DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
[Docket No. FR-5600-N-30]

Notice of Funding Availability (NOFA) for HUD's Fiscal Year 2012 Resident Opportunity and Self-Sufficiency (ROSS) – Service Coordinators Program

AGENCY: Office of the Assistant Secretary for Public and Indian Housing, HUD.

ACTION: Notice of Funding Availability for HUD's Fiscal Year (FY) 2012 Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators Program.

SUMMARY: Today's posting provides information and instructions for the FY2012 ROSS-Service Coordinators program. This Notice is comprised of both the Notice of HUD's Fiscal Year (FY) 2012 Notice of Funding Availability (NOFA), Policy Requirements and **General Section** (2012 General Section) to HUD's FY2012 NOFAs for Discretionary Programs, posted on www.Grants.gov on September 19, 2011, and this program section to the NOFA. HUD's ROSS-Service Coordinators Program is authorized by Section 34 of the U.S. Housing Act of 1937, and the Tenant Opportunity Program regulations at 24 CFR Part 964. HUD's FY2012 Notice of Funding Availability Policy Requirements and **General Section** published on Grants.gov on September 19, 2011, establish threshold and other critical application submission requirements that affect this NOFA. Applicants for this assistance therefore, should review the FY2012 **General Section** as well as this program section NOFA for critical information prior to submitting an application.

DATES: The application deadline is 11:59:59 p.m. eastern time on **March 27, 2012**. Applications must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date. Applications submitted to Grants.gov go through a validation process before they are accepted by the Grants.gov system**.** Please allow time for this process to ensure that you meet the timely receipt requirements. Please see the FY2012 **General Section** for instructions for timely receipt, including actions to take if the application is rejected. Applicants should carefully read the section titled "APPLICATION and SUBMISSION INFORMATION" in the FY2012 **General Section** for electronic application submission and receipt requirements.

FOR FURTHER INFORMATION CONTACT: Questions regarding specific program requirements should be directed to the agency contact identified in Section VII of this program NOFA. Prior to the application deadline, program staff will be available to provide general guidance, but not guidance with actually preparing the application. Questions regarding the FY2012 **General Section** should be directed to the Grants Management Office at 202-708-0667. Persons with hearing or speech impairments may access this number via TTY by calling the Federal Relay Service at 800-877-8339.

OVERVIEW INFORMATION

A. Federal Agency Name: Department of Housing and Urban Development, Office of Public and Indian Housing.

B. Funding Opportunity Title: Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators program.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: **FR-5600-N-30**; OMB Approval Number 2577-0229.

E. Catalog of Federal Domestic Assistance (CFDA) Number(s): Resident Opportunity and Self Sufficiency, 14.870.

F. Dates: The application deadline is 11:59:59 p.m. eastern time on **March 27, 2012**. Applications must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date. Please carefully read the Notice of HUD's Fiscal Year (FY) 2012 Notice of Funding Availability (NOFA) Policy Requirements and **General Section** to HUD's FY2012 NOFAs for Discretionary Programs, posted on Grants.gov on September 19, 2011. Applicants are advised that following receipt, applications go through a validation process in which the application may be accepted or rejected. Please allow time for this process to ensure that you meet the timely receipt requirements.

NOTE: The validation system does not check to see that all attachments required by the NOFA are in the submission, or that the applicant has submitted all the required elements of the application. Applicants have the ability to check the status of the application on line immediately following submission. Click on Applicant Log In, enter your password and ID. You will see a list of all applications submitted and view the list of forms and files received. The link is available for each application under Submission Files/Names in Check Application Status.

G. Additional Overview Content Information:

1. Purpose of Program. The purpose of the Public and Indian Housing Resident Opportunity and Self Sufficiency (ROSS) Service Coordinators (ROSS-SC) program is to provide grants to public housing agencies (PHAs), tribes/tribally designated housing entities (TDHEs), Resident Associations (RAs), and tax-exempt nonprofit organizations (including grassroots, faith-based and other community-based organizations) for the provision of a Service Coordinator to coordinate supportive services and other activities designed to help Public and Indian housing residents attain economic and housing self-sufficiency. This program works to promote the development of local strategies to coordinate the use of assistance under the Public Housing program with public and private resources, for supportive services and resident empowerment activities. These services should enable participating families to increase earned income, reduce or eliminate the need for welfare assistance, make progress toward achieving economic independence and housing self-sufficiency or, in the case of elderly or disabled residents, help improve living conditions and enable residents to age in-place. A Service Coordinator ensures

that program participants are linked to the supportive services they need to achieve self-sufficiency or remain independent. Funds in this program are not allowed to be used for the direct provision of these services. This program is similar to the Public Housing Family Self-Sufficiency program (PH FSS), however, the PH FSS program is open only to PHAs and tribes/TDHEs, has a requirement of an escrow account for its participants and provides one-year funding. The ROSS SC program is open to nonprofit and Resident Association applicants, provides three-year funding, includes administrative expenses and training as eligible uses of the funds and requires a 25% match by statute. A PHA or tribe may receive grants in both programs.

2. Funding Available. A total of approximately $35 million is available for the ROSS-SC program in Fiscal Year 2012 plus any carryover or recaptured funds from prior ROSS appropriations that may become available. The authority for the program is the Consolidated and Further Continuing Appropriations Act, 2012 (Pub. L. 112-65, approved November 18, 2011).

3. Award Amounts. Awards will pay for the annual salary and fringe benefits of Service Coordinators. Awards may be for up to three coordinators, depending on size and type of applicant. Each coordinator position salary must not exceed $69,000. Awards will also include funds for training and for administrative expenses. Total awards for a 3-year grant term will range from approximately $243,000 to $729,000. Please see the program description for more specific information about funding amounts.

4. Eligible Applicants. Eligible applicants are PHAs; tribes/TDHEs; tax-exempt nonprofit organizations including grassroots faith-based and other community-based organizations that have resident support, PHA support or the support of tribes; Resident Associations (RAs); resident councils (RCs); resident organizations (ROs); City-Wide Resident Organizations (CWROs); Intermediary Resident Organizations (IROs); Jurisdiction-Wide Resident Organizations; Regional Resident Organizations; Resident Management Corporations (RMCs); Site-Based Resident Organizations; Statewide Resident Organizations (SROs); and Tribal/TDHE resident groups. The term "Resident Association" or "RA" will be generally used to refer to all types of eligible resident organizations. Please see the section on "Definition of Terms" for a complete definition of each type of eligible resident organization.

In general, prior ROSS-SC Grantees are eligible to apply for 2012 funding. However, *new (not renewal)* applicants to serve PHAs that are currently being served by a ROSS-SC grantee will receive lower status in the lottery than *new* applicants to serve PHAs that are *not* being served by any prior ROSS-SC funding. *New* funding will not be granted to serve projects that are served with funding from prior ROSS-SC grants. Site-Based Resident Associations that received funding from prior ROSS-SC grants will not be eligible for *new* funding under this NOFA. A maximum of three site-based Resident Associations serving any one PHA will be funded through this NOFA.

5. Cost Sharing/Match Requirement. At least 25 percent of the requested grant amount is required as a match. The match may be in cash and/or in-kind donations. Match may also be made up of self-sufficiency and supportive services/programs provided to participants in the ROSS-SC program. The match is a threshold requirement.

6. Grant term. The grant term for each funding category is 3 years from the execution date of the grant agreement.

7. Coordination Between Programs with Services or Service Coordination. In any jurisdiction or neighborhood that receives funding, for either the same geographic area or the same population, for ROSS Service Coordinators, Public Housing Family Self-Sufficiency, Housing Choice Voucher Family Self-Sufficiency, HOPE VI Revitalization, Choice Neighborhoods, Elderly/Disabled Service Coordinators, HUD-VASH, Family Unification Vouchers, Multi-Family Service Coordinators, HOPWA, Continuum of Care programs and/or other special use housing assistance with services or service coordination, HUD encourages coordination among the programs, where appropriate, so as to leverage shared resources, avoid duplication of services, and improve access and service delivery for participating families.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

A. Purpose. The purpose of the ROSS-SC program is to provide funding to hire and maintain Service Coordinators (SC) who will assess the needs of residents of conventional Public Housing or Indian housing and coordinate available resources in the community to meet those needs. The ultimate goal of a ROSS-Family Service Coordinator is to assist families to increase earned income and move towards economic and housing self-sufficiency. The ultimate goal of a ROSS-Elderly/Disabled Service Coordinator is to ensure that residents can maintain independent living and age in-place in their units and avoid placement in a full-care facility to the greatest extent possible. Applicants will indicate if their SCs will serve families, elderly/disabled residents, or a mix of the three.

B. Number of Positions for Which Eligible Applicants May Apply

1. For PHA and Tribe/TDHE applicants, the number of positions is determined by the number of ACC units under contract. PHAs must use the number of occupied conventional public housing units as of September 30, 2011. Tribes/TDHEs should use the number of units counted as Formula Current Assisted Stock for FY2011 as defined in 24 CFR 1000.316 and 1000.314. Tribes that have not previously received funds from the Department under the U.S. Housing Act of 1937 should count housing units under management that are owned and operated by the tribe and that are identified in their housing inventory as of September 30, 2011. Applicants may apply for up to 3 SCs depending on the size and type of the applicant. The program ratio for the number of eligible SCs is in the table provided.

The SC does not have to serve all residents in a particular PHA or Project. However, each SC must serve a minimum of 50 units. Additionally, only one application per Project will be granted. SCs generally serve an average of between 50 - 400 residents. Part of the SC's role is to convene a Program Coordinating Committee, similar to that required in the Family Self-Sufficiency program, to coordinate services for families and/or elderly/disabled residents. HUD expects that all entities wishing to serve residents at a particular PHA or Tribe will have coordinated their grant-seeking efforts. However, if more than one application proposing to

serve the same Project is received, they will both be reviewed and if both are deemed to enter the lottery, the first chosen will be funded.

2. Nonprofit Applicants. Nonprofit applicants may apply with the support of a PHA or Tribe or with the support of one or more RAs. A nonprofit applicant with support from a PHA may apply to serve a PHA/tribe/TDHE using the ratios stated above. A nonprofit applicant applying with the support of an RA(s) may apply for up to one SC per RA (or set of RAs if combining RAs is required to achieve the minimum number of units to be served) for a total of not more than three SCs per PHA. A nonprofit applicant may apply to serve as many as 3 PHAs or Tribes (up to 9 SCs), but must submit a separate application for each PHA or Tribe to be served unless they are proposing to split one SC's time between PHAs or Tribes. In this case, one application may be submitted, but a letter of support from each PHA or Tribe (or RA at each PHA) is required and the PHA or Tribe listed first on the SF424 and HUD52768 will be considered the lead PHA or Tribe.

3. Site-Based Resident Association Applicants. Site-based resident association applicants may apply for one coordinator each, provided that the minimum number of units will be served. A Site-Based Resident Council that was funded in prior ROSS-SC competitions may apply only for a renewal of the 2009 grant, not for a new grant. A maximum of three site-based Resident Associations serving any one PHA will be funded through this NOFA. If more than three are deemed eligible for the lottery, the first three chosen will be funded. The remaining applications will NOT be put into the general lotteries. An exception will NOT be made for renewal 2009 grant applications. Therefore, if more than three RAs were granted to serve the same PHA in FY09, ONLY THREE will be renewed in the 2012 cycle.

4. State-wide, National and other Resident Associations. State-wide, national and other resident associations with tax-exempt nonprofit status should apply using the eligibility guidelines for nonprofit applicants.

5. Joint Applicants. More than one PHA/tribe/TDHE or RA may combine their eligible units and share the number of SCs for which they are eligible together. In this case, a lead applicant must be identified.

6. Renewal Applicants. *If the number of SCs for which an applicant is eligible has changed since the original 2009 application, a renewal applicant is eligible to apply for the number of SCs for which it is NOW eligible (i.e. if the number of units has decreased, the number of SCs may have decreased also and vice versa.)*

C. Definition of Terms

1. City-Wide Resident Organization consists of members of Resident Councils, Resident Management Corporations, and Resident Organizations who reside in public housing projects that are owned and operated by the same PHA within a city.

2. Contract Administrator means an overall grant administrator or a financial management agent (or both) that oversees the implementation of the grant and/or the financial aspects of the grant. See Sections III.C.3.b. , III.C.3.c, and Section III.C.4.a. for more information.

3. Elderly person means a person who is at least 62 years of age.

4. Indian Tribe. The definition of Indian tribe under this NOFA shall be the same definition of Indian tribe in section 4(13) of NAHASDA which is: a tribe that is a federally recognized tribe or a State recognized tribe.

a. Federally Recognized Tribe. The term "federally recognized tribe" means any Indian tribe, band, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians pursuant to the Indian Self-Determination and Education Assistance Act of 1975.

b. State Recognized Tribe

(1) In General- The term "State recognized tribe" means any tribe, band, nation, pueblo, village, or community--

(a) That has been recognized as an Indian tribe by any State; and

(b) For which an Indian Housing Authority has, before the effective date of NAHASDA entered into a contract with the Secretary pursuant to the United States Housing Act of 1937 for housing for Indian families and has received funding pursuant to such contract within the 5-year period ending upon such effective date.

5. Intermediary Resident Organizations means jurisdiction-wide resident organizations, citywide resident organizations, statewide resident organizations, regional resident organizations, and national resident organizations.

6. Jurisdiction-Wide Resident Organization means a tax-exempt nonprofit organization or an incorporated association that meets the following requirements:

a. Most of its activities are conducted within the jurisdiction of a single housing authority;

b. There are no incorporated resident councils or resident management corporations within the jurisdiction of the single housing authority;

c. It has experience in providing start-up and capacity-building training to residents and resident organizations; and

d. Public housing residents representing unincorporated resident councils within the jurisdiction of the single housing authority must comprise a majority of the board of directors.

7. NAHASDA-assisted resident a NAHASDA-eligible person who has been assisted under NAHASDA.

8. National Resident Organization (NRO) is a tax-exempt nonprofit organization or an incorporated association for public housing that meets each of the following requirements:
a. It is national (i.e., conducts activities or provides services in at least two HUD areas or two states);

b. It has the capacity to provide start-up and capacity-building training to residents and resident organizations; and

c. Public housing residents representing different geographical locations in the country are members of the board of directors.

9. New Applicant. An applicant that has not been funded in any of the 2009, 2010 or 2011 ROSS-SC competitions.

10. Tax-Exempt Nonprofit Organization. A tax-exempt nonprofit organization is an organization that is exempt from federal taxation. A tax-exempt nonprofit organization is an organization that has been granted tax-exempt status by the IRS pursuant to I.R.C. 501(c)(3) before the deadline for submission of this application. For more information about tax-exempt status, go to www.irs.gov. Applicants who are in the process of applying for tax-exempt status and have not received this designation from the IRS by the deadline for submission will not be eligible. All nonprofit applicants must submit their IRS determination letter to prove their tax-exempt status. Please see the section on Threshold Requirements for more information. Nonprofit applicants must also provide letters of support as described in the Threshold Requirements section.

11. Past Performance. HUD's field offices/Area ONAPs will evaluate the applicants' past performance to determine whether an applicant has the capacity to manage the grant for which it is applying. Field offices/Area ONAPs will also evaluate the past performance of Contract Administrators for applicants required to have a Contract Administrator. New applicants will be evaluated using their narrative responses to the Past Performance requirements as described in this NOFA, see Sections III.C.3.b.2(a) and (b).

12. Person with Disabilities means a person who:
a. Has a condition defined as a disability in section 223 of the Social Security Act; or

b. Has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act.

The term "person with disabilities" does not exclude persons who have acquired immunodeficiency syndrome (HIV/AIDS) or any conditions arising from the etiologic agent for AIDS. In addition, no individual shall be considered a person with disabilities, for purposes of eligibility for low-income housing, solely on the basis of any drug or alcohol dependence. The definition of "person with disabilities" for certain program purposes (e.g., income determination, eligibility) under 24 C.F.R. 5.403 is different from the definition of "individual with handicaps" under Section 504 of the Rehabilitation Act of 1973. Where Section 504 applies, the definition of "individual with handicaps" under 24 C.F.R. 8.3 will apply.

13. PHAS Troubled means an applicant that carries a designation by HUD as "troubled" under the Public Housing Assessment System (PHAS) on the deadline date of the application. Such applicants will be required to engage the services of a Contract Administrator. See definition above for Contract Administrator as well as Sections III.C.3.b.1, III.C.3.b.2, III.C.3.c., and Section III.C.4.a. for more information.

14. Project for a PHA means group of properties as defined in PIH Notice 2007-28, "Changes in the Project Numbering System and Process for Requesting Changes in Project Identifications" *"The term 'new project number' will refer to the new project number that will be assigned to each AMP. Henceforward, the terms 'AMP,' 'project,' and 'new project number' will be synonymous. These projects are identified in PIC with 11-digit codes.*

For tribes/TDHEs previously funded through the 1937 Housing Act, a project is identified by the 11-digit project code. For tribes/TDHEs funded by NAHASDA, a project is identified by an official project name. If there is not an official project name in use, please develop a unique project identifier that can be used in this application and future applications.

15. Resident Association (RA) means any or all of the forms of resident organizations as they are defined elsewhere in this definitions section and includes Resident Councils (RC), Resident Management Corporations (RMC), Regional Resident Organizations (RRO), Statewide Resident Organizations (SRO), Jurisdiction-Wide Resident Organizations, and National Resident Organizations (NRO). The NOFA will use "Resident Association" or "RA" to refer to all eligible types of resident organizations. See 24 CFR 964.115 for more information.

16. Regional Resident Organization (RRO) means a tax-exempt nonprofit organization or an incorporated association for public housing that meets each of the following requirements:
a. The RRO is regional (i.e., not limited by HUD Areas);

b. The RRO has experience in providing start-up and capacity-building training to residents and resident organizations; and

c. Public housing residents representing different geographical locations in the region must comprise the majority of the Board of Directors.

17. **Renewal Applicant.** An applicant that was funded in the FY09 ROSS-SC competition. To view a list of grants funded in the FY09 competition, see the file labeled "FY09 ROSS-SC Previously Funded Development Report" in the download instructions for this NOFA. A renewal applicant may make changes from their FY09 grant as to budget, projects served, number of SCs, serving family or elderly/disabled, partners, logic model goals, etc., but will be considered a renewal if it is an FY09 grantee applying to serve the same PHA(s) or Tribe(s) for which it was funded in FY09.

A maximum of three site-based Resident Associations serving any one PHA will be funded through this NOFA. If more than three are deemed eligible for the lottery, the first three chosen will be funded. The remaining applications will NOT be put into the general lotteries. An

exception will NOT be made for renewal 2009 grant applications. Therefore, if more than three RAs were granted to serve the same PHA in FY09, ONLY THREE will be renewed in the 2012 cycle.

18. Resident Management Corporation (RMC) means an entity that proposes to enter into, or enters into a contract to conduct one or more management activities of a PHA and meets the requirements of 24 CFR 964.120.

19. Resident Organization (RO) for tribal entities means an incorporated or unincorporated nonprofit tribal organization or association that meets each of the following criteria:
a. It shall consist of residents only, and only residents may vote;

b. If it represents residents in more than one development/project or in all of the developments/projects of the tribal/TDHE community, it shall fairly represent residents from each development/project that it represents;

c. It shall adopt written procedures providing for the election of specific officers on a regular basis; and

d. It shall have an elected governing board.

20. Site-Based Resident Associations (or Local Resident Association) means resident councils or resident management corporations representing a specific public housing development or project.

21. Statewide Resident Organization (SRO) is tax-exempt nonprofit organization or an incorporated association for public housing that meets the following requirements:
a. The SRO has statewide jurisdiction;

b. The SRO has experience in providing start-up and capacity-building training to residents and resident organizations; and

c. Public housing residents representing different geographical locations in the state must comprise the majority of the Board of Directors.

22. Tribally Designated Housing Entity (TDHE) is an entity authorized or established by one or more Indian tribes to act on behalf of each such tribe authorizing or establishing the housing entity as defined by section 4(22) of NAHASDA.

23. Tribal/TDHE Resident Group means tribal/TDHE resident groups that are democratically elected groups such as IHA-wide resident groups, area-wide resident groups, single development/project groups, or resident management corporations (RMCs).

D. Regulations and Funding Authority Governing the ROSS Program. ROSS is governed by 24 CFR Part 964. The funding authority for this program is the Consolidated and Further Continuing Appropriations Act, 2012 (Pub. L. 112-65, approved November 18, 2011).

II. AWARD INFORMATION

A. Performance Period and Award Type

1. Grant Period. The grant period is three years. The grant period shall begin the day the grant agreement and the form HUD1044 (Assistance Award/Amendment) (or successor form as determined by HUD) are signed by both the grantee and HUD.

2. Grant Extensions. Requests to extend the grant term beyond the three-year grant term must be submitted in writing to the local HUD field office or area ONAP at least 60 days prior to the expiration of the grant term. Requests must explain why the extension is necessary, what work remains to be completed, and what work and progress was accomplished to date. Extensions may be granted by the field office or area ONAP with good cause. Denials of extension requests are reserved for HUD Headquarters. Requested extensions may be considered as part of future Past Performance reviews. Extension requests will be highly scrutinized and are discouraged.

3. Type of Award. Grant agreement.

4. Subcontracting. Subcontracting is permitted. Grantees must follow federal procurement regulations found in HUD regulations at 24 CFR 84.40-84.48 and 24 CFR 85.36.

5. Total Funding. The available funding is approximately $35 million in FY2012 funding plus any carryover or recaptured funds from prior ROSS appropriations that may become available.

6. Award Amount. The chart below identifies the maximum amount of funding available per award taking into the account the number served and the number of service Coordinators that are available in accordance with the numbers served.

Grant Program	Total Funding	Number of SCs	To Serve	Maximum Grant Amount
ROSS– Service Coordinators	$35 million	1 SC	50-1000 units	$243,000
		2 SCs	1001-2500 units	$486,000
		3 SCs	2501 + units	$729,000

III. ELIGIBILITY INFORMATION

A. Eligible Applicants.

1. Eligible applicants are PHAs, tribes/TDHEs, RAs, and tax-exempt nonprofit organizations supported by PHAs, tribes/TDHEs or RAs. In general, prior ROSS-SC Grantees are eligible to apply for 2012 funding. However, *new (not renewal)* applicants to serve PHAs that are currently being served by prior ROSS-SC grantee will receive lower status in the lottery than *new* applicants to serve PHAs that are *not* being served by any prior ROSS-SC funding. *New* funding will not be granted to serve projects that are served with funding from prior ROSS-SC grants. Site-Based Resident Associations that received funding from prior ROSS-SC grants will only be eligible for *renewal* funding, they will not be eligible for *new* funding under this NOFA. A maximum of three site-based Resident Associations serving any one PHA will be funded through this NOFA.

2. EDSC Provision. PHA applicants that are currently eligible to receive annual renewal funding under the Elderly/Disabled Service Coordinator program funded from the Operating Fund (this is *not* the ROSS-SC program for which this NOFA is providing funding) for one or more Elderly/Disabled Service Coordinators (EDSC), that apply to serve elderly/disabled residents through this NOFA *will forgo all future eligibility for EDSC Renewal Funding through the Operating Subsidy*. To confirm if your PHA is affected by this EDSC provision, please see http://www.hud.gov/offices/pih/programs/ph/am/of/edscp.cfm. When completing your ROSS-SC application, please pay special attention to the EDSC section on the HUD form 52768 – "ROSS Service Coordinators Funding Request."

3. Non-profit Organizations. Nonprofits are eligible applicants if they are representing or acting at the request of an RA or PHA/tribe/TDHE. Accordingly, nonprofit applicants must demonstrate support from one or more RAs or PHAs/tribes/TDHEs. Applicants should see the FY 2012 **General Section** for instructions on submitting support letters and other documentation with their electronic application.

4. Renewal Applicants. This is an applicant that was funded in the FY09 ROSS-SC competition. To view a list of eligible 2009 renewal applicants, see the file labeled "FY09 ROSS-SC Previously Funded Development Report" in the download instructions for this NOFA. A renewal applicant may make changes from their FY09 grant as to budget, projects served, number of SCs, serving family or elderly/disabled, partners, logic model goals, etc., but will be considered a renewal if it is an FY09 grantee applying to serve the same PHA(s) or Tribe(s) for which it was funded in FY09.

5. Maximum Number of Service Coordinators. A maximum of three site-based Resident Associations serving any one PHA will be funded through this NOFA. If more than three are deemed eligible for the lottery, the first three chosen will be funded. The remaining applications will NOT be put into the general lotteries. An exception will NOT be made for renewal 2009 grant applications. Therefore, if more than three RAs were granted to serve the same PHA in FY09, **ONLY THREE** will be renewed in the FY2012 cycle.

B. Cost Sharing or Matching. The required match is 25 percent of requested funds. Match is a threshold requirement. Therefore, applicants who do not demonstrate the minimum 25 percent match will not receive further consideration for funding. Match may be cash or in-kind and may also be made up of self-sufficiency and supportive services/programs provided to participants in the ROSS-SCs program. Please see the section below on threshold requirements for more information on what is required for the match.

C. Other

1. Eligible Program Activities. Funds awarded to applicants under this NOFA may be used for:

a. Service Coordinator Functions. Although the exact role for the SC shall be designed to meet the needs of the project's community, below is a listing of recommended functions for an SC:

(1) Coordinate a Local Program Coordinating Committee (PCC) with local service providers to ensure that program participants are linked to supportive services needed to achieve self-sufficiency. The SC will act as a liaison between the residents/PHA and local service providers.

(2) Market the program to residents, including residents that are single parent heads-of - households.

(3) Provide general case management which includes intake, assessment, education, and referral of residents to service providers in the general community.

(4) Coordinate and oversee the delivery of services, ensuring services are provided on a regular, ongoing, and satisfactory basis.

(5) Coordinate and sponsor educational events, which may include subjects relating to health care, job search seminars, life skills training, etc.

(6) Assist the PHA, tribe/TDHE or RA to create a resident group to promote self-sufficiency efforts and/or encourage residents to build informal support networks with other residents, family, and friends.

(7) Encourage the formation of Civic Engagement and/or Self-Help Groups with residents and faith-based and/or other community-based groups if a particular need is evident. The purpose is to foster a sense of community and encourage residents' efforts to support and assist each other in their efforts to move toward self-sufficiency or age in-place.

(8) Monitor the ongoing provision of services including supportive services from community agencies and keep the case management and provider agency up-to-date regarding the progress of the individual. Monitor the provision of supportive services where appropriate.

(9) Track and report to HUD on the progress of residents enrolled in the program.

(10) Evaluate the overall success of the program.

b. Salary and Fringe Benefits of One or More SCs. Under this award the maximum amount HUD will contribute to a SCs salary and fringe benefits must not exceed $69,000 per year. Fringe benefits may include all extra costs (insurances, taxes, contributions, etc.) associated with employment that are normally covered by your agency.

c. Part-Time Service Coordinators. A part-time SC may be retained where appropriate, however, the minimum units served remains the same. One or more PHAs may share a full-time position if that is deemed most appropriate for the applicant's program. More than one person may job-share a SC position.

d. Training and Travel Pursuant to Training Related to Professional and/or Program Development. All training and associated travel must be approved by the HUD Field Office or Area ONAP. HUD may provide Start-Up training for all new SCs after awards are made.

e. Administrative Costs. Administrative costs may be used for activities including, but not limited to the list contained in Section IV.E of this NOFA.

2. Examples of Services to Be Coordinated. Supportive services to which residents might be connected will vary with need and community resources. However, the spectrum of services offered should be as broad and as responsive to residents' needs as possible. PLEASE NOTE: These services cannot be paid for using funds from this grant (except where allowed under Admin costs.) SCs might connect residents to organizations providing the following types of services. The provision of these and similar services would qualify as match.

a. Life-Skills Training. Life Skills Training includes:

(1) Financial Literacy/Credit Repair/Banking and Money Management.

(2) Real Life Issues. (e.g. Information on tax forms, leases, car insurance, health insurance, long-term care insurance, etc.)

(3) Literacy training and GED preparation/Basic Education/ESOL.

(4) Mentoring.

b. Job Training, Job Search, and Placement Assistance. Job training job search and placement assistance includes:

(1) Skills assessment of participating residents.

(2) Applying for a job. How to complete employment forms; highlighting skills employers are looking for, researching job opportunities in the area, and calculating net wages.

(3) Soft skills training including problem-solving and other cognitive skills, oral and written communication skills, workplace norms (appropriate dress, punctuality, respectful communication, etc.), and interpersonal and teamwork skills.

(4) Resume writing.

(5) Interviewing techniques.

c. Employer Linkage and Job Placement. Working with local employers and job placement providers who design and offer training that addresses local employers' needs, and offer a job placement program that refers trained residents to participating employers and other local area employers, including:

(1) Facilitating access to skills training and partnerships with community-based organizations to develop pathways to career-ladders.

(2) Providing information and access to green industry jobs.

(3) Providing mechanisms to ensure residents have long-term access to new employment opportunities created in the local community.

d. Provision of Professional Clothing or Uniforms related to new employment.

e. Career Advancement and Planning Programs. Career advancement and planning programs should be designed to:

(1) Set career goals.

(2) Provide strategies such as finding a strong professional mentor within an organization for which residents may be working, and focusing on the organization's priorities.

(3) Reinforce welfare-to-work programs and focus efforts on increasing residents' earning capacity. Activities can include job counseling, helping residents secure better paying jobs or jobs in better work environments, preparing for work in a new job category, obtaining additional job skills, and other job-related or educational training.

(4) Working with local employers to create opportunities that combine education and skills training with jobs. Strategies that promote work-based learning can offer the most effective method for giving new workers the tools they need to move onto a career ladder and achieve upward mobility.

f. Support for Career Advancement and Long-term Economic Self-Sufficiency. Post-employment follow-up and activities to support career advancement and long-term economic self-sufficiency;

(1) Individual Savings Accounts (ISAs).

(2) Housing Counseling and Homeownership readiness programs. This can include information to help residents move to market-rate rental housing and/or "pre-purchase" homeownership counseling and training. Applicants are strongly encouraged to refer residents to HUD-approved housing counseling agencies. For a list of HUD- approved housing counseling agencies, go to: http://www.hud.gov/offices/hsg/sfh/hcc/hccprof14.cfm.

(3) Information on the Earned Income Tax Credit Program, Food Stamps, Child Tax Credit Program, Medicaid, the State Child Health Insurance Program (S-CHIP), Student Loan Interest Deduction, tribal welfare programs, and other benefit programs that can help individuals and families make a successful transition to housing and economic self-sufficiency.

(4) Computer Skills.

g. After School or Summer Programs. After-school and/or summer programs for school-age children that include tutoring, remedial training, and using computers.

h. Transportation. Transportation to enable residents to participate in program activities, find and maintain employment, maintain independent living, etc.

i. Child Care. Child care to enable residents to work or participate in program activities.

j. Early Childhood Education. Early childhood education programs.

k. Parenting. Parenting Courses.

l. Nutrition. Nutrition Courses.

m. Health Care Coordination. Coordination of health care information and services including referrals to mental health providers and alcohol and other drug abuse treatment programs and HIV/AIDS education, testing and treatment programs, where appropriate.

n. Resident Business Development.

o. Good Neighbor Programs.

p. Coordinating Services necessary for elderly or disabled residents to age-in-place.

(1) Assistance with activities of daily living for elderly/disabled residents.

(2) Meal services to meet nutritional need for elderly/disabled residents.

(3) Personal emergency response resources.

q. Disability Services Counseling.

r. Wellness Programs for Families and Seniors.

s. Resident Organization Empowerment and Capacity-building resources and training.

t. Community Safety.

u. Civic Engagement resources and training.

v. Linkages to Other Social Service Agencies. SCs may also create and maintain linkages to other local social service agencies such as employment agencies, health departments, transportation agencies, economic/community development agencies, community colleges, recreational and cultural services, and other community organizations such as Boys & Girls Clubs, 4H Clubs, Boy Scouts, Girl Scouts, etc.

3. Threshold Requirements. Applicants must respond to each threshold requirement clearly and thoroughly by following the instructions below. If your application fails one threshold requirement (regardless of the type of threshold) it will be considered a failed application and will not receive consideration for funding. HUD will not consider an application from an ineligible applicant. Also, applications that are submitted with ONLY the electronic forms and none of the other required attachments will be deemed "ineligible."

a. Match. All applicants are required to have in place a firmly committed 25 percent of the total grant amount in match of cash or in-kind donations as defined in this NOFA. Applicants must show a match of at least 25% of the grant amount requested in order to be considered for funding. This match percentage is to be shown on the HUD52769. All providers listed are not required to provide a letter attesting to match. However, if applicants list match, be it in-kind or cash, on the HUD52769, a letter attesting to that match commitment must be on file with the applicant and available for review upon request. Match does not have to be for only the eligible activities under this grant (e.g. salary, fringe, admin and training). The intention is that the match will be either cash or, if in-kind, made up of needed services provided to participants in the ROSS-SC program. Activities eligible to be counted for match may be both the activities eligible for federal funding under this program as well as self-sufficiency and supportive services/programs provided to participants in the ROSS-SC program. Space provided for these activities and administrative assistance, including salaries and supplies may be used as well.

The match certification on the HUD52769 Needs/Partners Form must be signed by the applicant's Executive Director, Resident Association Board President, Tribal Chairman or other person authorized to make the stated commitment, attesting to at least 25% match for activities pursuant to this grant. Please note that all forms with signatures must be scanned and attached to your application or submitted by fax, using the facsimile cover sheet provided with this application on Grants.gov.

Joint applicants must together have at least a 25 percent match. Applicants who do not demonstrate the minimum 25 percent match will fail this threshold requirement and will not receive further consideration for funding.

Please note that if you are using federal funds as a source of match, this use must be allowed by the originating statute of the funds used.

Match donations must be firmly committed, which means that the amount of match resources and their dedication to ROSS-funded activities must be explicit, in writing, and signed by a person authorized to make the commitment. The letters of commitment/MOUs/tribal resolutions must indicate the total dollar value of the commitment; be dated between the

publication date of this NOFA and the application deadline for this NOFA; and indicate how the commitment will relate to the proposed program. If the commitment is in-kind, the letters should explain exactly what services or material will be provided. The commitment must be available at time of award. Applicants proposing to use their own, non-ROSS grant funds to meet the match requirement, in whole or in part, must also have a letter of commitment indicating the type of match (cash or in-kind), the source of the match and how the match will be used.

(1) 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 per hour.

(2) The value of any donated material, equipment, staff time, building, or lease, shall be provided in a letter from the organization making the donation stating the value of the contribution. Resources/in-kind services that can be committed include: in-kind services provided to the applicant; funds from federal sources (not including ROSS funds) that by statute allow those funds to be used for matching purposes, including, for example, Community Development Block Grant (CDBG) funds, Indian Housing Block Grant (IHBG) funds, funds from any state or local government sources, and funds from private contributions. Applicants may also partner with other program funding recipients to coordinate the use of resources in the target area.

b. Past Performance Related to Capacity. As part of the HUD evaluation of capacity all applicants will undergo a Past Performance review by their local Field Office or Area ONAP during the competition processing. This is a threshold requirement. All applicants are also subject to the Threshold Requirements of the FY 2012 **General Section**.

(1) Renewal Applicants. For renewal applicants, this past performance review will include a review of the materials submitted with this application as well as prior eLogic Model and budgetary reporting received by the Field Office/Area ONAP.

Performance deficiencies of concern to HUD are: A renewal applicant that (1) is not serving the minimum number of units; (2) is not near to meeting the goals stated in the eLogic Model submissions, or has not provided an explanation for the deviations in the Logic Model projections and actual results, (3) has not consistently expended or reported in a timely manner; or (4) is not actively working with the Field Office to address noted deficiencies. *NOTE: Renewal applicants that have been notified of deficiencies in reporting and/or performance in their ROSS program by the Field Office/Area ONAP and have failed to address these deficiencies in the timeframe established in the notification by the Field Office/Area ONAP must submit a Contract Administrator Partnership Agreement with their application (see HUD sample form HUD-52755).* Similarly, applicants classified as "troubled" must also submit a Contract Administrator Partnership Agreement with their application.

Applicants failing to provide a Contract Administrator Partnership Agreement with their application will have the opportunity to submit one during the cure period.

The Past Performance Review will be conducted on a Pass/Fail Basis. Renewal applicants need not submit anything extra (no past performance narratives) pertaining to their past performance in this application.

(2) New Applicants. HUD's field offices/Area ONAPs will evaluate data provided by applicants as well as an applicant's past performance on other HUD awards to determine whether the applicant has the organizational capacity and resources necessary to successfully implement the proposed activities within the grant period. Field offices/Area ONAPs will evaluate the Contract Administrators' past performance for troubled applicants. If a new applicant has had previous Public & Indian Housing awards with HUD, the review will also take into account information in HUD's records regarding adherence to reporting requirements. HUD may also take into account the applicant's past history in providing timely responses to HUD inquiries and meeting program requirements under past awards for which it has been funded. The Past Performance Review will be conducted on a Pass/Fail Basis.

NOTE: ***New applicants ONLY*** - please include with your application a narrative statement of no more than ten pages (12 point, Times New Roman, double spaced, 1" margins) addressing the factors below. In assessing Past Performance of new applicants, the Field Office or Area ONAP will evaluate the Past Performance and Capacity to do future work based upon the following elements:

a. Capacity of Applicant/Contract Administrator and Proposed Staff.
HUD will evaluate the past performance of a new applicant's (or Contract Administrator's) ability to successfully implement past grant programs designed to promote resident self-sufficiency or assist elderly or disabled residents to remain independent and age-in-place. Applicants must include in their application a narrative statement demonstrating the recent, relevant and successful knowledge and experience of the applicant, proposed Service Coordinator(s) and/or partners in planning and managing SC or similar programs. You may provide resumes or position descriptions (where staff is not yet hired) for SCs that will be on applicant staff or contracted. (Resumes, position descriptions, and other HUD forms do not count toward the page limit. Please do not include any Social Security numbers.)

The narrative or other documentation should show that the applicant and/or the SC(s) on staff or proposed to be hired have (or will have):

(1) Recent experience (within the last 5 years);

(2) Relevant experience (pertaining to having provided or coordinated supportive services);

(3) Successful experience (attracted a significant number of residents, kept them involved and produced specific results) in conducting and completing similar activities.

b. Program Administration and Fiscal Management

In describing past experience the applicant must include (for itself or its Contract Administrator):

(1) A list of self-sufficiency grants received in the last five years, the grant amounts, and grant terms (years) of the grants, and the source of the funding;

(2) A description of timely expenditure of program funding throughout the term of past grants. Timely means regular draw-downs throughout the life of the grant, i.e., quarterly draw-downs, timely completion of activities and all funds expended by the end of the grant term;

(3) A description of how the applicant has leveraged funding or in-kind services equal to or beyond amounts that were originally proposed for the listed past projects;

(4) The project management structure and program accountability, including the use of a Contract Administrator, if applicable, including how partners will report to the SC(s) and how the SC(s) will work with other senior staff; and

(5) If applicable, a list of any audit findings in the past 5 years (e.g. Government Accountability, Inspector General (IG), management review, fiscal audits, etc.), notification of any material weaknesses and what the applicant has done to address them.

c. Troubled Applicants. All applicants (new and renewal) found to have capacity or past performance problems that call into question the ability of the applicant to properly administer an effective ROSS-SC program will be required to submit a Contract Administrator Partner Agreement (see HUD-52755 as a sample) with the application. A Contract Administrator cannot be a troubled PHA. The field office/area ONAP will evaluate the capacity of the entity proposed to serve as a Contract Administrator and will determine whether that entity is approvable and the proposed agreement acceptable. If an applicant that is required to have a Contract Administrator Partnership Agreement fails to submit one or if it is incomplete, incorrect, or insufficient, this will be treated as a technical deficiency. Please see the **General Section** for more information on Corrections to Deficient Applications.

Any applicant that is unsure of whether they are considered troubled by HUD should contact the Office of Public Housing in the local HUD field office/area ONAP to determine whether they are required to have a Contract Administrator Partnership agreement.

d. Demonstrated Link between Partners and Local Need.
To address this threshold requirement, applicants should use the HUD52769 Needs/Providers Form to identify local needs. Applicants *must identify a minimum of ten (10) need categories*. If less than 10 are identified, this requirement will not be considered to have been met. Applicants should identify a service provider who will meet each need category. *In order to be considered for funding, applicants must show that they have partners in the community (or the applicant themselves) that can meet at least 50% of the service categories identified as being needed*. The applicant itself may be listed as meeting the service need if the funding for the service/program comes from funding other than a current or previous ROSS grant and will continue for the three-year grant term. *If using the applicant as the entity that will meet the need, on the HUD52769 for each service, please indicate the funding source to show that it is NOT a current or previous ROSS grant and that it will cover the grant term e.g. XYZ PHA, Operating Fund, 2012-2015.* It will be a part of the role of the SC to continue to build upon the partnerships that are in place at the time of the application and to expand the services available to residents.

Please note that the Secretaries of HUD and Labor co-signed a letter encouraging PHAs and local Workforce Investment Boards (WIBs) to partner for job training and placement of public housing residents. For more information, see:
http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_4248.pdf or
http://portal.hud.gov/hudportal/HUD?src=/recovery/partnerships

e. Letters of Support for Nonprofit Applicants.

This threshold requirement applies to nonprofit applicants only. All nonprofit applicants must include a letter of support from either the Public Housing Authority/tribe/TDHE(s) or the particular Resident Association(s) they intend to serve. All letters of support must be signed by an authorized representative of the supporting organization and be dated between the publication date of this NOFA and the application deadline published in this NOFA, or any amended deadline. Please be advised that all letters with signatures will need to be scanned and attached to the application or faxed using the facsimile cover sheet included with the application package.

(1) Nonprofit applicants that receive support only from Resident Associations must submit form HUD52753 (Certification of Resident Council Board of Election) for each RA from which the nonprofit is receiving support. Submitting this form is not applicable where nonprofits submit letters of support from the PHA/tribe/TDHE.

(2) PHA/RA letters of support must indicate the number of eligible units at the PHA (or the number of eligible units represented by the RA, in the case of RA support letters) and list the names (and/or Project number(s), where applicable) of the Projects to be served. The letter should also describe to what extent the PHA/RA is familiar with the nonprofit applicant and indicate their support of the nonprofit application. Letters must include contact information and the name and title of the person authorized to sign for the organization. Please see the FY 2012 **General Section** for instructions for submitting the required letters with your electronic application.

HUD expects that all entities wishing to serve residents at a particular PHA will have coordinated their grant-seeking efforts. If more than one application proposing to serve the same Project is received, they will both be reviewed and if both are deemed eligible to enter the lottery, the first chosen in the lottery will be funded.

f. General Section Thresholds.

All applicants must meet the Threshold requirements in the FY 2012 **General Section** including "Resolution of Outstanding Civil Rights Matters," found at section III.C.2.d. of the **General Section**.

4. Program Requirements.

a. Contract Administrator. All RAs and PHAS Troubled PHA applicants must have a Contract Administrator. The Contract Administrator must assure that the financial management system and procurement procedures that will be in place during the grant term will fully comply with either 24 CFR parts 84 or 85, as appropriate. If an applicant that is required to have a Contract Administrator Partnership Agreement fails to submit one or if it is incomplete, incorrect, or insufficient, this will be treated as a technical deficiency. Please see the **General Section** for more information on Corrections to Deficient Applications.

Contract administrators are expressly forbidden from accessing HUD's Line of Credit Control System (LOCCS) and submitting vouchers on behalf of grantees. Contract

Administrators must also assist grantees in meeting HUD's reporting requirements. Contract Administrators may be: local housing agencies; community-based organizations such as community development corporations (CDCs), churches, temples, synagogues, mosques; nonprofit organizations; state/regional/local associations, agencies and organizations. Troubled PHAs are not eligible to be Contract Administrators. Organizations that the applicant proposes to use as the Contract Administrator must not violate or be in violation of other conflicts of interest as defined in 24 CFR part 84 and 24 CFR part 85. HUD Field Offices or Area ONAPs will have final approval of Contract Administrators.

Any PHA that is unsure of whether they are considered troubled by HUD should contact the Office of Public Housing in the local HUD field office to determine whether they are required to have a Contract Administrator Partnership agreement.

b. Achieving Results and Program Evaluation

(1) An important element in any supportive service program is the development and reporting of performance measures and outcomes. This requirement emphasizes HUD's determination to ensure that applicants develop performance and outcome measures that are focused on residents achieving economic and housing self-sufficiency and reducing or eliminating dependency on any type of subsidized housing or welfare assistance. Additionally, achieving outcomes and accurate evaluation will assist HUD in meeting its commitment to federal requirements for accountability. Applicants must demonstrate how they propose to measure their success and outcomes as they relate to the Department's Strategic Plan.

(2) HUD requires ROSS applicants to develop an effective, quantifiable, outcome-oriented plan for measuring performance and determining that goals have been met. Applicants must use the eLogic Model form HUD96010 for this purpose.

(3) Applicants must establish interim benchmarks, or outputs, for their proposed program that lead to the ultimate achievement of outcomes. "Outputs" are the direct products of a program's activities. Examples of outputs are: the number of eligible families that participate in supportive services, the number of new services provided; the number of residents receiving counseling; or the number of households using a technology center. Outputs should produce outcomes for your program. "Outcomes" are benefits accruing to the residents, families, and/or communities during or after participation in the ROSS program. Outcomes are not the development or delivery of services or program activities, but the results of the services delivered or program activities – the ultimate results of the program. Applicants must clearly identify the outcomes to be achieved and measured. Examples of outcomes are: increasing homeownership rates; increasing residents' financial stability (e.g., increasing assets of a household through savings); or increasing employment stability (e.g., whether persons assisted obtain or retain employment for one or two years after job training completion).

(4) This program requirement requires that applicants identify program outputs, outcomes, and performance indicators that will allow applicants to measure the outcomes achieved by themselves and their partners. Performance indicators should be objectively quantifiable and measure actual achievements against anticipated achievements. Applicants' eLogic Models should identify what applicants are going to measure and how they are going to measure it. If an

applicant proposed to refer residents to financial literacy education or counseling, the applicant should report on the financial literacy-related policy priorities listed as options for activities and outcomes in the eLogic Model. *Before adding new outputs or outcomes, please CAREFULLY review the options given in the drop-down menus contained in the eLogic Model. HUD intends that most of the eligible program activities and overall outcomes will be represented already.*

(5) *Applicants must fill out the eLogic Model in its entirety, which includes Columns 1-7, and Sections A-E in column 7.* Please note that the eLogic Models are reviewed for completeness only during the competition process. Successful applicants will be given the opportunity to revise their eLogic Models upon grant agreement. Deficiencies found in Column 7 will not be treated as deficiencies for the competition process, but will need to be remedied by successful applicants in the grant agreement process.

(6) This NOFA supports the HUD policy priorities of (1) Job Creation/Employment, (4) Knowledge Sharing and Capacity Building and (5) Using Housing as a Platform for Improving Other Outcomes. Please remember that the eLogic Model will be reviewed to determine eligibility for Policy Priority Status.

c. Compliance with Fair Housing and Civil Rights Laws. All applicants must comply with the requirements in Sections III.C.5.a. b. c. and f. of the FY 2012 **General Section**.

d. Affirmatively Furthering Fair Housing.
Section 808(e)(5) of the Fair Housing Act requires HUD to affirmatively further fair housing in its programs and activities, and HUD extends this obligation to the activities of the Department's funded recipients. Section III.C.5.b of the FY 2012 **General Section** directs applicants to discuss in their application how they will carry out their proposed activities in a manner that affirmatively furthers fair housing in their proposed activities, unless otherwise directed in the program NOFA. Applicants under this NOFA do not have to include a statement on AFFH in their application, because successful applicants will undertake the following AFFH activities:

(1) Ensure that each participant in the ROSS program receives training and information on rights and remedies available under the federal, state and local fair housing and civil rights laws and a copy of the housing discrimination complaint form.

(2) Ensure that each participant is told how to file a fair housing complaint and given the toll-free number for the Housing Discrimination Hotline; 1-800-669-9777.

(3) If the family is currently living in a high poverty census tract in the PHA's jurisdiction, ensure that the family is provided with an explanation of the advantages of moving to an area that does not have a high concentration of low-and very low-income people. Participants in the program shall be provided information on housing opportunities available throughout the region which will provide the participant the opportunity to be closer to work or school; provide for economic, cultural, racial and ethnic diversity with lower poverty rates, high school dropout rates and/or greater access to essential goods and services: and how to access such opportunities through support organizations in the area.

(4) Seek out fair housing training and technical assistance which will assist the coordinator and the PHA develop steps to affirmatively further fair housing for their program participants. Fair housing training and technical assistance may be available through the local Fair Housing Initiatives Program (FHIP) agency or the Fair Housing Assistance Program (FHAP) agency. A listing of FHIPs and FHAPs can be found at www.hud.gov/offices/fheo/partners/FHIP/fhip.cfm (FHIP) and www.hud.gov/offices/fheo/partners/FHAP/agencies.cfm (FHAP).

NOTE: Indian tribes and tribally designated housing entities receiving assistance under NAHASDA are not required to undertake these AFFH activities and are not required to submit a statement on affirmatively furthering fair housing.

e. Communications. Successful applicants must ensure that notices of and communications during all training sessions and meetings 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. (This includes ensuring that training materials are in appropriate alternative formats as needed, e.g. Braille, audio, large type, sign language interpreters, and assistive listening devices, etc.) See 24 CFR Part 8.6. In addition, successful applicants must ensure training facilities and services are physically accessible to persons with disabilities in accordance with Section 504 and that persons with limited English proficiency (LEP) will have meaningful access to programs and activities. Furthermore, HUD encourages all grant recipients and sub-recipients to adopt the goals and objectives of Section 508 of the Rehabilitation Act of 1973 by ensuring that electronic and information technology is made available to persons with disabilities on a comparable basis as it is made available to persons without disabilities. See the discussion of Accessible Technology Requirements in Section III.C.5.f. of the FY2012 **General Section**.

f. Nonprofit Status. All nonprofit applicants must submit their IRS determination letter to prove their 501(c)(3) tax-exempt status. Please see the FY2012 **General Section** for instructions for submitting the required documentation with your electronic application.

g. Economic Opportunities for Low- and Very Low-Income Persons (Section 3). Grantees must comply with Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u and ensure that training, employment, and contracting opportunities shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing and to business concerns that provide economic opportunities to low- and very low-income persons. For this program, these requirements apply to the hiring of ROSS SCs. See also reporting requirements under Section 3 in section VI. C. of this NOFA.

h. General Section Requirements. All applicants, lead and non-lead, should refer to "Other Requirements and Procedures Applicable to All Programs" of the FY 2012 **General Section** for requirements pertaining specifically to procurement and for information regarding other requirements to which they may be subject.

5. Number of Applications Permitted.

a. PHA/tribe/TDHEs. Such applicants may submit only one application each. That application may be for a New OR a Renewal application, but not both. PHAs may propose to serve their own projects.

b. Site-Based RAs may propose to serve their own residents and may submit one application each. A maximum of three site-based Resident Associations serving any one PHA will be funded through this NOFA.

c. Nonprofit Organizations (including state and national nonprofit Resident Associations) may apply to serve residents at as many as three (3) PHAs/tribes/TDHEs, but must submit a separate application for each PHA to be served unless they will be serving more than one PHA with only one SC. If this is the case, one application is acceptable, but a letter of support from each PHA (or an RA from each PHA) to be served must be included in the application and the PHA listed on the SF424 and first on the HUD52768 will be considered the lead PHA.

Nonprofits that are applying as FY09 renewal applicants may also apply as new applicants as long as the total number (new and renewal) of applications for each nonprofit does not exceed three.

d. Multiple Applications. Each application should be complete in and of itself and will be evaluated independently. If an applicant submits more than one application, separate, individualized, non-duplicative match letters must be kept on file.

e. More than one application per project. *HUD expects that all entities wishing to serve residents at a particular PHA will have coordinated their grant-seeking efforts. If more than one application proposing to serve the same Project is received, they will both be reviewed and if both are deemed eligible to enter the lottery, the first chosen in the lottery will be funded.*

f. Joint applications. Two or more applicants may join together to submit a joint application for proposed grant activities. However, joint applications must designate a lead applicant. The PHA listed first on the SF424 and HUD52768 will be considered the lead PHA. In addition, the lead applicant must be registered with Grants.gov and submit the application using the Grants.gov portal. Lead applicants are subject to all threshold requirements. Non-lead applicants are subject to the following threshold requirements as applicable:

(1) Letter(s) of support from each PHA or RA to be served for nonprofit applicants;

(2) A copy of the 501(c)(3) tax-exempt determination letter from the IRS as evidence of the organization's tax-exempt status;

(3) Threshold requirements outlined in Section III.C. of the FY 2012 **General Section;** and

(4) All members of a consortium are subject to the requirements of this NOFA and the terms and conditions of the award.

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

NOTE: Joint applicants may combine their eligible units to determine the maximum funding amount the applicants are eligible to receive. However, if more than one PHA is to be served by a non-profit applicant, a letter of support from each PHA (or an RA at each PHA) to be served is required in the application. *Also, a Certification of Consistency with the Consolidated Plan is required for each PHA to be served.*

6. Eligible Participants. All residents assisted by ROSS SCs must be residents of conventional public housing or NAHASDA-assisted housing. HUD encourages outreach to single parent heads-of-households.

7. Eligible Projects. Only conventional Public and Indian housing projects and NAHASDA-assisted developments/projects may be served by ROSS grant funds. Other housing developments/projects, including, but not limited to private housing, federally insured housing, federally subsidized, or assisted (i.e., assisted under Section 8, Section 202, Section 811, Section 236), and others are not eligible to participate in ROSS. *Applicants are not eligible to receive funding for projects that are currently being served by prior years' ROSS-SC competitions except where eligible for renewal applications.*

IV. APPLICATION SUBMISSION AND TIMELY RECEIPT INFORMATION

A. Address to Request an Application Package. See the FY 2012 **General Section** for specific procedures concerning the electronic application submission and timely receipt requirements. Copies of the published NOFAs and application forms for HUD programs announced through NOFAs may be downloaded from the grants.gov website at http://www07.grants.gov/applicants/apply_for_grants.jsp; if you have difficulty accessing the information, you may receive customer support from Grants.gov by calling its Support Desk at 800-518-GRANTS, or by sending an email to support@grants.gov. The Grants.gov help desk is open 7 days a week, 24 hours a day, except federal holidays. You can also obtain information on this NOFA from HUD's website at http://www.hud.gov/offices/adm/grants/fundsavail.cfm.

B. Content and Form of Application Submission

1. Application Format Information for All Applicants. Applicants should make sure to include all requested information, according to the instructions found in this NOFA and in the FY 2012 **General Section**. This will help ensure a fair and accurate review of your application.

2. Content and Format for Submission

a. Content and Format of Application

(1) Narrative pages must be typed, double-spaced, numbered, be in Times New Roman, 12-point font, and have one-inch margins. Please see the FY2012 **General Section** for instructions on how to submit supporting documentation with your electronic application.

(2) A checklist is provided below to ensure applicants submit all required forms and information.

NOTE: Applicants who receive a waiver to submit paper applications must meet the requirements for submission specified in the HUD-issued waiver approval notification. Copies of the forms may be downloaded with the application package and instructions from http://www07.grants.gov/applicants/apply_for_grants.jsp. You must use the forms that are included with the FY2012 application and instructions download links that are on Grants.gov for this funding opportunity so as to avoid using outdated forms that may be on HUDClips or found from another source. *Applications that are submitted with ONLY the electronic forms and none of the other required attachments will be deemed "ineligible."*

b. General Forms

(1) HUD2993_Acknowledgement_of_Application_Receipt, (paper application submissions only. You must have an approved waiver to submit a paper application);

(2) SF424_Application_for_Federal_Assistance.

- In completing the SF424, renewal applicants should select the continuation box on question 2, type of application. New applicants should select "new."
- The Federal Identifier requested in 5a. is the PHA number of each applicant (e.g., MD035 or AK002).
- 5b, Federal Award Identifier is the grant number on your Grant Agreement/1044 from your last grant (e.g. AZ004RFS008A006). If you are a new applicant, you will not have a Federal Award Identifier.
- In block 8.d of the form, you must include a 9 digit number for your organization's zip code (zip plus 4).
- Questions 10, 11, 12 and 13 are pre-populated. Do not add anything or change anything.
- Question 14 – You should identify the city or State affected by the program. You do not need to attach anything additional.
- Question 15 – use your own title – for example, "Anytown PHA – ROSS-SC"

- Question 16 – if the location of the applicant's office and the location of the housing that you will be serving is within the same Congressional District, you should include the same answer for both parts.

- Question 17 - Provide the day after the end of your current grant as the start date, or 3 months after the due date of the NOFA. Either way, these are estimates and the actual dates will be determined at grant agreement.

- Question 19 – answer c. Program is not covered by E.O. 12372.

- Do not add attachments to the SF-424. Use the Attachments form in the electronic application to submit attachments.

(3) SF424_Supplement_Faith_Based_EEO_Survey (also known as the Survey on Ensuring Equal Opportunity for Applicants) (SF424_SUPP) (nonprofit applicants only);

(4) Applicant_Recipient_Disclosure_Report_HUD2880 - The answer to Part 1 Thresholds Determination Question 1 is "YES". The answer to Part 1 Thresholds Determination Question 2 is "YES" *if* you are applying for *more than $200,000* in the first year of THIS APPLICATION. However, if the applicant identified in box 8a of the SF-424 is applying for other awards so the total is in excess of $200,000 then you must mark the box "YES". If you answered YES to Question 2, you must fill in the rest of the form (Parts 2 and 3) even if the answers are "N/A." If you answer "NO" to EITHER QUESTION, you will not need to fill out the rest of the form, but you still must send it in. It will be considered signed as a result of your electronic application submission.

(5) SFLLL_Disclosure_of_Lobbying_Activities (if applicable, it is only applicable if your agency engages in lobbying. This requirement is not applicable to federally recognized tribes and their TDHEs. If it is not applicable, do not include it in your submission. Leave it in the left box of the application).

(6) HUD2991_Certification_of_Consistency_with_the_Consolidated_Plan (for all applicants except for tribes, TDHEs and nonprofits serving tribes/TDHEs). If more than one PHA is to be served, there must be one for each PHA. The name of the program is "ROSS-Service Coordinators". The HUD2991 must be signed by the city/county/parish entity that manages the Consolidated Plan used to access Community Development Block Grant Funds; OR, instead of the HUD2991, an applicant may include a copy of the signed PHA Certification of Compliance for their current Annual PHA Plan.

(7) HUD52752_Certification_of_Consistency_with_Indian_Housing_Plan (for Tribes/TDHE applicants). The name of the program is "ROSS-Service Coordinators"

(8) HUD96011_Facsimile_Transmittal_Form (MUST be used as the cover sheet for any faxes pursuant to an electronic application. You must also include it in the application even if faxes are not sent. If faxes are not sent, enter "1" for the number of pages. See FY 2012 **General Section** for more information.);

(9) Code of Conduct per FY2012 **General Section** Instructions.

If any of the above requirements are missing, incomplete or inconsistent in your application, they may be requested through the deficiency process.

c. Program Required Submissions:

(1) HUD52768_ ROSS_SC_Application. This serves as the budget form. A separate budget form is NOT required in this application.

NOTE: On page 2 of the HUD52768, 2nd column, "Project to be Served": Those proposing to serve PHAs should list the Name **AND** 11-digit Project Number ***as identified in PIC*** of each project to be served by each SC (see file labeled PH_Development_Detail_Report_01312012 in the instructions download to this NOFA). If the applicant proposes to serve different PHAs, list the PHA as well. For tribes/TDHEs funded through the 1937 Housing Act, list the 11-digit project code. For tribes/TDHEs with projects previously funded by NAHASDA, a project name is required. If there is not an official project name in use, please develop a unique project identifier that can be used in this application and future applications. See also the definition of "project" in section I.C.14. *Resident Association and nonprofit applicants should consult their PHAs regarding project names and numbers.*

(2) Narrative on Capacity/Past Performance

(3) HUD52769_Needs_Partners_Form with Signed Certification from Executive Director, Resident Association Board President, or Tribal Chairman or other person authorized to make stated commitment attesting to at least 25% of the entire amount of grant funds requested in match for administrative support or services pursuant to this grant. (The actual match letters or MOUs should be kept on file with the applicant and be made available in case of review or audit.) This form does not sign electronically. It must be signed and either sent as a PDF or faxed.

(4) Completed eLogic Model (form HUD96010) showing **proposed** performance measures. See the FY 2012 **General Section** for information on the eLogic Model.

- Use ONLY the eLogic Model® form provided with this application – it can be found in the Instructions Download Zip File from Grants.gov.

- Read the Instructions Tab in the eLogic Model® and be sure that you enable the Macros

- *Applicants must fill out the eLogic Model in its entirety.* Following the instructions in the Instructions Tab in the eLogic Model® "Post and YTD" columns are left blank in columns 4 and 6 at the time of application. They are used when reporting. Reporting period, the Reporting start Date and the Reporting End Date should also be left blank at the time of application. They are used when reporting. The reporting Tab is also left blank at the time of application.

- Applicant should also fill out Sections A-E in column 7.

- Logic models must be completed for Years 1, 2, 3 and TOTAL – that is, four worksheets in ONE excel file.

- There is no narrative required for this eLogic Model® The data entered into the eLogic Model® should be consistent with your application. HUD should be able to review the eLogic Model® without further narrative explanation.

- Please remember that the Logic Model will be reviewed to determine eligibility for Policy Priority Status.

(5) Letter(s) of Support from PHA or RA (Nonprofit applicants).

(6) IRS Nonprofit Determination Letter Granting Tax-exempt Status (nonprofit applicants only).

(7) Certification_of_Resident_Council_Board_of_Election (HUD52753) (for RA applicants and nonprofit applicants supported by an RA only. One Certification is required from each RA applying or submitting a letter of support. If RA applicants are submitting a joint application, one is needed for each RA applying).

(8) Contract_Administrator_Partnership_Agreement (required for all Resident Associations, including nonprofits applying with RA designation, and PHAS-troubled PHAs. NOT required for Nonprofit applicants.) (See HUD52755) This contract should cover the full three-year period of the grant.

NOTE: All forms requiring a signature that are not grants.gov electronic forms must be actually signed and then faxed using the HUD96011 as the Facsimile Cover Page and sent using the Fax number in the **General Section** to HUD's 2012 NOFAs, or scanned and attached to your application. ONLY the Grants.gov electronic forms are electronically signed.

If any of the above requirements are incomplete or inconsistent in your application, HUD may request a correction through the deficiency process. Only non-substantive pieces of the application may be requested as a deficiency if they are missing completely. (i.e. the HUD52768, HUD52769 and past performance narrative in their entirety may not be requested as a deficiency if they are not received in the application package. However, a signature or a clarification may be requested on the forms.) If the HUD52768 and/or HUD52769 are missing in their entirety from the application that is processed in the competition, the application will be considered non-responsive to the NOFA and determined ineligible and not considered for funding.

C. Receipt Dates and Times.

The application deadline for receipt of HUD applications via Grants.gov is 11:59:59 p.m. eastern time on **March 27, 2012**. Applications must be <u>received</u> by Grants.gov. Applicants allow time for the validation process and track their applications by clicking on the Track My Application Link and login using their Password and ID. Please see the 2012 **General Section** for instructions for timely receipt, including actions to take if the application is rejected. Applicants

should carefully read the section titled "INSTRUCTIONS ON HOW TO DOWNLOAD AN APPLICATION PACKAGE AND APPLICATION INSTRUCTIONS" in the 2012 **General Section**. This section contains information on using Adobe Reader, HUD's timely receipt policies, and other application information. *Please note that ONLY the final submission received and validated by Grants.gov will be processed in the competition. If you re-submit, you must re-submit the entire application and re-fax any faxed attachments.*

D. **Intergovernmental Review**: Not applicable.

E. **Funding Restrictions**

1. Reimbursement for Grant Application Costs. Grantees are prohibited from using ROSS grant funds to reimburse any costs incurred in conjunction with preparation of their ROSS application.

2. Covered Salaries. This program will fund up to $69,000 in combined annual salary and fringe benefits for each eligible full-time SC position. Applicants may propose a part-time coordinator at a lesser salary. However, the minimum number of units still must be served. More than one person may job-share each position. For audit purposes, applicants must have documentation on file demonstrating that the salary and fringe benefits of the project coordinator are comparable to similar professions in their local area.

3. Training/Travel. This program will cover up to $2,000 per year, per SC position for pertinent training and associated travel. All training and associated travel must be approved by the local HUD Field Office or Area ONAP. HUD may provide a Start-Up training after awards are made. A part-time SC will be entitled to the full amount of training/travel funds.

4. Administrative Costs. Administrative Costs will be approved up to $10,000 per year per SC position. A part-time position will be entitled to the full amount of administrative funds. These funds may be used for activities including but not limited to:

a. Administrative staff support;

b. Local transportation by the SCs;

c. Stipends for reasonable out-of-pocket costs incurred by the residents for such things as local transportation to and from job training and job interviews, supplemental educational materials, and child care expenses;

d. Tracking and evaluation;

e. Purchase of office furniture or office equipment and supplies;

f. Program outreach, printing and postage;

g. Utilities;

h. Lease or rental of space for program activities, 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 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.

5. Funding Requests in Excess of Maximum Grant Amount. Applicants that request funding in excess of the maximum grant amount that they are eligible to receive for any Budget Line Item will be given consideration only for the maximum amount for that Budget Line Item for which they are eligible.

6. Ineligible Activities/Costs. Grant funds may not be used for ineligible activities.

a. Funds may not be used for any activities other than the salary and fringe benefits of ROSS SCs and related administrative and training and associated travel activities.

b. Funds under this NOFA may not be used to pay the salary of an FSS coordinator for a Housing Choice Voucher (HCV) or Public Housing (PH) FSS program. The funding for PH and HCV FSS program coordinators is being made available through a separate NOFA.

c. If, upon review, the Field Office or Area ONAP finds that funds have been used for ineligible activities, these funds may be recaptured.

d. ROSS funds cannot be used to hire or pay for the services of a Contract Administrator.

F. Other Submission Requirements

1. Waiver of Electronic Application Requirement. Applications under this NOFA must be received electronically through the Federal website Grants.gov, unless a waiver of this requirement is granted in accordance with the instructions below. Applicants requesting a waiver should submit their waiver requests in writing using mail or email. Waiver requests must be postmarked (or for email, dated) no later than 15 days prior to the application deadline date and must be submitted to: Dina Lehmann-Kim, 451 Seventh Street, SW, Room 4130, Washington, DC 20410 or Dina.Lehmann-Kim@hud.gov. Paper applications will not be accepted from applicants that have not been granted a waiver. If an applicant is granted a waiver, the approval notice will provide instructions for submission. **All applications in paper format must have received a waiver to the electronic application requirement and the application must be received by HUD in accordance with the guidance contained in the notification approving the waiver**. The waiver approval will identify where to submit the application and deadline time.

2. Proof of Timely Submission. Please see the FY2012 **General Section** for this information. Applicants that fail to meet the deadline for application receipt will not receive funding consideration.

3. For Waiver Recipients Only. If HUD grants a waiver, the applicant will be notified of the application submission requirements for paper copy applications. Paper copy applications must be received by the appropriate HUD office no later than the application deadline date to meet the timely receipt requirements. More information regarding delivery will be given in a waiver approval. Any paper applications submitted without an approved waiver will be considered ineligible and will not receive funding consideration.

V. APPLICATION REVIEW INFORMATION

A. Criteria. The funds available under this NOFA are being awarded based on demonstrated performance and responses to the HUD policy priorities. Applications are reviewed by the local HUD field office or Area ONAP office and the Grants Management Center to determine if they are technically adequate based on the NOFA requirements. Field offices or Area ONAPs will provide to the Grants Management Center (GMC) in a timely manner, as requested, information needed by the GMC to make its determination, such as past performance of applicants and review of eLogic Model for policy priority status.

1. Policy Priority Status

This NOFA supports the HUD policy priorities of (1) Job Creation/Employment, (4) Capacity Building and Knowledge Sharing and (5) Using Housing as a Platform for Improving Other Outcomes. See, Section I.B. of the FY2012 **General Section** for a full discussion of HUD's policy priorities. Please read these sections carefully. *In order to receive funding status priority, the applicant's eLogic Model must include **at least two of the following three categories** of activities/outputs and the related required outcomes.*

a. For Policy Priority (1) Job Creation/Employment, this NOFA specifically supports:

(1) Improving access to job opportunities through information sharing, coordination with federal, state, and local entities, and other means (Subgoal 3C);

(2) Increasing access to job training, career services, and work, supports through coordination with federal, state, and local entities (Subgoal 3C); and

(3) Expanding economic and job creation opportunities for low-income residents and creating better transportation access to those jobs and other economic opportunities by partnering with federal and nonprofit agencies, private industry, and planning and economic development organizations and by leveraging federal and private resources (Subgoal 4A).

In order to receive status consideration for this Policy Priority, applicants' Logic Models must include **activity/output** of:

- "Policy Priority- Job Creation/Employment- Partnership with Workforce Investment Board (WIB) to establish apprenticeship programs and/or job opportunities" **or**

- "Policy Priority-Job Creation/Employment- Partnerships with local unions to establish apprenticeship programs and/or job opportunities".

The corresponding **outcomes** must be **at least one of the following:**

- "Policy Priority- Job Creation/Employment-Number of job placements as a result of partnerships with the Workforce Investment Board"

- "Policy Priority- Job Creation/Employment-Number of job placements as a result of partnerships with local unions"

- "Policy Priority-Job Creation/employment-Number of new apprenticeship programs established as a result of partnership(s) with Workforce Investment Board" **and/or**

- "Policy Priority-Job Creation/employment-Number of new apprenticeship programs established as a result of partnership(s) with local unions."

NOTE: Applicants serving Tribes, WIB should be understood to mean "WIB or comparable tribal program/entity." Also, the policy priorities that reference unions may also be met by partnering with other trade associations such as Associated Builders and Contractors (ABC) www.abc.org.

b. For Policy Priority (4) Knowledge Sharing and Capacity Building, this NOFA specifically supports:

(1) Support knowledge sharing and innovation by disseminating best practices, encouraging peer learning, publishing data analysis and research, and helping to incubate and test new ideas (Subgoal 4E).

In order to receive status consideration, applicants' eLogic Models must include the following **activity/output**:

- "Policy Priority-Capacity Building and Knowledge Sharing-Meet with local PCC (minimum 4 meetings per year) and conduct gap analysis" showing a *goal of a minimum of four meetings each year*.

The corresponding **outcome** must be **one or more of the following:**

- "Policy Priority- Capacity Building and Knowledge Sharing- Number of education/training services available from partners added as a result of the gap analysis"

- "Policy Priority- Capacity Building and Knowledge Sharing- Number of employment/placement opportunities added as a result of the gap analysis"

- "Policy Priority-Capacity Building and Knowledge Sharing- Number of health/mental health services available from partners added as a result of the gap analysis"

- "Policy Priority-Capacity Building and Knowledge Sharing-Number of New Supportive Services partners providing services as a result of the gap analysis"

c. For Policy Priority (5) Using Housing as a Platform for Improving Other Outcomes, this NOFA specifically supports:

(1) Increasing access to high quality early learning programs and services through coordination with local programs (Subgoal 3A);

(2) Utilize HUD assistance to improve health outcomes (subgoal 3B);

(3) Utilize HUD assistance to increase economic security and self-sufficiency (subgoal 3C).

In order to receive status consideration, applicants' eLogic Models must reflect the following **activity/output**:

- "Policy Priority-Housing as a Platform-Partnerships established with high performing Early Childhood Education Programs".

- "Policy Priority-Housing as a Platform-Partnerships established with local community health clinics"

The corresponding **outcomes** must be:

- "Policy Priority-Housing as a Platform- Number of children enrolled in high performing early childhood education programs with an identification of young children enrolled in high performing early childhood programs; or

- "Policy Priority-Housing as a Platform-Number of Households that have a medical home"

NOTE: A Medical Home is an approach to providing comprehensive primary care that facilitates partnerships between individual patients, and their personal providers; and, when appropriate, the patient's family. The provision of medical homes can allow better access to health care, increased satisfaction with care, and improved health.

HUD may request documentation of meetings held or partnerships/MOUs established at such time as a grantee indicates on their eLogic Model report that the activity is complete.

B. Review and Selection Process

1. Selection Process for All Grant Categories and All Applicants.

2. New Applicants. All qualified new applicants will be awarded based on a lottery.

(1) Per statute, twenty-five percent (25%) of funds will be set aside for Resident Associations and all qualifying Resident Association applications will be funded first, up to 25 percent of the total funding amount. *Even if applying as nonprofits, state, national, and other incorporated nonprofit Resident Associations will be included in this set-aside. To be included in this Resident Association Category, you must indicate your status on the HUD52768.* If an applicant indicates that it is a Resident Association for the purposes of this lottery designation, the applicant must also supply a Contract Administrator Partner Agreement, even if applying as a nonprofit applicant. There will be an initial lottery for all Resident Associations.

- **Lottery 1a** will consist of all Resident Association applications that qualify for the Policy Priority Status.

- **Lottery 1b** will consist of all Resident Association applications that do not qualify for Policy Priority Status.

If there are more qualified resident organizations than 25% of the available funding, then the remaining Resident Association applications will be put together with the rest of the qualified applicants for a second general lottery. Site-Based Resident Associations that were funded in prior ROSS-SC competitions may not receive new funding under this NOFA. Nonprofit applicants with Resident Association designation, even if funded in prior ROSS-SC competitions, will be placed in the Lottery Category 1 as long as they are applying to serve PHAs that are not currently being served by prior ROSS-SC grantees. A maximum of three site-based Resident Associations serving any one PHA (new or renewal applications) will be funded through this NOFA. If more than three are deemed eligible for the lottery, the first three chosen will be funded. The remaining RA applications will NOT be put into the general lotteries. An exception will NOT be made for renewal 2009 grant applications. Therefore, if more than three RAs were granted to serve the same PHA in FY09, ONLY THREE will be renewed in the 2012 cycle.

(2) The second general lottery will consist of all remaining Resident Association applications and all qualified PHA and Nonprofit applications applying to serve PHAs/tribes/TDHEs that are *not* being served by any prior ROSS-SC funding.

- **Lottery 2a** will consist of all applications that qualify for the Policy Priority Status.

- **Lottery 2b** will consist of all applications that do not qualify for Policy Priority Status.

(3) If funds remain, a third lottery will consist of qualified non-profit and PHA applications to serve *new Projects* at PHAs that are currently being served by a prior ROSS-SC grantee. That is, if a PHA is being served by any prior ROSS-SC grantee for any of their Projects, any PHA or nonprofit applications for new funding to serve other Projects would go into the third lottery.

- **Lottery 3a** will consist of all applications that qualify for the Policy Priority Status.

- **Lottery 3b** will consist of all applications that do not qualify for Policy Priority Status.

3. Order of Funding Priorities

a. Qualified RA renewal applicants that meet policy priority status.

b. Qualified RA renewal applicants that do not meet policy priority status.

c. New RA applicant lottery 1a.

d. New RA applicant lottery 1b.

e. Qualified Renewal applications that meet policy priority status.

f. Qualified Renewal applications that do not meet policy priority status.

g. General lottery 2a.

h. General lottery 2b.

i. General lottery 3a.

j. General lottery 3b.

RA applicant lotteries (1-4) will be held until 25% of the available funds have been granted. At that time, all remaining RA applicants will be moved to funding priority 5-11, depending on their status as new or renewal and whether they have met policy priority status.

If there are remaining funds in any ROSS program after all qualifying applications have been awarded, those funds may be transferred to another ROSS program.

4. Corrections to Deficient Applications. All applicants must have a DUNS number and active Registration in the CCR. Applicants that file a paper application that does not meet the requirement will be allowed to cure the application in accordance with HUD's policy for treatment of technical deficiencies. Electronic filers will have the opportunity to cure the deficiency in accordance with HUD's timely receipt requirements and grace period policy. Applicants that do not meet the registration requirements for a DUNS number and registration in CCR and Grants.gov will not be subject to a cure period other than the timely receipt and grace period policy. The 14 day cure period does not apply to DUNS numbers and Registration requirements for electronic filers. Please be sure to read the FY2012 **General Section** to ensure that you meet the requirements to file an application with Grants.gov and registration with CCR which requires a DUNS number.

Applicants will have 14 calendar days in which to provide missing information requested by HUD. For other information on correcting deficient applications, please see the FY2012 **General Section**. Information submitted to cure a curable deficiency must be submitted by facsimile using the form HUD96011 that was included with the application under review by HUD. *For this reason, be sure to retain the Facsimile Transmittal Cover Sheet (HUD96011) associated with your final application submission in your electronic files until award announcements are made.* When notifying applicants of curable deficiencies, the applicant will be provided the Grants.gov Tracking Number to ensure that the form used to submit the cure to the curable deficiency is from the application package under review by HUD. HUD cannot match facsimiles that do not contain the form HUD96011 associated with your final application submission as the cover page. The HUD96011 must match the application under review. Please make sure facsimile transmissions are sent to the fax numbers provided in the FY2012 **General Section**.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices.

1. Award Announcements. HUD will make announcements of grant 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 via U.S. postal mail.

2. Debriefings. All applicants may request a debriefing related to their individual application. Applicants requesting to be debriefed must send a written request to Cedric Brown, Acting Director; Grants Management Center, U. S. Department of Housing and Urban Development,451 7th St., S.W., B133 Potomac Center, 3rd Floor, Washington, DC 20410.

B. Administrative and National Policy Requirements

1. Applicable Requirements. Unless specifically enumerated in this NOFA, all applicants (lead and non-lead) are subject to the requirements specified in Section III.C. of the FY 2012 **General Section**. Grantees are subject to regulations and other requirements found in:

a. 24 CFR part 84 ("Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations");

b. 24 CFR part 85 ("Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments");

c. 24 CFR part 964 ("Tenant Participation and Tenant Opportunities in Public Housing");

d. OMB Circular A-87 ("Cost Principles for State, Local, and Indian Tribal Governments") codified at 2 C.F.R. Part 225;

e. **OMB Circular A-110** ("Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations");

f. OMB Circular A-122 ("Cost Principles for Non-Profit Organizations"); and

g. OMB Circular A-133 ("Audits of States, Local Governments, and Non-Profit Organizations").

2. Economic Opportunities for Low- and Very Low-Income Persons (Section 3).

Grantees must comply with Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u and ensure that training, employment, and contracting opportunities shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing and to business concerns that provide economic opportunities to low- and very low-income persons. For this program, these requirements apply to the hiring of ROSS SCs. The Section 3 regulations at 24 CFR Part 135, subparts B and E, impose certain reporting requirements on recipients, including the submission

of an annual report, using form HUD60002 on HUD's online system at www/hud.gov/section3. See Section III.C. of the FY 2012 General Section for more information.

C. Reporting

1. Annual Performance Reports. NOTE: Effective October 1, 2009, the new Federal Financial Report, SF425, replaced the SF269 and SF269-A. Grantees must submit annual performance reports to the field office or area ONAP. These progress reports must include financial reports (SF425) and an eLogic Model® (HUD96010) showing achievements to date against outputs and outcomes proposed in the application and approved by HUD. A narrative describing milestones, progress towards goals, and problems encountered and methods used to address the problems to support the data in the eLogic Model® is optional. HUD anticipates that some of the reporting of financial status and grant performance will be through electronic or Internet-based submissions. Grantees must use quantifiable data to measure performance against goals and objectives. Performance reports are due to the field office 30 days after the anniversary of grant execution. Performance reports are due annually. If reports are not received by the deadline date, grant funds will be suspended until reports are received.

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

3. 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 60 days of issuance. Grant recipients must comply with the requirements of 24 CFR part 84 or 24 CFR part 85, as stated in OMB Circulars A-87, A-110, and A-122, as applicable.

4. Racial and Ethnic Data. HUD requires that funded recipients collect racial and ethnic beneficiary data. HUD has adopted the Office of Management and Budget's (OMB) Standards for the Collection of Racial and Ethnic Data. In view of these requirements, funded recipients should use form HUD27061, Racial and Ethnic Data Reporting Form to collect and report the data. See Sections VI.C.7 and VI.C.8.b of the FY2012 **General Section**.

5. Section 3 Reporting. The Section 3 regulations at 24 CFR Part 135, subparts B and E, impose certain reporting requirements on recipients, including the submission of an annual report, using form HUD60002 on HUD's online system at www/hud.gov/section3. See Section III.C. of the FY 2012 **General Section** for more information.

6. Transparency Act Reporting

a. Recipient Reporting to Meet the Requirements of the Federal Funding Accountability and Transparency Act of 2006, as amended.

(1) Prime Grant Awardee Reporting. Prime recipients of HUD financial assistance are required to report certain subawards in the Federal Government-wide website www.fsrs.gov or its successor system.

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 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. The prime awardee will have until the end of the month plus one additional month after a subaward or pass-through award is obligated to fulfill the reporting requirement. Prime recipients are required to report the following information for applicable subawards. This information will be displayed on a public government website pursuant to the Transparency Act.

(i) Name of entity receiving award;

(ii) Amount of award

(iii) Funding agency;

(iv) North American Industry Classification System (NAICS) code for contracts/CFDA program for financial assistance awards;

(v) Program source;

(vi) Award title descriptive of the purpose of the funding action;

(vii) Location of the entity (including Congressional district);

(viii) Place of Performance (including Congressional district);

(ix) Unique identifier of the entity and its parent; and

(x) Total compensation and names of top five executives.

For the purposes of reporting into the FFATA Subaward Reporting System (FSRS) reporting site, the unique identifier is the DUN and Bradstreet Universal Numbering System

(DUNS) number the entity has obtained from Dun and Bradstreet, and for prime awardees the DUNS number registered in the CCR as required by HUD regulation 24 CFR 5.1004.

b. Prime Grant Awardee Executive Compensation Reporting. Prime awardees must also report in the governmentwide website the total compensation and names of the top five executives in the prime awardee organization if:

(1) More than 80 percent of the annual gross revenues are from the Federal Government, and those revenues are greater than $25 million annually; and

(2) Compensation information is not readily available through reporting to the Securities Exchange Commission (SEC).

c. Subaward Executive Compensation Reporting. Prime grant awardees must also report in the governmentwide website the total compensation and names of the top five executives in the subawardees if:

(1) More than 80 percent of the annual gross revenues are from the Federal Government, and those revenues are greater than $25 million annually; and

(2) This required compensation information is not readily available through reporting to the SEC. For applicable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the CCR system, the prime recipient is not required to report this information.

d. Transparency Act Reporting Exemptions. The Transparency Act exempts any subawards less than $25,000 made to individuals and any subawards less than $25,000 made to an entity whose annual expenditures are less than $300,000. Subawards with a cumulative total of $25,000 or greater are subject to subaward reporting beginning the date the subaward total award amount reaches $25,000. The Transparency Act also prohibits reporting of any classified information. Any other exemptions to the requirements must be approved by the Office of Management and Budget.

NOTE: For the purposes of FFATA reporting requirements, "prime grant awardee" or "prime grant award" or "grant award" includes awardees of, and awards for, capital advances for the Section 202 Housing for the Elderly and Section 811 Housing for Persons with Disabilities programs.

e. 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 governmentwide 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 this **General Section** may be issued when such regulations are promulgated.

HUD anticipates that the terms and conditions to its FY2012 awards will contain requirements related to meeting FFATA and Section 872 requirements.

VII. AGENCY CONTACT(S)

A. **For Technical Assistance.** For answers to your questions, you may contact the Public and Indian Housing Resource Center at 800-955-2232. Prior to the application deadline, staff at the number given above will be available to provide general guidance, but not guidance on actually preparing the application. For programmatic questions, you may contact Dina Lehmann-Kim, ROSS Program Manager at Dina.Lehmann-Kim@hud.gov or 202-402-2430. Any FAQs or further information will be available at http://www.hud.gov/offices/adm/grants/fundsavail.cfm or on the NOFA-specific page that may be accessed from that page. Following selection, but prior to award, HUD staff will be available to assist in clarifying or confirming information that is a prerequisite to the offer of an award by HUD. For persons with hearing or speech impairments, please call the toll-free Federal Information Relay Service at 800-877-8339.

B. **Satellite Broadcast.** HUD will hold an information broadcast via satellite for potential applicants to learn more about the ROSS SC program and preparation of an application. For more information about the date and time of this broadcast, you should consult the HUD webcast website at http://www.hud.gov/webcasts/index.cfm.

VIII. OTHER INFORMATION

A. Code of Conduct. Please see the FY 2012 **General Section** for more information. Further information may also be found here: http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm.

B. Transfer of Funds. If transfer of funds from any of the ROSS programs does become necessary, HUD will consider the amount of unfunded qualified applications in deciding to which program the extra funds will be transferred.

C. Paperwork Reduction Act. The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0229. 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 currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 7 hours per respondent for the application. This includes the time for collecting, reviewing, and reporting the data for the application. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

D. Environmental Impact. In accordance with 24 CFR 58.34 (a)(3) or (a)(9), 58.35(b)(2), (b)(4) or (b)(5), 50.19(b)(3), (b)(9), (b)(12), (b)(14), or (b)(15), activities under this ROSS program are categorically excluded from the requirements of the National Environmental Policy Act of 1969 and are not subject to environmental review under related laws and authorities.

This NOFA does not direct, provide for assistance or loan and mortgage insurance for, or otherwise govern or regulate, real property acquisition, disposition, leasing, rehabilitation,

alteration, demolition, or new construction, or establish, revise or provide for standards for construction or construction materials, manufactured housing, or occupancy. Accordingly, under 24 CFR 50.19(c)(1), this NOFA is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

Date: February 7, 2012

Sandra B. Henriquez
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and Indian Housing

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