education.) 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. In completing the HUD-52769 for ROSS for Education application purposes, the following rows would be relevant: "Life Skills Training", "Financial Literacy/Credit Counseling/Credit Repair," GED/High School Equiv.," "Mentoring," "Parenting classes," "Youth Programming – tutoring/mentoring/after school/summer," "Tax Preparation Assistance" and the rows for "Other" (to be completed by the applicant based on their ROSS for Education program plans). If an applicant believes another row of the HUD-52769 to be relevant for their ROSS for Education program plan, they should be sure to indicate the connection clearly in the application.

The match certification on the HUD-52769 must be signed by the applicant’s Executive Director or other person authorized to make the stated commitment and/or attest to the match contribution from other partners. By signing the HUD-52769, applicants are certifying that their commitments will be available for the full two-year grant term. (Note: All forms with signatures and letters must be scanned and attached to your application, attached to an email, or submitted by fax, using the facsimile cover sheet provided with this application on Grants.gov, in accordance with the instructions provided in the FY15 General Section.)

Please see sample HUD-52769 excerpt below.

NEEDS	NEED? (check all that apply – see NOFA for requirements)	SERVICE PROVIDER/PARTNER(s) (list all)	Value of Match
Other - Youth education	X	Organization A – assistance with FAFSA completion	\$16,250
Youth Programming – tutoring/mentoring/after school/summer	X	Organization B - summer program slots	\$30,750
Financial Literacy	X	Organization C – basic banking, savings, credit building	\$20,000

Tax Preparation Assistance	X	Organization D- VITA Partnership	\$20,000
Other - Youth education	X	Organization E-College awareness and planning	\$26,000
			\$113,000

4. Criteria for Beneficiaries.

Section III.C.4 of the General Section is hereby incorporated, as applicable, into this NOFA.

All programs and operations of entities that receive financial assistance from the federal government, including but not limited to state agencies, local agencies and for-profit and non-profit entities, must comply with the Title VI requirements, including EO 13166, signed on August 11, 2000, which directs all federal agencies, including the Department of Housing and Urban Development (HUD), to work to ensure that programs receiving federal financial assistance provide meaningful access to Limited English Persons (LEP).

5. Program Requirements.

a. PHAs will hire and manage one or more Education Navigators to assist program participants (public housing residents ages 15-20) in completing the FAFSA and navigating other aspects of the postsecondary education system, with the ultimate goal of increasing these residents’ levels of educational attainment. Navigators will work one-on-one with participants as much as possible, by providing direct services, and will be responsible for tracking or verifying each participant’s progress. While prioritizing targets contact with individuals, Navigators are also encouraged to conduct outreach or training sessions to groups of participants and family members, and/or work with partner organizations, to generate interest or supplement the one-on-one assistance.

The Navigators’ workload will comprise four roles aimed at supporting access and completion of higher education in terms of student readiness, applications, financing, and persistence. It is expected that the nature of the work and amount of time allocated to each of the four task areas will change with the natural seasonality of the program. The Navigator’s primary focus during the fall will be on FAFSA completion, and they will emphasize the other roles outlined below to varying degrees throughout the year, as follows:

1) FAFSA completion (fall). Navigators will help program participants (and their families, as needed) complete and submit the Free Application for Federal Student Aid (FAFSA) in a timely fashion after the opening of the application period on October 1; applicants who submit the FAFSA early in the fall can learn their financial aid eligibility before applying to and enrolling in postsecondary programs. Navigators will advise program participants on the purpose of the FAFSA as well as provide information and assistance on specific tasks required for filling it out, such as identifying what documents are necessary for FAFSA completion and who would likely have those documents. As needed, and where possible, they will assist participants with overcoming any obstacles encountered during the FAFSA completion process. For participants that are already postsecondary youth, Navigators will also assist in the process needed for annual FAFSA renewal. For the purposes of this NOFA, this program will focus on the 2017-2018 and 2018-2019 FAFSA periods.

2) College readiness and financial literacy (year-round). Through interaction with program participants, Navigators will help program participants understand and assess their college and postsecondary program readiness, including assistance with time-management skills, note-taking skills, confidence-building skills, and achievement motivation beginning during the junior year of high school. As appropriate to participants’ stage of engagement with the postsecondary education application process, Navigators will provide basic financial literacy information to help youth make informed decisions, such as information regarding how to compare the expected benefits of a postsecondary education program with its projected costs; the difference between grants, scholarships, and loans; and, if needed, an overview of basic banking tools for managing

income and expenses. For program participants who may need to take out loans to help pay for postsecondary programs, Navigators will provide relevant information, such as how to evaluate the amount to borrow, types of loans (including how to avoid risky forms of credit or offers targeting higher education youth), interest rates, repayment options, and the importance of building and maintaining good credit.

3) *Postsecondary program applications (fall/winter/spring)*. Navigators will counsel program participants on factors to consider when selecting a college (including, but not limited to, the financial factors discussed above) and support program participants as they begin narrowing their options. Navigators will assist in completing necessary paperwork and navigating administrative hurdles to application and enrollment. They will identify and document scholarship and other support services and opportunities in the community and refer program participants as appropriate.

4) *Addressing “summer melt” and helping college-interested youth follow through (spring/summer/fall)*. Navigators will help program participants complete necessary steps to actually enroll in college after being accepted and applying for financial aid. These tasks include understanding and paying term bills; budgeting for college expenses such as textbooks; responding to colleges’ correspondence and completing necessary forms; and enrolling in summer bridge programs as appropriate.

Navigators must have completed a bachelor’s degree. No additional experience is required but PHAs are strongly urged to seek applicants with experience in education, social work, or other youth service delivery settings. Navigators will be expected to read and digest materials provided by HUD and also consider communicating with other Navigators to build a model to adequately address the four roles listed above. Such a model is likely to require the performance of tasks such as: developing expertise in FAFSA, college, and financial aid application processes; creating external partnerships as needed, e.g., with local secondary schools, educational and/or financial literacy service providers, and institutions of higher education; and building trust and productive relationships with resident youth, families and the broader community in the PHA. Additionally, Navigators will be expected to participate in webinars sponsored by HUD or one of its partners/stakeholders. These webinars will focus in the use of available materials to promote FAFSA awareness and support FAFSA completion.

Navigators will be expected to serve program participants in the treatment group, and their families, in a full-time capacity. Program participants will be located across multiple AMPs within a PHA, as the treatment group will consist of eligible residents living in whichever AMPs are randomly selected by HUD from a list furnished by the PHA (see part d of this subsection, III.C.5.d, below). In PHAs with multiple Navigators, the Navigators will likely be serving different groups of program participants in different AMPs within the same PHA.

- i. Full-time Navigators. To be eligible for a full-time Navigator, applicants must have no fewer than 500 youth ages 15-20 residing in its public housing inventory and commit to serving up to 250 program participants. HUD will fund a maximum of three full-time Navigators per PHA.
 - ii. Part-time Navigators. Applicants with fewer than 500 youth ages 15-20 residing in their public housing inventories are eligible for a maximum of one part-time Navigator.
- b. Upon receipt of the grant, the PHA is expected to devise and adhere to a strong management plan in order to oversee the work of the Navigators and ensure they are meeting the program requirements (see Section V.A.1.c).
- c. ROSS for Education grantees must track and report to HUD on the program and its required performance measures.
- i. Grantees will be required to submit quarterly reports and a final report in the format provided by HUD.
 - ii. The names, addresses, and other participant-level information of public housing residents are known to HUD. As such, HUD will work with PHAs to verify the information for residents age 15 to 20 across all AMPs that will be included as part of the program. Following random assignment of AMPs, HUD will require Navigators to submit the names, addresses, and contact information (email, telephone, etc.) for

program participants who agree to receive FAFSA support and related services. No services will be denied to those who decline to provide the requested information.

d. Grantees will participate in a HUD-conducted evaluation. HUD will conduct an in-house evaluation of the Education Navigator Program using HUD and Department of Education administrative data to measure the program's impact on FAFSA completion rates and other measures such as postsecondary program enrollment and persistence. Within each PHA selected for the grant program, HUD will randomly assign AMPs to either a treatment group that implements the Education Navigator Program or a control group (also see definitions in I.A.3.f, above). HUD does not have enough resources to serve all residents in all AMPs with Education Navigators, and will use random assignment—also known as a lottery—to determine which AMPs will be served by the Navigators. This means each AMP in a PHA will have an equal chance of being selected to receive the services of a Navigator. This process will also ensure that HUD can effectively evaluate the effort. It is important that PHAs realize that only a subset of their AMPs will be served by a Navigator, and that those AMPs will be chosen by HUD using a lottery process. AMPs not chosen will serve as the control group.

e. HUD will explore with grantees other opportunities to test messages that may promote FAFSA completion, persistence and reduce summer melt.

f. As funding allows, HUD will conduct site visits to participating PHAs.

6. Eligible Program Activities. Funds awarded to applicants under this NOFA may be used for the following activities/costs. (Note: Match resources may also be used to provide these activities/costs.) Also see the Funding Restrictions in Section IV.F of this NOFA.

a. Salaries and benefits for staff (PHA, Education Navigator(s)) who are implementing the ROSS for Education program. Under this award the maximum amount HUD will contribute to a Navigator salary and fringe benefits will be \$70,000 per year. Fringe benefits include all costs associated with employment that are normally covered by your agency (e.g. insurance, taxes, retirement contributions, etc.) and in accordance with 2 CFR 200.431. Comparable salaries for your local area must be used to determine the maximum amount for which your organization is eligible to apply and must be submitted with your application or through the deficiency process. A 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% and HUD determines the documentation is adequate. Once awarded, grantees must pay their staff the full amount of the salary they have requested from HUD. Applicants should take into consideration both the salary and the fringe benefits for each Navigator when determining how much to request in grant funds.

b. Developing the approach, plan and infrastructure of the program, using evidence-based approaches where possible.

c. Marketing the program to youth participants ages 15-20.

d. Providing education-focused case management and direct services, including intake, assessment, planning, providing individual support to participants in specific tasks necessary to achieve their college and postsecondary enrollment plans, and, as appropriate, referring residents to service providers in the local community and resources available online.

1. Developing individualized College Enrollment Action Plans for participants, including children with disabilities and limited English proficiency, during intake and assessment of their education-related needs. Action Plans would be tailored to the participant's stage of engagement with respect to post-secondary education (e.g., pre-application, application, or post-application) and would identify actions necessary or relevant to achieving his or her identified education needs and goals (such as preparedness planning and goal setting; parent engagement; FAFSA completion assistance; assistance related to standardized tests/admissions examinations; college/financial assistance application support; etc.) and a target time line for completing each action.

2. Following up with participants on a regular, ongoing, and satisfactory basis.

f. Coordinating/connecting program participants (including children with disabilities and limited English proficiency) and their families to resources and tools that support the participants' college and postsecondary enrollment plans.

g. Identifying and coordinating resources/partners that would support the ROSS for Education program/participants.

h. Building/coordinating cross-sector partnerships to support ROSS for Education (e.g., working together with partners in tax preparation, after school programming, scholarship/college access, high schools, guidance counselors, and other community partners).

i. Tracking and reporting on performance measures. HUD will provide templates to be used by Navigators for tracking and monitoring program activities.

j. Training and travel related to program development. All training and associated travel for the ROSS for Education staff must be approved by the HUD Headquarters prior to incurring expenses.

k. Administrative costs. ROSS for Education grant funds may be used for administrative costs, but such costs may not exceed \$10,000 per year. ROSS for Education grant funds may only be used to support the ROSS for Education program. These funds may not be used by grantees' Central Office Cost Centers to cover other PHA costs. See Funding Restrictions in Section IV.F for additional information on administrative costs.

IV. Application and Submission Information.

A. Obtaining an Application Package

An electronic copy of the Application Package and Application Instructions for this NOFA can be downloaded from Grants.gov at <http://www.grants.gov/applicants/apply-for-grants.html>. Except for Continuum of Care applications, or unless an applicant received a waiver for good cause, all applications must be submitted electronically via Grants.gov. The Continuum of Care application is submitted through HUD's e-snaps system.

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 the applicant's business offices are located. Applicants that cannot submit their applications electronically and must seek a waiver of the electronic grant submission requirements must submit a waiver request so that the request is received at least 15 days before the application deadline. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you should contact:

Maria-Lana Queen

Email: Maria-Lana.Queen@hud.gov

Department of Housing and Urban Development

Office of Public and Indian Housing

451 7th Street SW

Room 4130

Washington, DC

B. Content and Form of Application Submission.

To ensure that the correct Application Package and Application Instructions are used, applicants must verify that the CFDA Number and CFDA Description on the first page of the Application Package downloaded from Grants.gov, as well as the Funding Opportunity Title, and the Funding Opportunity Number match the Program and NOFA to which they are applying. Applications will only be considered for the competition indicated in box 11, 12, and 13 on the SF-424 submitted in the application.

1. Content

Forms for your package include the forms outlined below:

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

The following documents must be provided in the application:

- HUD-52768 ROSS Application Form – Complete using ROSS for Education-specific instructions in Section III.C.2 and instructions provided here. Applicants should note the following mark the form accordingly:
 - Numbers 2(b)-(d) and 3: Mark “N/A”.
 - Number 5: Complete in response to Section III.C.2.a (randomly selected public housing and program participants) providing the number of program participants you are committing to serve.
 - Number 6: Complete in response to Section III.C.2.a (randomly selected public housing and program participants) regarding number of ACC units housing families with youth ages 15-20.
 - Numbers 7-12: Mark “N/A”.
 - Applicants do not need to submit the Service Coordinator Information Worksheet (third page) included in the form.
- HUD-52769 ROSS Needs and Service Partners – Complete using ROSS for Education-specific instructions in Section III.C.2.b (Match).
- Match letters
- Narratives – Respond to the rating factors in Section V.A.1.
- SF-424 Application for Federal Assistance
- HUD-2880 Applicant/Recipient Disclosure/Update Report
- SF-LLL Disclosure of Lobbying Activities
- Documentation of salary comparability –
 - Applicants must base their Navigator salary request (including fringe) on salaries for similar professions in their local area. Applicants must submit documentation showing the results of completed salary comparability studies they have conducted within the past year to support their salary request for the Navigator(s). If applicable, an applicant may use the wages it pays its own workers in similar positions as one of the comparable salaries it provides.
 - 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 studies, as noted above, are subject to reductions (including denial of an award) without further notice to eligible applicants prior to award announcement.
 - Documentation must be on the applicant's letterhead; be dated between the publication date of this NOFA and the application deadline (or deadline associated with the deficiency period); list the name and contact information (address, telephone, and email address) of three local employers; wage rates (including benefits) for positions comparable to that of the Education Navigator; and must be signed by the applicant's authorized representative.
 - It is requested that the letter containing the required salary comparability information be provided in chart form as indicated in the example provided below:

Employer/Company Name	Employer Contact Information (Name of Contact); telephone and email address	Position Name	Annual Salary	Fringe Benefits	Total
1. Goodwill	Glenda Harris, 777-777-7777; gh@goodwill.org	Social Worker	\$35,000	\$5,350	\$40,350
1. PHA Applicant	Mike Ross,222-222-222; mr@pha.org	Case worker	\$50,000	\$10,500	\$60,500
1. Child and Family Services	Michelle Wright;202-555-5555; mw@cfs.gov	Case Worker	\$52,000	\$11,000	\$63,000

2. Format and Form.

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

Applications should contain no more than 20 pages of narratives. There is no page limit for attachments (non-narratives).

1. Narrative pages must be double-spaced. Single-spaced pages will be counted as two pages;
2. Margins for narrative pages should be no less than one inch. Narrative pages with margins smaller than one inch will be counted as two pages;
3. Use 12-point, Times New Roman font for narrative pages;
4. Pages (narratives and attachments) should be sized to 8.5 x 11-inches.

HUD will not consider the information on any excess pages, which may result in a lower score.

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

1. SAM Registration Requirement.

Applicants must be registered with SAM before submitting their application. In addition, applicants must continue to maintain an active SAM registration with current information at all times during which 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 in their application. DUNS numbers may be obtained for free at <http://fedgov.dnb.com/webform>.

D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **09/28/2016**. 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 or you are applying for the Continuum of Care program. The Continuum of Care application is submitted through HUD's e-snaps system. Instructions for submitting your application to Grants.gov are contained within the Application Package you downloaded from Grants.gov. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

Your application must be both **received and validated** by Grants.gov. Your application is "received" when Grants.gov provides you a confirmation of receipt and an application tracking number. **If you do not see this confirmation and tracking number, your application has not been received.**

After your application has been received, your application still must be validated by Grants.gov. During this process, your application may be "validated" or "rejected with errors." To know whether your application was rejected with errors and the reason(s) why, you must log into Grants.gov, select "Applicants" from the top navigation, and select "Track my application" from the drop-down list. If the status is "rejected with errors," you have the option to correct the error(s) and resubmit your application before the Grace Period ends. **If your application was "rejected with errors" and you do not correct these errors, Grants.gov will not send your application to HUD, and HUD will not review your application.** If your status is "validated" your application will be forwarded to HUD by Grants.gov.

1. Amending or Resubmitting an Application.

Before the submission deadline, applicants who choose to amend an application that has been validated by Grants.gov may resubmit a revised application containing the new or changed material. The resubmitted application must be received by the applicable deadline.

2. Grace Period for Grants.gov Submissions.

If an application is received by Grants.gov before the deadline, but is rejected with errors, applicants have a grace period of 24 hours beyond the application deadline to submit a corrected application that is received and validated by Grants.gov. Any application submitted during the grace period that does not meet the criteria above will not be considered for funding. There is no grace period for paper applications.

3. Late Applications.

An application received after the Program NOFA deadline date that does not meet the requirements of the grace period policy will be marked late, and will not be considered for funding.

4. Corrections to Deficient Applications.

Except as provided by the electronic submission grace period described in this notice, HUD may not consider any unsolicited information that applicants may want to provide after the application deadline. (Refer to 24 CFR part 4, subpart B.) In addition, HUD may not seek clarification of items or responses that improve the substantive quality of an applicant's response to any rating factors or which correct deficiencies which are in whole or part of a rating factor, including items that impact bonus points. HUD may contact the applicant to clarify other items in its application. In order not to unreasonably exclude applications from being rated and ranked in situations where there are curable deficiencies, HUD will notify applicants of each technical deficiency and will do so on a uniform basis.

If HUD finds a curable deficiency in an application, HUD will notify the applicant by email describing the clarification or technical deficiency. HUD will send an email to the person designated in item 8F of the SF424 and to the person listed as the authorized representative in item 21 of the SF424. Both email notifications will be sent from HUD with confirmation of delivery receipt requested. The email notifications will be the official notification of the need to cure a technical deficiency. It is the responsibility of applicants to provide accurate email addresses for receipt of these notifications and to monitor their email accounts to determine whether a cure letter has been received. The applicant must carefully review the request for cure

of a technical deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

Clarifications or corrections of technical deficiencies must be received by HUD within the time limits specified in the notification. In no case shall the time allowed to correct deficiencies 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 HUD sends to the applicant. If the deficiency cure deadline date falls on a Saturday, Sunday, federal holiday, or other day when HUD's Headquarters offices in Washington, DC, are closed, then the applicant's correction must be received on the next day that is not a Saturday, Sunday, or federal holiday, or other day when the HUD's Headquarters offices in Washington, DC, are closed.

Curable deficiency items must be submitted via email addressed to ApplicationSupport@hud.gov. When submitting technical deficiency cure items you must enter "Technical Cure" plus the Grants.gov application tracking number in the subject line of the email (e.g., Subject: Technical Cure - GRANT123456). If this information is not included, HUD will not be able to match the response to the application under review and the application may therefore be rejected due to the deficiency.

Corrections to a paper application should 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 that contains the wrong DUNS number as having a technical 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.

E. Intergovernmental Review.

This program is subject to Executive Order 12372, Intergovernmental Review of Federal Programs. Executive Order 12372 allows each state to designate an entity to perform a state review function. To determine if your state has designated a State Point of Contact (SPOC), please go to http://www.whitehouse.gov/omb/grants_spoc/. States not listed on the website have chosen not to participate in the intergovernmental review process and, therefore, do not have a SPOC. If your state has a SPOC, you should contact the SPOC to see if that person/office is interested in reviewing your application before you submit it to HUD.

F. Funding Restrictions.

1. Ineligible Activities/Costs. Grant funds may not be used for ineligible activities. If, upon review, HUD finds that funds have been used for ineligible activities, the grantee may be required to repay those funds, and the remaining grant funds may be recaptured.
2. Reimbursement for Grant Application Costs. Grantees are prohibited from using grant funds to reimburse any costs incurred in conjunction with preparation of their ROSS for Education application.
3. ROSS for Education funds cannot be used for costs incurred on or before grant award date.
4. ROSS for Education funds cannot be used to hire or pay for the services of a Contract Administrator.
5. Training/Travel. This program will cover up to \$2,000 per year, per Navigator, for pertinent training and associated travel. All training and associated travel must be pre-approved HUD Headquarters.
6. Administrative Costs. Administrative costs will be approved up to \$10,000 per year for a ROSS for Education program. Administrative funds may only be used to support the ROSS for Education program. A grantee's Central Office Cost Center may not use ROSS for Education administrative funds. Administrative funds may be used for activities including but not limited to:
 - a. Administrative staff support;

- b. ROSS for Education-related local transportation by the Education Navigators;
- c. Tracking and evaluation;
- d. Purchase of office furniture or office equipment and supplies;
- e. Purchase of hardware and software to support ROSS for Education participants' educational needs and goals. Such purchases may not be made for individual participants, but rather to be used in the Education Navigator's office/space, or a PHA community room or Neighborhood Networks/ computer center;
- f. Program outreach, printing and postage;
- g. Lease or rental of space for program activities specific to ROSS for Education (i.e., proportional share as relevant), but only under the following conditions:
 - (1) 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;
 - (2) No repairs or renovations of the property may be undertaken with ROSS for Education funds; and
 - (3) 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.

7. Cost Control Standards

- a. Your cost estimates must represent an economically viable plan for designing, planning and carrying out your proposed activities, in accordance with local costs of labor, materials and services.
- b. Your projected soft costs must be reasonable and comparable to industry standards and in accordance with the applicable policy, statute and/or regulations.

8. Indirect Cost Rate. This program has received approval from the Secretary or delegate to deviate from negotiated Indirect Cost Rate. Awards under this NOFA may only fund direct costs, indirect costs may not be claimed.

Indirect Cost Rate

Indirect Cost Rate: No restrictions, applicants may use their negotiated rate or the *de Minimis* rate (10% of Modified Total Direct Costs).

G. Other Submission Requirements.

1. Discrepancies between the NOFA on Grants.gov and Other Documents.

The Program NOFA posted at the Grants.gov website is the official document HUD uses to solicit applications. Applicants are advised to review their application submission against the requirements in the posted Program NOFA. If there is a discrepancy between the Program NOFA posted on Grants.gov and other information provided in any other copy or version or supporting documentation, the posted Program NOFA located at www.Grants.gov prevails. If discrepancies are found, please notify HUD immediately by calling the program contact listed in the Program NOFA. HUD will post any corrections or changes to a Program NOFA on the Grants.gov website. Applicants who enroll an email address at the application download page will receive an e-mail alert from Grants.gov in the event the opportunity is changed.

2. Application Certifications and Assurances.

Applicants signing the SF424 cover page either through electronic submission or in paper copy submission (for those granted a waiver) affirm that the 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 that 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.

3. Lead Based Paint Requirements

Not Applicable

4. Indirect Cost Rate (ICR)

If you are a governmental organization or agency that receives more than \$35 million in federal funding, you are required to request an Indirect Cost Rate from your cognizant agency (2 CFR 200 Appendix VII). If you have not requested an indirect cost rate or have not received a negotiated indirect cost rate, you may not claim indirect costs until you receive a negotiated rate.

Non-governmental organizations: If your organization has never had an indirect cost rate and wishes to use the *de minimis* rate, your application's budget narrative must clearly state you intend to use the *de minimis* 10% of Modified Total Direct Costs (MTDC). If you are using a negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and include a letter or other documentation from the cognizant agency showing the approved rate.

Governmental organizations: If your organization has a negotiated indirect cost rate, your application's budget narrative must include the rate and a letter or other documentation from the cognizant agency showing the negotiated rate. If your organization has prepared and maintains documentation supporting an indirect rate proposal but has not negotiated approval of the rate, your application's budget narrative must include the rate and applicable distribution base. State and local government departments that have never negotiated indirect cost rates with the Federal government and receive less than \$35 million in direct Federal funding per year may use the 10% *de minimis* indirect cost rate, and must keep the documentation of this decision on file. Federally recognized Indian tribes that have never negotiated an indirect cost rate with the Federal government may also use the 10% *de minimis* rate and must keep the documentation of this decision on file.

V. Application Review Information.

A. Review Criteria.

1. Rating Factors

a. Capacity Maximum Points: 20

Each applicant will be evaluated for their capacity/past experience.

(1) PHA (Applicant) Capacity/Experience (10 points).

Include a narrative description that demonstrates the following concerning the PHA: (a) Recent, (within the last 5 years), (b) relevant and (c) successful experience related to grant administration including, but not limited to, outreach, monitoring, and reporting;

(2) Education Capacity/Experience (10 points).

Include a narrative description that demonstrates the PHA's recent experience (within the last 5 years) in assisting high-school aged youth with college preparedness, FAFSA application completion, scholarship

application completion, and/or college enrollment applications and student mentoring. Emphasis should be placed on experience with providing direct services to program participants and connecting service providers to participants. Please provide the number of youth targeted for these efforts, whether support was for a particular development, and what performance measures were tracked. Please also describe how the PHA staffed these efforts.

Additionally, describe your existing capacity to provide postsecondary planning, preparation support, and service delivery to participants within 90 days from the receipt of this grant award.

Fewer points will be awarded for (1) and (2) above for lack of capacity/experience, if capacity/ experience shown is not comparable to the plans proposed in the application, for lack of detail, or for otherwise not following the criteria above.

b. Need

Maximum Points: 20

HUD will assess the extent to which the application demonstrates the need for ROSS for Education.

Describe why ROSS for Education is needed, including but not limited to the criteria below.

(1) Provide the following information:

(a) The number of ACC units housing families with youth ages 15-20;

(b) The total number of youth ages 15-20 by development name/number and AMP name/number;

(c) The number of program participants you commit to serve. See Section II.B Number of Awards and Section V.B.6 Funding Priority for additional information; and

(d) The best estimate of the percent of youth ages 15-20 residing in your public housing inventory that meet the [Federal Student ;Aid? ;s ;\(FSA\) eligibility requirements\[1\]](#) for receiving federal student aid.

(2) Provide a socio-economic and demographic description of the proposed program participants/their households, citing relevant data as appropriate (e.g., graduation rate and college enrollment for local schools serving youth, if available).

(3) As relevant to support the demonstration of need, include description/data from the local, state, and/or national level.

Higher points will be given to applicants who can demonstrate significant need with data. Fewer points will be awarded for less significant need, lack of detail, or for otherwise not following the criteria above.

[1] FSA requirements can be found at <https://studentaid.ed.gov/sa/eligibility/basic-criteria>

c. Soundness of Approach

Maximum Points: 45

This rating factor will evaluate the soundness of the plan you propose in your application in comparison to the ROSS for Education program purpose, program requirements, eligible program activities, and the needs indicated in your application. See Section I.A.1 for the program description and purpose of ROSS for Education.

(1) Program Plan and Implementation (30 points).

(a) Describe the ROSS for Education plan you are proposing, including strategy/approach and how it is evidence-based.

(b) Describe the anticipated goals for your ROSS for Education program, including connections to the overarching goals of ROSS for Education (see Section I.A.1).

(c) Describe the program activities and partners that you plan to comprise your ROSS for Education program and how those activities/partners respond to the needs of proposed program participants.

(d) Describe how your ROSS for Education program will be implemented, including the roles, responsibilities and staffing of the PHA, and Education Navigators, and projected staff hours. Please provide the anticipated caseload of each navigator based on your best estimate of the percent of youth ages 15-20 residing in your public housing inventory identified in the Need Section V.A.1.b.(1).

(e) Please provide additional information on your plans for Education Navigators. Describe what skills/qualifications they will need to have, and how they will be recruited (Note: HUD does not expect applicants to provide actual names as Education Navigators would not necessarily be known at the time of application).

(f) Describe your management plan for overseeing the work of the Navigators, and how you will assess the performance of Navigators and provide supports, as needed and to the extent possible, to ensure that they are meeting program requirements.

(g) Describe how you will identify, outreach to and engage the target program participants you plan to assist through the ROSS for Education program. Indicate the number of individuals you estimate would participate/benefit if this proposal is funded.

(h) Describe the community facility you would make available for program purposes, if applicable, including a plan for transportation for participants to the facility if located off site (see Section III.C.5.d)

Fewer points will be awarded for lack of comprehensiveness, for lack of connection/response to the problem/needs identified in the application; lack of consistency with the ROSS for Education program purpose, eligible program activities, and program requirements; for lack of detail; or for otherwise not following the criteria above.

(2) Data sharing (5 points). Indicate if you (or a partner organization) have a formalized data sharing agreement or some other arrangement between the ROSS for Education team and the school(s) and/or school district to share information about the program participants. If you do not have such an agreement/arrangement, please indicate if you have plans for one and describe them. Higher points will be awarded if there is a formalized agreement in place (applicants do not need to provide copies of such documents but rather should address this rating factor in their narrative).

Fewer points will be awarded for lack of detail, or for otherwise not following the criteria above.

(3) Budget (5 points). Budget is a threshold requirement and is required by the submission deadline (see III.C.2). You may receive up to 5 points by providing a budget in your application for the proposed ROSS for Education program that shows projected sources and costs. The budget must identify what is being funded with ROSS for Education grant dollars and what is being funded with match commitments (Section III.B). You may include additional description of your budget to provide further detail on costs/sources as needed.

HUD will review the budget to assess how consistent it is with the plans proposed in the application, the grant size amount requirements in Section II.C, the Match indicated in response to Section III.C, Eligible Program Activities in Section III.C.1, Program Requirements in Section III.C.3, and the Funding Restrictions in Section IV.F. Fewer points will be awarded for lack of consistency, lack of detail/clarity, lack of reasonableness of cost structure or estimates, or for otherwise not following the criteria above.

(4) Schedule (5 points). Provide in your application a detailed and feasible schedule for completing all of your proposed activities within the 2-year grant period. See Section III.C.1 for Eligible Program Activities.

Fewer points will be awarded for lack of consistency with your proposed program/activities, lack of detail, or for otherwise not following the criteria above.

d. Performance Measures

Maximum Points: 15

The ROSS for Education program seeks to improve outcomes for program participants (selected public housing resident youth ages 15-20). Each applicant must identify the PHA development(s) that will implement ROSS for Education, and the projected number of program participants. In order to reduce administrative burden, HUD, in collaboration with the Department of Education, will use matched administrative data to track outcomes for participants: the rate of FAFSA completion over time, disbursement type (direct loan/grant/etc.), and type of institution program participants attend (2-year/4-year, public/private). Grantees will be expected to collect performance measure data (inputs, outputs, and outcomes) and submit them to HUD using a HUD-prescribed logic model. To this end, applicants must demonstrate in their application the ability to collect and report on performance measures. Applicants must provide a description in this section of their application of their plan for tracking and collecting the required data listed below. Fewer points will be awarded for this rating factor for lack of detail or for not addressing all of the required performance measures.

(1) Required performance monitoring measures (15 points). Grantees must track and report on performance monitoring measures to reflect activities in their proposed ROSS for Education program for program participants. HUD will work with grantees post award to establish appropriate reporting requirements. Additionally, HUD will be using administrative data to track/evaluate some long-term outcomes/other program statistics. The following are examples of the type of measures grantees will be expected to track and monitor:

1. Number of program participants served, by type of activity. (Example: 100 program participants attended FAFSA workshops.)
2. Number of “touchpoints” by type of activity; “touchpoints” are any instance of formal engagement between a Navigator and program participants. (Example: 5 FAFSA workshops, with program participants attending on average 3 workshops each; 30 follow-up calls/meetings/home visits with participants.)
3. Referrals to other services.
4. Basic information about whether the program participants being served are in school (enrollment, etc.).
5. Student level participation log

(Note: Applicants are not precluded from tracking/collecting performance measures in addition to those which they choose to list as required performance monitoring measures in their applications under this NOFA . However, such additional measures would not be part of the application.)

e. ConnectHome

Maximum Points: 2

You may receive 2 points for this rating factor. PHAs that are HUD-designated ConnectHome sites are eligible to receive 2 points. There is no extra submission required to receive these points.

2. NOFA Priorities.

HUD encourages applicants for funding to undertake programs and projects that contribute to HUD's NOFA Priorities. Applicants that undertake activities that result in achievement of specific NOFA Priorities listed below are eligible to receive priority points in the rating of their application. These points will be awarded only if the application otherwise meets or exceeds the Program's minimum fundable score based on the rating factors of this NOFA.

Priority points are not available for this program.

3. Bonus Points.

In support of certain inter-agency initiatives, HUD awards bonus points to projects where the preponderance of work will occur in a designated zone, community or region. **These points will be awarded only if the application otherwise meets or exceeds the Program's minimum fundable score based on the rating factors of this NOFA.**

HUD encourages activities in communities with Preferred Sustainability Status (PSS) and/or Promise Zones (PZ), HUD will award two (2) points for qualified activities within a designated zone or area and supporting either or both initiative(s). In no case will HUD award more than two bonus points for these activities.

a. To receive **Preferred Sustainability Status Communities Bonus Points**, applicants must submit form HUD2995, Certification of Consistency with Sustainable Communities Planning and Implementation, signed by the designated Preferred Sustainability Status Community point of contact. Designated PSS Communities Points of Contacts can be found on HUD's website at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/nofa11/psscontacts.

b. To receive **Promise Zones Bonus Points**, applicants must submit form HUD 50153, Certification of Consistency with Promise Zone Goals and Implementation, signed by the Promise Zone Official authorized to certify the project meets the criteria to receive bonus points. To view the list of designated Promise Zones and persons authorized to certify, please go to <https://www.hudexchange.info/promise-zones/promise-zones-designees/>.

B. Reviews and Selection Process.

1. Past Performance

In evaluating applications for funding HUD will take into account an applicant's past performance in managing funds, including, but not limited to: the ability to account for funds appropriately; the timely use of funds received from HUD or other federal, state, or local programs; the timely submission and quality of reports submitted to HUD; meeting program requirements; meeting performance targets as established in Logic Models or other performance evaluation tools approved as part of the grant agreement; the timelines for completion of activities and receipt of promised matching or leveraged funds; and the number of persons to be served or targeted for assistance. Before making a Federal award, HUD is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 note to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." HUD may consider other public sources such as newspapers, Inspector General or Government Accountability Office reports or findings, or hotline or other complaints that have been proven to have merit. In evaluating past performance, HUD may deduct points from the rating score or establish threshold levels as specified under the Factors for Award in the Program NOFAs. Each Program NOFA will specify how past performance will be rated.

2. Integrity

HUD evaluates the integrity of the applicant as reflected in government-wide websites, information in HUD's files, the federal Do Not Pay portal, public information and information received during HUD's Name Check Review process. If this integrity evaluation results in an adverse finding, HUD reserves the right to take any of the remedies provided in Section III.C.4.a.5, Do Not Pay website Review.

HUD's selection process is designed to ensure that grants are awarded to eligible applicants that submit the most meritorious applications. HUD will consider the information you submit by the application deadline date. After the application deadline date, HUD may not, consistent with its regulations in 24 CFR part 4, subpart B, consider any unsolicited information that you or any third party may want to provide. HUD may verify information provided in your application as needed by sending a written request for clarification. Responses to such inquiries will be required within 5 business days.

3. Application Screening.

a. HUD will screen each application to determine if:

- (1) The eligibility criteria in Section III.A are met;
- (2) It is deficient, i.e. contains any Technical Deficiencies; and
- (3) It meets the Threshold Requirements listed in Section III.C.1 and the Other Requirements listed in Section III.C.3, as applicable.

b. Corrections to Deficient Applications – Cure Period. The subsection entitled, “Corrections to Deficient Applications,” in section V.B.3 of the General Section is incorporated by reference and applies to this NOFA, except that clarifications or corrections of technical deficiencies in accordance with the information provided by HUD must be submitted within five business days (i.e. excluding Saturday, Sunday, federal holiday, or other day when HUD's Headquarters offices in Washington, DC, are closed) of the date of the HUD email notification. Examples of curable (correctable) technical deficiencies include, but are not limited to, inconsistencies in the funding request, failure to submit a signature and/or date of signature on a document. See the General Section for instructions on how to submit technical deficiency cure items using the form HUD-96011.

c. Applications that will not be rated or ranked. HUD will not rate or rank applications that do not meet the eligibility requirements (Section III.A), Threshold Requirements (Section III.C.2) or Other Requirements (Section III.C.4) or (for requirements that are curable) are deficient at the end of the cure period stated in this NOFA and in accordance with V.B.3 of the General Section. Such applications will not be eligible for funding or further consideration.

4. Preliminary Rating and Ranking.

a. Rating.

- (1) Reviewers will preliminarily rate each eligible application, SOLELY on the basis of the rating factors described in V.A of this NOFA.
- (2) HUD will assign a preliminary score for each rating factor and a preliminary total score for each eligible application.

b. Ranking. After preliminary review, applications will be ranked in score order.

5. Final Panel Review.

a. A Final Review Panel will:

- (1) Review the Preliminary Rating and Ranking documentation to:
 - A. Ensure that any inconsistencies between preliminary reviewers have been identified and rectified; and
 - B. Ensure that the Preliminary Rating and Ranking documentation accurately reflects the contents of the application.
- (2) Assign a final score to each application and rank them in score order; and
- (3) Recommend for selection the most highly rated applications, subject to the amount of available funding.

6. **Tie Scores.** If two or more applications have the same score and there are insufficient funds to select all

of them, HUD will select for funding the application(s) with the highest score for the Soundness of Approach Rating Factor. If a tie remains, HUD will select for funding based on the Capacity Rating Factor, then Need. HUD will use this order when preparing its ranking lists.

7. Funding Priority. HUD will fund grants in the following order: (1) top scoring applications from PHAs with no fewer than 500 youth ages 15-20 and who committed to serving up to 250 program participants (approximately 4 awards are anticipated); (2) top scoring applications from PHAs with fewer than 500 youth ages 15-20 (approximately 2 awards are anticipated).

8. Remaining Funds. See Adjustments to Funding in Section VI.A.1.

C. Anticipated Announcement and Award Dates.

December 2016

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 all other applicants, whose applications were received by the deadline, that have not been chosen for award. Notifications will be sent by email, delivery receipt requested, to the person designated in item 8F of the SF424 and to the person listed as authorized representative in item 21 of the SF424.

1. Adjustments to Funding.

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

a. HUD will not fund any portion of an application that:

- (1) Is not eligible for funding under applicable statutory or regulatory requirements;
- (2) Does not meet the requirements of this notice; or
- (3) Is duplicative of other funded programs or activities from prior year awards or other selected applicants. Only the eligible portions of an application (excluding duplicative portions) may be funded.

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

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

(2) If, subsequent to announcement of awards made under the FY 2015 NOFA, additional funds become available either through the FY 2015 appropriations, a supplemental appropriation or recapture of funds, HUD reserves the right to use the additional funding to provide additional funding to a FY 2015 applicant that was denied the requested amount of funds due to insufficient funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

2. Award Announcements. HUD will make announcements of grants awards after the review process is completed. Grantees will be notified by letter and will receive instructions on what steps they must take in order to access funding and begin implementing grant activities. Applicants who are not funded will also receive a letter.

3. Debriefings. Applicants may request a debriefing related to their individual application. HUD will advise

applicants of how they can request a debriefing in their notification letter.

B. Administrative, National and Department Policy Requirements.

For this NOFA, the following requirements apply:

Equal Protection for Faith-based and Community Organizations.

Executive Order 13279, “Equal Protection of the Laws for Faith-based and Community Organizations,” and Executive Order 13559, “Fundamental Principles and Policymaking Criteria for Partnerships with Faith-Based and Other Neighborhood Partnerships.” Faith-based organizations are eligible to participate in HUD’s programs and activities on the same basis as any other organization. HUD’s regulation on the equal participation of faith-based organizations, consistent with Executive Order 13279, is at 24 CFR 5.109. Additionally, several HUD programs, particularly programs administered by the Office of Community Planning and Development, are subject to program-specific rules. The rule at 24 CFR 5.109 provides, among other things, that religious organizations may not engage in inherently religious activities as part of a HUD-funded program or activity; a religious organization that participates in a HUD-funded program or activity may retain its independence and continue to carry out its mission; and an organization that receives direct federal funds from HUD is not permitted to discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief in providing program assistance. Executive Order 13559 amended Executive Order 13279 to require additional protections for program beneficiaries. HUD is preparing a proposed rule that will amend its current regulations at 24 CFR 5.109 and elsewhere to implement the provisions of E.O. 13559 in accordance with the process set out in OMB Memorandum M-13-19. However, some program-specific rules have been amended to reflect the new provisions of E.O. 13559. Recipients and subrecipients of funds subject to those amended rules must comply with the new regulatory provisions.

Participation in a HUD-Sponsored Program Evaluation.

As a condition of the receipt of financial assistance under a Program NOFA, all successful applicants will be required to cooperate with all HUD staff, contractors, or designated grantees performing research or evaluation studies funded by HUD.

Environmental Review.

In accordance with 24 CFR 50.19(b)(1), (3), (4), (9), (12), and (13) of HUD regulations, activities assisted under this program are categorically excluded from the requirements of the National Environmental Policy Act and are not subject to environmental review under related laws and authorities.

OMB Administrative Requirements and Cost Principles.

Unless excepted under 24 CFR chapters I through IX, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, set forth in 2 CFR part 200, shall apply to Federal Awards made by the Department of Housing and Urban Development to non-Federal entities.

Drug-Free Workplace.

Applicants awarded funds from HUD are subject to 2 CFR part 2429, which implements the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.), as amended, and required to provide a drug-free workplace. Compliance with this requirement means that the applicant will:

a. Publish a statement notifying employees that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the applicant’s workplace and such activities are prohibited. The statement must specify the actions that will be taken against employees for violation of this prohibition. The statement must also notify employees that, as a condition of employment under the federal award, they are required to abide by the terms of the statement and that each employee must agree to notify the employer in writing if

the employee is convicted for a violation of a criminal drug statute occurring in the workplace, no later than 5 calendar days after such conviction.

b. Establish an ongoing drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The applicant's policy of maintaining a drug-free workplace;
- (3) Available drug counseling, rehabilitation, or employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Notify HUD and other federal agencies providing funding in writing within 10 calendar days after receiving notice from an employee of a drug abuse conviction or otherwise receiving actual notice of a drug abuse conviction. The notification must be provided in writing to HUD's Office of Strategic Planning and Management, Grants Management Division, Department of Housing and Urban Development, 451 7th Street, SW, Room 3156, Washington DC 20410-3000, along with the following information:

- (1) The program title and award number for each HUD award covered;
- (2) The HUD staff contact name, telephone and fax numbers;
- (3) A grantee contact name, telephone and fax numbers; and
- (4) The convicted employee's position and title.

d. Require that each employee engaged in the performance of the federally funded award be given a copy of the drug-free workplace statement required in item (a) above and notify the employee that one of the following actions will be taken against the employee within 30 calendar days of receiving notice of any drug abuse conviction:

- (1) Institution of a personnel action against the employee, up to and including termination consistent with requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended; or
- (2) Imposition of a requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

e. Identify to the agency making the award all known workplaces under the award. The workplace identification must include the actual address of buildings or other sites where work under the award will take place. The applicant must also inform the agency of any workplace changes during the performance of the award. The identification of the workplaces must occur either:

- (1) At the time of application or upon award; or
- (2) In documents the applicant keeps on file in its offices during performance of the award, in which case the applicant must make the information available for inspection upon request by the agency.

Safeguarding Resident/Client Files.

In maintaining resident and client files, funding recipients shall comply with the Privacy Act of 1974 (Privacy Act), the agency rules and regulations issued under the Privacy Act, and observe state and local laws concerning the disclosure of records that pertain to individuals. Further, recipients are required to comply with the Privacy Act in the design, development, or operation of any system of records on individuals and take reasonable measures to ensure that resident and client files are safeguarded, including when reviewing, printing, or copying client files.

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

Prime Grant Awardee Reporting. Prime recipients of HUD's financial assistance are required to report certain subawards in the Federal Funding Accountability and Transparency Act Subaward System (FSRS) website located at www.fsrs.gov or its successor system for all prime awards listed on the FSRS website. Prime financial assistance awardees receiving funds directly from HUD are required to report subawards and executive compensation information both for the prime award and subaward recipients, including awards made as pass-through awards or awards to vendors. For reportable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the SAM system,

the prime recipient is not required to report this information. The reporting of award and subaward information is in accordance with the requirements of the Transparency Act, as amended by section 6202 of Public Law 110-252, and by section 3 of Public Law 113-101.

Physical Accessibility.

Note that all meetings must be held and services provided in facilities that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, successful applicants must give priority to alternative methods of product or information delivery that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate in accordance with HUD's implementing regulations for section 503 of the Rehabilitation Act of 1973 (29 U.S.C. §794) at 24 CFR part 8. In addition, all notices of and communications during all training sessions and public meetings shall be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities or provide other means of accommodation for persons with disabilities consistent with section 504 of the Rehabilitation Act of 1973 and HUD's section 504 regulations. See CFR section 8.6.

C. Reporting.

1. Race and Ethnicity Data Reporting Form. HUD requires grantees that provide HUD-funded program benefits to individuals or families to report data on the race and ethnicity of those individuals receiving such benefits. Grantees that provide benefits to individuals during the period of performance, whether directly or through subrecipients or contractors, must report the data using the Race and Ethnic Data Reporting Form found on Grants.gov. The form is a data collection based on the standards published by OMB on August 13, 2002.

2. Quarterly Reports. Grantees will be required to submit quarterly reports in the format provided by HUD. Reports must be submitted to the Office of Public Housing Investments. At a minimum, reports will focus on the elements identified in the Performance Measures/ Evaluation rating factor and will also include financial reporting (grant and match).

3. Final Report. Grantees will be required to submit a final report in the format provided by HUD. Reports must be submitted to the Office of Public Housing Investments. At a minimum, reports will focus on the elements identified in the Performance Measures/Evaluation rating factor and will also include financial reporting (on both grant and match funds).

4. Final Audit. Grantees that expend \$500,000 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 regarding audits in "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," codified at 2 CFR Chapter 1, Chapter II, Part 200 et al, as applicable.

5. 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, using form HUD-60002 on HUD's online system at www.hud.gov/section3. Additional information can be found at www.hud.gov/offices/fheo/section3/section3.cfm.

6. Transparency Act Reporting.

a. Recipient Reporting to Meet the Requirements of the Federal Funding Accountability and Transparency Act of 2006, (Pub. L.109-282) (Transparency Act), as amended. Prime Grant Awardee Reporting. Prime recipients of HUD financial assistance are required to report certain subawards in the Federal Government-wide website www.fsr.gov or its successor system for all prime awards listed on the FSRS website. Starting with awards made October 1, 2010, prime financial assistance awardees receiving funds directly from HUD are required to report subawards and executive compensation information both for the prime award and subaward recipients, including awards made as

pass-through awards or awards to vendors, if (1) the initial prime grant award is \$25,000 or greater, or the cumulative prime grant award will be \$25,000 or greater if funded incrementally as directed by HUD in accordance with OMB guidance; and (2) the subaward is \$25,000 or greater, or the cumulative subaward will be \$25,000 or greater. For reportable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the Central Contractor Registry (CCR) system, the prime recipient is not required to report this information. The reporting of award and subaward information is in accordance with the requirements of Federal Financial Assistance Accountability and Transparency Act of 2006, as amended by section 6202 of Public Law 110-252, hereafter referred to as the "Transparency Act" and OMB Guidance issued to the Federal agencies on September 14, 2010 (75 FR 55669) and in OMB Policy guidance. Please refer to www.fsrs.gov for complete information on requirements under the Transparency Act and OMB guidance.

b. Compliance with Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417), hereafter referred to as "Section 872". Section 872 requires the establishment of a government-wide data system – the Federal Awardee Performance and Integrity Information System (FAPIIS) - to contain information related to the integrity and performance of entities awarded federal financial assistance and making use of the information by federal officials in making awards. OMB is in the process of issuing regulations regarding federal agency implementation of section 872 requirements. A technical correction to the General Section may be issued when such regulations are promulgated.

7. Research and Reporting. As a condition of the receipt of financial assistance under this NOFA, all successful applicants will be required to cooperate with all HUD staff or contractors performing HUD-funded research and evaluation studies.

Please direct questions regarding specific reporting requirements to the point of contact listed in Section VII below.

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the awards for a Program NOFA are publicly announced, HUD will provide to a requesting applicant a debriefing related to its application. 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 person, organization, or email address identified as the contact under the section entitled Agency Contact(s) in the Program NOFA. 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 assistance was provided or denied.

VII. Agency Contact(s).

HUD staff will be available to provide clarification on the content of this NOFA. Please note that HUD staff cannot assist applicants in preparing their applications.

Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

Maria-Lana Queen

(202) 402-4890

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Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339.

VIII. Other Information.

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

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.

SC positions requested	Project(s) to be served	Number of units to be served	Clients to be served	Year	Salary/Fringe	Admin	Training
	<p>(Understanding that half of the targeted projects will be used for comparison purposes, provide the total number of projects you are willing to consider for service delivery. Then multiply by 0.5. This represents a rough approximation of the number of projects in the intervention and comparison projects.)</p> <p>In the following example, the first SC request is based on there being 10 projects across 3 AMPs. This allows for the potential of 5 projects to receive the intervention and be compared to the 5 remaining projects.</p> <p>The second SC request is based on 6 projects across 2 AMPs. This allows for the potential of 3 projects to receive the intervention and be compared to the 3 remaining projects.</p>	<p>(Using the total number of project your PHA is willing to consider for service delivery, provide the number of units with residents age 15 to 20 contained within the total number of projects listed in the previous column. Then multiply by 0.5. This represents a rough approximation of the number of units in the intervention and comparison projects.)</p> <p>In the following example, the first SC request is based on 600 units with residents age 15 to 20 that were identified in the 10 projects from the previous column. This allows for the potential of 300 units to receive the intervention and be compared to the 300 remaining units.</p> <p>The second SC request is based on 300 units with residents age 15 to 20 in the 6 projects from the previous column. This allows for the potential of 150 units to receive the intervention and be compared to the 150 remaining units.</p>	<p>(Using the total number of units your PHA is willing to consider for service delivery, provide the total number of clients age 15 to 20 residing in the total number of units listed in the previous column. Then multiply by 0.5. This represents a rough approximation of the number of clients in the intervention and comparison projects.)</p> <p>In the following example, the first SC request is based on 500 residents age 15 to 20 that were identified in the 600 units from the previous column. This allows for the potential of 250 residents age 15 to 20 to receive the intervention and be compared to the remaining 250 residents age 15 to 20. (NOTE: Under this scenario, the funding request would support a full-time SC.)</p> <p>The second SC request is based on 200 residents age 15 to 20 residing in the 300 units from the previous column. This allows for the potential of 100 residents age 15 to 20 to receive the intervention and be compared to the remaining 100 residents age 15 to 20. (NOTE: Under this scenario, the funding request would support a part-time SC.)</p>				
1	10 * 0.5 = 5	600 * 0.5 = 300	500 * 0.5 = 250	1	\$	\$	\$
				2	\$	\$	\$
				3	\$	\$	\$
2	6 * 0.5 = 3	300 * 0.5 = 150	200 * 0.5 = 100	1	\$	\$	\$
				2	\$	\$	\$
				3	\$	\$	\$
3				1	\$	\$	\$
				2	\$	\$	\$
				3	\$	\$	\$