

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Special Attention of: NOTICE PIH 2003-30 (HA)

Regional Directors; Issued: November 17, 2003

Public Housing Directors;

Public Housing Agencies;

Expires: November 30, 2004

Resident Management Corporations;

Site-Based Resident Councils;

Resident Associations;

Cross Reference

Resident Organizations;

Notice PIH 96-19 (HA)

Intermediary Resident Organizations

Subject: Budget Line Items for the Resident Opportunities and Self-Sufficiency Program (ROSS) in the Line of Credit Control System/Voice Response System for Fiscal Year (FY) 2003.

PURPOSE:

This notice establishes new Budget Line Items (BLIs) that have been created for the ROSS program. All grantees will access grant funds through the Line of Credit Control System (LOCCS). The disbursement of grant funds is recorded by the grantee on the Form 50080 Payment Voucher. The BLIs attached herein correspond with major eligible activities as described in the Notice of Funding Availability (NOFA).

BACKGROUND:

The ROSS program has been restructured and consolidated to concentrate more on: employment readiness and self-sufficiency training; homeownership; and independent living for the elderly/disabled. The goal of this restructuring was to streamline the grant and focus limited resources on Departmental goals. Form HUD-50080, LOCCS/VRS Payment Voucher, has been revised to include BLIs which are consistent with program changes that have also been made in LOCCS.

APPLICABILITY:

This Notice applies to:

- A. Public Housing Agencies (PHAs)
- B. Tribes or Tribally Designated Housing Authorities (TDHEs)
- C. Resident Organizations
- D. Local and National Nonprofit Organizations (nonprofits)
- E. HUD Field Offices of Public Housing
- F. Area Offices of Native American Programs (ONAP)

BUDGET LINE ITEM DETAIL DESCRIPTION:

ROSS Resident Services Delivery Models-Family

A description of the eligible activities and costs for the revised BLIs follows each BLI listing:

1168 Project Coordinator

Grantees may use up to 20 percent of their total grant amount, not to exceed \$62,500 annually, in combined salary and fringe benefits of a Project Coordinator. The Project Coordinator may perform activities such as, but not limited to: marketing the program to public housing residents; assessing participating residents' skills and job-readiness; assessing participating residents' needs for child-care, transportation and other supportive services; support tribes/TDHEs to create a resident group or promote self-sufficiency efforts on the reservation; design grant activities based on residents' needs and the local labor market; delivering training; developing/modifying the grant work plan; working with the HUD field office as necessary; and measuring/tracking the grant's performance.

1169 Contract Administrator (CA)

Grantees must hire a CA if they are either a resident organization, nonprofit, or a troubled PHA. Tribes/TDHEs and nontroubled PHAs are not required to do so. CAs may not be paid more than the daily equivalent of the rate paid for Level IV of the government's Executive Schedule (\$134,000 annually for FY 2003; see <http://www.opm.gov/oca/03tables/html/ex.asp>). The ROSS grant is a cost-reimbursable grant. As such, grant funds may not be housed by grantees but must be expended within seven business days of drawdown from the Line of Credit Control System (LOCCS). CAs must oversee all financial aspects of the grant such as ensuring that all costs incurred are eligible, that funds are expended within seven business days after drawdown from LOCCS, and that grantees follow federal procurement regulations when purchasing the services of a subcontractor or other services. *CAs are expressly forbidden from accessing LOCCS and/or submitting vouchers on behalf of grantees.* CAs may assist in the implementation of other grant activities.

1268 Training Costs

Eligible costs include: developing or purchasing curriculum; delivering training; evaluating professional trainers/subcontractors; developing Memoranda of Understanding (MOUs) with training or supportive service providers; on-going marketing of the training program to residents; assessments of residents' training and supportive services needs; and other training-related costs.

1368 Individual Savings Accounts (ISAs)

No more than 20 percent of total grant funds may be used for this purpose. ISAs can only be used to help residents: (1) purchase a first home; (2) for post-secondary education or training; or (3) start a small business.

1369 Stipends

Grantees may not give more than \$200 a month per resident to help defray costs of participating in the training. Residents' training-related expenses must be reasonable and documented by valid receipts. Stipends may be used for such things as transportation, supplemental educational materials, and child care expenses.

1438 Supportive Services

Grantees may use grant funds to coordinate and set up supportive services such as childcare centers and transportation services. Grantees may not use grant funds to purchase, lease, or rent space or vehicles. Users of supportive services must be participants in grant-funded activities.

1568 Subcontracting

Grantees may subcontract for technical assistance and/or services that are related to their approved work plan. Federal procurement regulations must be followed in order for HUD to honor vouchers from subcontractors and reimburse for services rendered. Nonprofit organizations should refer to 24 CFR §84.84; states, local and federally recognized tribes

1768 Travel Costs

Travel costs for the Project Coordinator and other key program staff to attend HUD-sponsored training, workshops, or conferences not in the local area. Eligible costs include airfare, taxi, per diem, and other costs such as phone calls, parking, etc. that are associated directly to HUD-sponsored training. Travel costs for grant program staff may not exceed \$5,000 for the life of the grant and must receive prior approval from the HUD Field Office.

1868 Administrative Costs

Administrative costs may not exceed 10 percent of total grant funds. Eligible administrative costs include the purchase of supplies, equipment, furniture, resident salaries (see below) and local travel for program staff.

1878 Resident Salaries

Grant funds may be used to pay residents who are hired to work to support grant program activities. Payment of resident salaries must come from the 10 percent allotment for administrative costs.

1968 Indirect Costs

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified or allocated to one specific grant program or cost objective. For

example, a single photocopy machine may be used to support a variety of programs. Therefore, the cost associated with running, using and maintaining the photocopy machine should be shared among the various programs using it.

ROSS Resident Services Delivery Models-Elderly/Persons with Disabilities

1168 Project Coordinator

Grantees may use up to 20 percent of their total grant amount, not to exceed \$62,500 annually, in combined salary and fringe benefits of a Project Coordinator. The Project Coordinator may perform activities such as, but not limited to: marketing the program to public housing residents; assessing participating residents' needs for supportive services such as Medicaid, Medicare, food stamps, etc.; design grant activities based on residents' needs; delivering training/services; developing/modifying the grant work plan; working with the HUD field office as necessary; and measuring/tracking the grant's performance.

1169 Contract Administrator (CA)

Grantees must hire a CA if they are either a resident organization, nonprofit, or a troubled PHA. Tribes/TDHEs and nontroubled PHAs are not required to do so. CAs may not be paid more than the daily equivalent of the rate paid for Level IV of the government's Executive Schedule (\$134,000 annually for FY 2003; see <http://www.opm.gov/oca/03tables/html/ex.asp>). The ROSS grant is a cost-reimbursable grant. As such, grant funds may not be housed by grantees but must be expended within seven business days of drawdown from the Line of Credit Control System (LOCCS). CAs must oversee all financial aspects of the grant such as ensuring that all costs incurred are eligible, that funds are expended within seven business days after drawdown from LOCCS, and that grantees follow federal procurement regulations when purchasing the services of a subcontractor or other services. *CAs are expressly forbidden from accessing LOCCS and/or submitting vouchers on behalf of grantees.* CAs may assist in the implementation of other grant activities.

1448 Congregate Services

Grantees may use grant funds to cover expenses incurred as part of the delivery of supportive services typically provided in a congregate setting. Purchase of food with grant funds is expressly prohibited.

1458 Coordination and Set-Up of Meal Services

Grantees may use grant funds to coordinate and set up meal services for residents they will serve under the grant. This can include linking to food providers such as Meals-on-Wheels, setting up space to provide meals, purchasing necessary utensils. Grantees may not use grant funds to purchase food.

1468 Assistance with Daily Activities

Grant funds may be used to cover costs associated with coordinating services for participating residents related to activities of daily living such as personal care services, (i.e. dressing, eating, light bathing, walking), medication management, and light housekeeping. Grant funds

may not be used to pay for wages/salaries of doctors, nurses, aides or other staff in relation to medical services or other personal services provided to residents.

1478 Coordination and Set-Up of Transportation Services

Grantees may use grant funds to coordinate and set up transportation services. Eligible uses of funds include subsidizing transportation costs for participating residents to get to medical appointments or other supportive services. Grant funds may also be used to hire a driver, but may not be used to buy, rent, or lease vehicles.

1488 Wellness Programs

Grant funds may be used to cover costs incurred for running wellness programs.

1498 Personal Emergency Response

Grantees may use ROSS grant funds to pay for set-up and installation of personal emergency response equipment. Purchase of such equipment is an eligible use of grant funds.

1568 Subcontracting

Grantees may subcontract for technical assistance and/or services that are related to their approved work plan. Federal procurement regulations must be followed in order for HUD to honor vouchers from subcontractors and reimburse for services rendered. Nonprofit organizations should refer to 24 CFR §84.84; states, local and federally recognized tribes

1768 Travel Costs

Travel costs for the Project Coordinator and other key program staff to attend HUD-sponsored training, workshops, or conferences not in the local area. Eligible costs include airfare, taxi, per diem, and other costs such as phone calls, parking, etc. that are associated directly to HUD-sponsored training. Travel costs for grant program staff may not exceed \$5,000 for the life of the grant and must receive prior approval from the HUD Field Office.

1868 Administrative Costs

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Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified or allocated to one specific grant program or cost objective. For example, a single photocopy machine may be used to support a variety of programs. Therefore, the cost associated with running, using and maintaining the photocopy machine should be shared among the various programs using it.

ROSS Homeownership Supportive Services

1168 Project Coordinator

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1169 Contract Administrator (CA)

Grantees must hire a CA if they are either a resident organization, nonprofit, or a troubled PHA. Tribes/TDHEs and nontroubled PHAs are not required to do so. CAs may not be paid more than the daily equivalent of the rate paid for Level IV of the government's Executive Schedule (\$134,000 annually for FY 2003; see <http://www.opm.gov/oca/03tables/html/ex.asp>). The ROSS grant is a cost-reimbursable grant. As such, grant funds may not be housed by grantees but must be expended within seven business days of drawdown from the Line of Credit Control System (LOCCS). CAs must oversee all financial aspects of the grant such as ensuring that all costs incurred are eligible, that funds are expended within seven business days after drawdown from LOCCS, and that grantees follow federal procurement regulations when purchasing the services of a subcontractor or other services. *CAs are expressly forbidden from accessing LOCCS and/or submitting vouchers on behalf of grantees.* CAs may assist in the implementation of other grant activities.

1268 Training Costs

Eligible costs include: developing or purchasing curriculum; delivering training; evaluating professional trainers/subcontractors; developing Memoranda of Understanding (MOUs) with training or supportive service providers; on-going marketing of the training program to residents; assessments of residents' training and supportive services needs; and other training-related costs.

1368 Individual Savings Accounts (ISAs)

No more than 20 percent of total grant funds may be used for this purpose. ISAs can only be used as a source of matching for the following costs related to the purchase of a first home: (1) escrow accounts; (2) down payment assistance; or (3) closing costs.

1568 Subcontracting

Grantees may subcontract for technical assistance and/or services that are related to their approved work plan. Federal procurement regulations must be followed in order for HUD to honor vouchers from subcontractors and reimburse for services rendered. Nonprofit organizations should refer to 24 CFR §84.84; states, local and federally recognized tribes

1768 Travel Costs

Travel costs for the Project Coordinator and other key program staff to attend HUD-sponsored training, workshops, or conferences not in the local area. Eligible costs include airfare, taxi, per diem, and other costs such as phone calls, parking, etc. that are associated directly to HUD-sponsored training. Travel costs for grant program staff may not exceed \$5,000 for the life of the grant and must receive prior approval from the HUD Field Office.

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ROSS Neighborhood Networks

A description of the eligible activities and costs for the revised BLIs follows each BLI listing:

1168 Project Coordinator

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1169 Contract Administrator (CA)

Grantees must hire a CA if they are either a resident organization, nonprofit, or a troubled PHA. Nontroubled PHAs are not required to hire a CA. CAs may not be paid more than the daily equivalent of the rate paid for Level IV of the government's Executive Schedule (\$134,000 annually for FY 2003; see <http://www.opm.gov/oca/03tables/html/ex.asp>). The ROSS grant is a cost-reimbursable grant. As such, grant funds may not be housed by grantees but must be expended within seven business days of drawdown from the Line of Credit Control System (LOCCS). CAs must oversee all financial aspects of the grant such as ensuring that all costs incurred are eligible, that funds are expended within seven business days after drawdown from LOCCS, and that grantees follow federal procurement regulations when purchasing the services of a subcontractor or other services. *CAs are expressly forbidden from accessing*

LOCCS and/or submitting vouchers on behalf of grantees. CAs may assist in the implementation of other grant activities.

1268 Training Costs

Eligible costs include: developing or purchasing curriculum; delivering training; evaluating professional trainers/subcontractors; developing Memoranda of Understanding (MOUs) with training or supportive service providers; on-going marketing of the training program to residents; assessments of residents' training and supportive services needs; and other training-related costs.

1438 Supportive Services

Grantees may use grant funds to coordinate and set up supportive services such as childcare centers and transportation services. Grantees may not use grant funds to purchase, lease, or rent space or vehicles. Users of supportive services must be participants in grant-funded activities.

1668 Physical Improvements

Physical improvements must directly relate to providing space for Neighborhood Networks activities. Renovation, conversion, wiring, and repair costs may be essential components of making physical improvements. Architectural, engineering, and related professional services may also be required in order to adequately prepare a space for Neighborhood Networks activities. Modifying an existing space in order to accommodate persons with disabilities is an eligible use of grant funds.

1678 Maintenance and Insurance Costs

Costs associated with maintaining equipment in good working order and insuring such equipment are eligible uses of grant funds.

1688 Computers and Related Equipment

The purchase of computers and related equipment such as printers, scanners, distance-learning devices, are eligible uses of grant funds. Distance-learning equipment may only be purchased when a grantee's application and the final approved work plan indicates that the grantee will be working in a virtual setting with a college, university, or other educational organization.

1698 Security and Related Costs

Grantees may use grant funds to purchase locks, special lighting, or other necessary security-related equipment.

1568 Subcontracting

Grantees may subcontract for technical assistance and/or services that are related to their approved work plan. Federal procurement regulations must be followed in order for HUD to honor vouchers from subcontractors and reimburse for services rendered. Nonprofit

organizations should refer to 24 CFR §84.84; states, local and federally recognized tribes

1768 Travel Costs

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DIRECTION:

Form HUD-50080 for each of the ROSS grant categories has been changed to reflect the above BLIs. These BLIs relate directly to the eligible activities as stipulated in the NOFA.

This Notice supersedes PIH 96-19 (HA), PIH 99-3 (HA), and any preceding notices which may have pertained to BLIs for the ROSS program.

_____/s/_____
Michael Liu
Assistant Secretary for Public
and Indian Housing

