**U.S. Department of Housing and Urban Development**

Public and Indian Housing

Resident Opportunity and Self Sufficiency (ROSS) Service Coordinators Program
FR-5900-N-05

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7/7/15
Date

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6/19/15
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Resident Opportunity and Self Sufficiency (ROSS) Service Coordinators Program

FR-5900-N-05

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**U.S. Department of Housing and Urban Development**

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|---|---|
| **Program Office:** | Public and Indian Housing |
| **Funding Opportunity Title:** | Resident Opportunity and Self Sufficiency (ROSS) Service Coordinators Program |
| **Announcement Type:** | Initial |
| **Funding Opportunity Number:** | FR-5900-N-05 |
| **Primary CFDA Number:** | 14.870 |
| **Due Date for Applications:** | **August 31, 2015** |

**FOR FURTHER INFORMATION CONTACT:** Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the agency contact identified in Section VII. Please direct questions regarding the FY 2015 General Section to the Office of Strategic Planning and Management, Grants Management Division, at (202) 708-0667 (this is not a toll-free number). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Relay Service at 1-800-877-8339.

**Additional Overview Information**

1. Incorporation of the General Section. HUD publishes a General Section each fiscal year that contains mandatory requirements for all applicants to HUD's various competitive grant programs, including this NOFA. Applications must meet all of the requirements of the General Section in addition to the requirements of this NOFA to be considered and potentially receive funding. The full title of the General Section is the General Section to the Fiscal Year 2015 NOFAs for Discretionary Programs. Copies are available at Grants.gov or HUD's Funds Available page, http: //portal.hud.gov /hudportal /HUD?src= /program_offices /administration /grants /fundsavail.

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

## I. Funding Opportunity Description.

### A. Program Description.

**1. Purpose.**

The purpose of the Resident Opportunity & Self Sufficiency (ROSS) Service Coordinator (SC) program is to assist residents of public and Indian housing in making progress towards economic and housing self-sufficiency. To accomplish this goal, ROSS provides grant funding to eligible applicants to hire Service Coordinators to assess the needs of public and Indian housing residents and link them to supportive services that enable participants to increase earned income, reduce or eliminate the need for welfare assistance, and make progress toward achieving economic independence and housing self-sufficiency. In the case of elderly/disabled residents, the Service Coordinator links participants to supportive services which enable them to age/remain in-place thereby avoiding more costly forms of care.

**2. Changes from Previous NOFA.**

**a. Renewal applicants**: In FY2014, the renewal category was greatly expanded and consisted of two categories: a) applicants who were funded under the FY2011 ROSS-SC NOFA; and b) applicants previously funded in any year from 2008-2010 who had missed their opportunity to apply under what would have been their renewal year. Under this 2015 NOFA, the renewal category reverts to the prior standard of keeping grantees on a three-year funding cycle. Therefore, only grantees who were funded under the FY2012 NOFA will be considered renewal applicants.

**b. Documentation required to be submitted with application to justify salary request**. Since 2008, HUD has asked applicants to keep documentation on file demonstrating that the salary they are requesting from HUD for the ROSS-SC is comparable to local wages for similar professions. Beginning with this grant offering, HUD requires applicants to submit this documentation with their applications. Applicants must conduct wage comparability studies by contacting a minimum of three local employers who employ social workers, case managers, or other similar positions. If applicable, an applicant may use the wages it pays its own workers in these types of positions as part of its documentation. Documentation must be on the applicant's letterhead; dated between the publication date of this NOFA and the application deadline (or any amended deadline); contain the name and contact information of three local employers consulted; corresponding wage rates for positions comparable to that of the ROSS-SC; and must be signed by the applicant's authorized representative. If this information is not included as part of the grant submission, it will be requested during the deficiency period.

**c. The NOFA specifies that all Resident Association (RA) applicants must either be a locally-incorporated nonprofit organization or a federally-designated 501(c)(3) tax-exempt nonprofit organization by the application deadline of this NOFA.**

**d. New limit on RA applicants seeking to be included in the statutorily created 25% funding set-aside for qualified RA applicants to one application.** If RA applicants wish to submit additional applications on behalf of other entities, such as other RAs or PHAs, they cannot avail themselves of the 25% set-aside.

**e. Three ROSS-SCs per Public Housing Authority (PHA) or tribe/Tribally Designated Housing Entity (TDHE).** This NOFA explicitly limits the number of ROSS-SCs to any PHA or tribe/TDHE to three under this FY15 ROSS NOFA. Previously, the ROSS NOFAs were not clear regarding how many total ROSS-SC positions a PHA could receive in a given fiscal year through applications submitted by PHAs, RA applicants, and/or nonprofits wishing to serve a particular PHA or tribe/TDHE. The combined limit is 3 ROSS-SCs per fiscal year.

**f. Inserted a description of minimum qualifications a ROSS-SC should possess**. A description of qualifications was not included in past ROSS NOFAs. The qualifications described herein align with the requirements contained in prior Multifamily Service Coordinator NOFAs.

**g. Clarified the Review and Selection section by explaining in more detail how the lottery system works.**

**h. Rental Assistance Demonstration (RAD) Conversions**. The NOFA specifies that PHAs may not apply to serve units that have been approved for RAD conversion or have already converted. Also, PHAs that are submitting RAD applications for some or all of their units, but that have not received approval, will have to withdraw their request for a ROSS grant as soon as they receive a RAD Commitment to enter into a Housing Assistance Payment (CHAP).

**i. Threshold Requirements**, as per the 2015 General Section, have been modified since the 2014 ROSS competition**.** Past Performance and Capacity of Applicant are now program requirements. All other thresholds--match; demonstrated link between partners and local need; and letters of support for nonprofit applicants--remain threshold requirements.

**j. Eliminated Third Funding Category**. This category was targeted to applicants with current ROSS grants that wanted to apply for additional funding to serve properties that were not being serviced by their

existing ROSS grant. Under past funding competitions, there was not enough money to fund this category, so it is being eliminated. Entities funded under the FY2013 or FY2014 NOFA competitions should not apply under this FY2015 NOFA.

**k. Added definition of incorporated nonprofit organization.**

**3. Definitions.**

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

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

Threshold requirements are listed in Section III.C.2. of both the 2015 General Section and in this Program NOFA.

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

c. Deficiency – Deficiencies are not the same as errors. Errors are never curable except as permitted under Section IV.C.2. Deficiencies are items of missing or omitted information within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box, etc.). Depending on specific criteria, deficiencies may be either curable or non-curable.

d. Curable Deficiency – A curable deficiency is a specific type of deficiency that applicants may correct with timely action. To be curable the deficiency must:
– Not be a threshold requirement;
– Not influence how an applicant is ranked or scored versus other applicants; and
– Be remedied within the time frame specified in the notice of deficiency.

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

**f. Contract Administrator** is 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. Troubled applicants and all RA applicants are required to submit a Contract Administrator Partnership Agreement (CAPA) with their application. See "Other Requirements" under Section III.C. of this NOFA for more information about a CA.

**g. Elderly person** – any person 62 years of age or older.

**h. Incorporated Non-profit Organization** – A non-profit organization that has filed *articles of incorporation* with the state office (usually the Secretary of State or Attorney General) responsible for incorporations and has been granted such status and has maintained this status by complying with state requirements. Resident Association (RA) applicants who are in the process of incorporating as a non-profit organization and have not been approved of such status by the time of the application deadline will not be eligible for a ROSS grant. All incorporated non-profit RA applicants must submit evidence of their incorporated non-profit status. Please see definition of Resident Association below for more information.

**i. Indian Tribe** – This NOFA follows the same definition of Indian tribe as found in section 4(13) of the Native American Housing and Self Determination Act (NAHASDA). Namely, a tribe that is a federally

recognized tribe or a State recognized tribe.

(1) 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.

(2) State Recognized Tribe. In General, the term "State recognized tribe" means any tribe, band, nation, pueblo, village, or community--

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

(ii) 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 (1937 Act) for housing for Indian families and has received funding pursuant to such contract within the 5-year period ending upon such effective date.

**j. Lottery** – HUD will make awards for the ROSS-SC program using a lottery system. A lottery for the purposes of this NOFA means a random sample selection process, without replacement, through which each applicant or application has the same probability of being chosen. Once an applicant or application is selected from the pool, it will not be reintroduced to the pool when additional selections are to be made so as to deliberately avoid selecting the same applicant or application a second time.

**k. NAHASDA-Assisted Resident** – A NAHASDA-eligible person who has been assisted under NAHASDA.

**l. New/Other Applicant** – An applicant that has never received ROSS funding or a previously awarded ROSS grantee with no ROSS funds remaining. Note: funding from Public Housing Self-Sufficiency (FSS) program is not considered ROSS funding.

**m. Person with Disabilities** – A person who:

(1) Has a condition defined as a disability in section 223 of the Social Security Act; or

(2) 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.

**n. PHAS Troubled** – An applicant that carries a designation by HUD as "troubled" under the Public Housing Assessment System (PHAS) on the national PHAS Operational List of Troubled PHAs on the deadline date of the application. NOTE: In accordance with 24 CFR 902.66(a) a "high performance" or "standard performance" rating may be withheld, denied, or rescinded if fair housing/civil rights requirements are not met. 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.

**o. Project** – Specific to PHAs, this term means a 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 Asset Management Project (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.

**p. Renewal Applicant** – Only applicants that were grantees funded under the FY2012 ROSS-SC NOFA qualify as renewal applicants. If an applicant is a new PHA with a new PHA identifying number and an ACC created by the consolidation of two or more divesting PHAs, the PHA's application shall be considered a renewal under this NOFA if at least one of the divesting PHAs had a ROSS Service Coordinators Program grant under the FY2012 ROSS-SC NOFA.

To view a list of grantees and projects funded under the FY12 ROSS-SC NOFA, applicants should review the "Previously Funded Development Report." This report will be included with the ROSS-SC application materials in the "Applications Instructions" download on Grants.gov. The report will also be posted on the FY15 ROSS NOFA web page which will be accessible at: http://www.hud.gov/offices/adm/grants/fundsavail.cfm.

If the number of ROSS-SCs for which an applicant is eligible has changed since its original application, a renewal applicant is eligible to apply only for the number of ROSS-SCs for which it is currently eligible (i.e., if the number of units has decreased, the number of SCs may have decreased also and vice versa.)

A renewal applicant may make changes from its original grant as to budget, projects served, number of SCs, serving family or elderly/disabled, partners, logic model goals, etc., and will be considered a renewal if it is a grantee applying to serve the same PHA(s) or Tribe(s) for which it was originally funded. PHAs, Tribes, and Site-based RAs applying to renew a prior ROSS-SC grant may not also apply for new funding.

**q. Renewal Funding Category** – The category of funding reserved for renewal applicants. Applicants in the renewal funding category have priority over applicants in the new funding category.

**r. Resident Association (RA)** – Includes any of the following types of resident organizations:

City-Wide Resident Councils, Intermediary Resident Organizations, Jurisdiction-Wide Resident Organizations, Regional Resident Organizations (RRO), Resident Councils (RC), Statewide Resident Organizations (SRO), Site-Based Resident Associations, and National Resident Organizations (NRO). The NOFA will use "Resident Association" or "RA" to refer to all eligible types of resident organizations.

In order to be eligible for ROSS funding, all RA applicants must have either IRS 501(c)(3) tax-exempt status (see "h" above) or be a locally-incorporated non-profit organization (see "v" below). Applicants must provide documentation with their application attesting to their non-profit or tax-exempt status.

All RA applicants must submit form HUD-52753 "Certification of Election of Resident Council Board" and must indicate their RA type on the HUD-52768 "ROSS-SC Application Form." These forms will be included as part of the Instructions Download on grants.gov.

Per the 1937 Act, twenty-five percent of ROSS funds will be set aside for qualified RA applicants. RAs that wish to be placed in this funding set-aside may only submit one application. If an RA wishes to submit more than one application (up to three applications under the new and/or renewal funding categories), it cannot request to be placed in this funding set-aside.

See 24 CFR 964.115 for more information about the requirements that apply to RAs.

**s. Resident Management Corporation** (RMC) – Must consist of residents residing in public housing; propose to enter, or have entered into a contract to conduct one or more management activities of a PHA; and meet the characteristics outlined in 24 CFR 964.120 including being a non-profit organization that is

validly incorporated under the laws of the State in which it is located.

**t. Service Coordinator Qualifications** – Minimum qualifications for a ROSS-SC include the following:

(1) A Bachelor of Social Work or degree in Gerontology, Psychology or Counseling is preferable; although any other completed college degree is fully acceptable. You may also consider individuals who do not have a college degree, but who have relevant work experience;

(2) Knowledge of procedures and eligibility for federal and applicable state entitlement programs; legal liability issues relating to providing Service Coordination;

(3) For applicants proposing to serve elderly residents, the ROSS-SC should possess knowledge of the aging process, elder services, disability services, drug and alcohol use and abuse by the elderly, and mental health issues;

(4) Two to three years' experience in social service delivery for low-income youth, adults, senior citizens and/or people with disabilities;

(5) Demonstrated working knowledge of supportive services and other resources for youth, adults, senior citizens and/or non-elderly people with disabilities available in the local area;

(6) Demonstrated ability to advocate, organize, problem-solve, and provide results for low-income families, the elderly and/or people with disabilities; and

(7) Demonstrated ability to provide communications in a manner that is effective for persons with disabilities and persons with limited English proficiency (LEP).

**u. Site-Based Resident Association** (or Local Resident Association) – A 501(c)(3) tax-exempt non-profit organization or a locally-incorporated non-profit organization of resident councils or resident management corporations representing a specific public housing project. A site-based RA may only apply for one SC position. A maximum of three site-based RAs serving the same PHA may be funded through this NOFA.

**v. Tax-Exempt Nonprofit Organization** – An organization that has been granted tax-exempt status by the IRS pursuant to I.R.S. 501(c)(3) before the deadline for submission of this application and is therefore exempt from federal taxation. 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, but may be eligible as an incorporated nonprofit if they are a Resident Association and submit documentation attesting to having this status as of the application deadline. All tax-exempt nonprofit applicants must submit their IRS determination letter to prove their tax-exempt status and must be in compliance with IRS requirements necessary to maintain this status.

**w. 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.

**x. 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 project groups, or resident management corporations (RMCs).

**y. Youth**:

(1) At-risk youth. The term typically implies youth having a future with less optimal outcomes. For example, the youth may be homeless or transient; involved in drugs or alcohol; abused sexually, physically or emotionally; mentally ill; neglected at home or live in stressful family environments; lacking social or emotional supports; or involved with delinquent peers.

(2) Transition age youth: Youth aged 16-24.

**B. Authority.**

ROSS is authorized under Section 34 of the United States Housing Act of 1937 (42 U.S.C.1437z-6). ROSS is governed by 24 CFR Part 964. Funding for this program is authorized by the Department of Housing and Urban Development Appropriations Act, 2015 (Public Law 113-235, approved December 16, 2014).

## II. Award Information.

### A. Available Funds.

HUD is making available through this NOFA **$34,000,000** for Resident Opportunity and Self Sufficiency (ROSS) Service Coordinators Program.

Additional funds may become available for award under this NOFA as a result of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds will be subject to statutory constraints. All awards are subject to the applicable funding restrictions described in the General Section and to those contained in this NOFA.

In fiscal year 2015, HUD received a total of $45 million in congressional appropriations for the ROSS-SC program. Congress authorized a portion of these funds to be used for the services component of the Jobs-Plus program. HUD intends to set aside $9 million from the FY15 ROSS appropriations to fund activities related to supportive services under the Jobs-Plus program. HUD will also be setting aside $2 million for a competitive educational initiative which will fund education navigator positions to serve public housing children. This will leave $34 million for the ROSS program. Should funds remain after the Jobs-Plus competition, the educational initiative, or additional carryover or recaptured funds from prior ROSS appropriations become available, they will be used to make additional awards under the FY15 ROSS-SC competition.

### B. Number of Awards.

HUD expects to make approximately 110 awards from the funds available under this NOFA.

The chart below shows total funding available in the past three funding cycles and how much was awarded based on the funding category. For Fiscal Year 2015, HUD estimates that approximately $3 million will be available to fund applications under the New/Other category. HUD does not anticipate being able to fund all applications in this category.

| Fiscal Year | Funds Available (Approximate) | Resident Associations | Renewal | New/Other |
|---|---|---|---|---|
| 2014 | $36,000,000 | $5,121,847 | $25,371,805 | $5,254,032 |
| 2013 | $29,000,000 | $3,399,653 | $18,456,070 | $6,574,627 |
| 2012 | $35,000,000 | $5,158,350 | $17,387,351 | $12,138,923 |

### C. Minimum/Maximum Award Information.

Minimum award amounts will vary. Applicants should only request funding that is commensurate with local wages for professions comparable to that of a ROSS-Service Coordinator. Applicants are reminded that they must submit documentation showing the results of completed salary comparability studies they have conducted to support their salary request for the ROSS-SC they wish to hire.

Estimated Total Funding: $34,000,000
Minimum Award Amount: $0 Per Project Period
Maximum Award Amount: $738,000 Per Project Period

### D. Period of Performance.

Estimated Project Start Date: 11/02/2015

Estimated Project End Date: 11/01/2018

36-month project with three 12-month budget periods

**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. Please note that grantees who receive extensions may receive unfavorable evaluations as part of reviews of future applications. Extension requests will be examined closely and are highly discouraged.

### E. Type of Funding Instrument.

Funding Instrument Type: Grant

Subawards and subrecipients as defined in 2 CFR 200.92 are not permitted under ROSS grants. Subcontracting within the procurement standards of 2 CFR 200 is permitted.

### F. Supplementation.

Not applicable.

## III. Eligibility Information.

### A. Eligible Applicants.

Eligible applicants under the NOFA include:

Public and State controlled institutions of higher education
Public housing authorities/Indian housing authorities
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
Private institutions of higher education
Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

In addition to the entities indicated above, the following types of organizations are eligible applicants:

1. Native American tribal governments (Federally recognized), states tribes are eligible too.
2. Tribally Designated Housing Entities (TDHEs);
3. Newly consolidated PHAs;
4. Public and Indian Housing Resident Associations with 501(c)(3) tax exempt status;
5. Public and Indian Housing Resident Associations with non-profit status that is validly incorporated under the laws of the State in which it is located; and
6. 501(c)(3) Tax-Exempt Nonprofit Organizations that apply with the support of a PHA, tribe/TDHE or RA.
7. Joint Applicants. More than one PHA/tribe/TDHE or RA may combine their eligible units and share the number of ROSS-SCs for which they are eligible together.

- **Ineligible applicants**: Individuals and for-profit organizations are ineligible for funding under this NOFA.
- **EDSC Provision.** PHA applicants that are currently eligible to receive annual renewal funding under the Elderly/Disabled Service Coordinator program funded from the public housing Operating

Fund 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 Fund*. To confirm if your PHA is affected by this EDSC provision, please see the list of PHAs that are eligible to receive EDSC funding by going to: http://portal.hud.gov/hudportal/documents/huddoc?id=cy2015EDSCProgram.pdf. **When completing your ROSS-SC application, please pay special attention to the EDSC section on the HUD form 52768 – "ROSS Service Coordinators Funding Request."**

- **RAD Provision**. Units that have been approved for RAD conversion or units that have already converted are not eligible to be served under the ROSS-SC NOFA. PHAs that are submitting RAD applications for some or all of their units, but that have not received approval during the ROSS application period, must withdraw their request for a ROSS grant as soon as they receive a RAD Commitment to enter into a Housing Assistance Payment (CHAP).

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

All applicants must have an active Data Universal Numbering System (DUNS) number (http://fedgov.dnb.com/webform) and have an active registration in the System for Award Management (SAM) (www.sam.gov) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks; therefore applicants should start this process or check their status early.

See also Section IV.B below for necessary content and form of the application.

**B. Cost Sharing or Matching.**

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

Generally, federal sources are not allowed to be used as cost share or match unless otherwise permitted by a program's authorizing statute.

The required match is 25 percent of total requested ROSS funds. Match is a threshold requirement and documentation of match is required by the submission deadline. 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. Contributions may include self-sufficiency and supportive services/programs provided to participants in the ROSS-SC program. Please see the section below on threshold requirements for more information on what is necessary to satisfy the match threshold.

**C. Other.**

All applicants must also refer to Section III of the General Section for information on HUD-wide eligibility requirements. These requirements may determine whether your application is reviewed or make your application ineligible for funding.

Program specific eligibility criteria for this competition includes:

**a. Maximum Number of Applications** (please see Appendix for additional information):

1. PHAs may submit only one application, under the new or renewal category.
2. Tribes/TDHEs may submit only one application, under the new or renewal category.
3. Site-based RAs may submit only one application, under the new or renewal category.
4. Non site-based RAs (i.e., city-wide, intermediary, jurisdiction-wide, state-wide, and

national) **applying under the 25% RA set aside:** These applicants may submit one application under the new or renewal category. NOTE: All RA applicants must submit a CAPA.

5. Non site-based RAs (i.e., city-wide, intermediary, jurisdiction-wide, state-wide, and national) ***not*** **applying under the 25% RA set aside:** These applicants may submit up to three applications under the new and/or renewal category. NOTE: All RA applicants must submit a CAPA.

6. Tax-exempt applicants with 501(c)(3) status: These applicants may submit up to three applications under the new and/or renewal category. Applications submitted in the renewal category must be submitted on behalf of the same organization the applicant was funded to serve in 2012.

**b. Maximum Number of SCs per applicant**:

1. Site-based RA applicants may only apply for one SC each.

2. The number of positions that a newly consolidated PHA may apply for shall be based on the total sum of occupied units at each divesting PHA as of September 30, 2014. The resultant new PHA must be registered as a new entity at SAM.gov.

3. Per the chart below, PHAs, tribes/TDHEs, or 501(c)(3) nonprofits applying on their behalf must base their request for SCs on the number of occupied ACC/NAHASDA-assisted units in the PHA's/tribe/TDHE's portfolio as of September 30, 2014:

| Number of PHA/tribe/TDHE Units | Max # of SCs | Max Grant* |
|---|---|---|
| 50-1,000 | 1 | $246,000 |
| 1,001-2,500 | 2 | $492,000 |
| 2,501 or more | 3 | $738,000 |

*Applicants may only request funding that is commensurate with local wages for professions comparable to that of a ROSS-Service Coordinator. Applicants must submit documentation showing the results of completed salary comparability studies they have conducted within the past year to support their salary request for the ROSS-SC position(s).

**c. Multiple Applications from 501(c)(3) Non-profit Applicants.** If a non-profit applicant submits more than one application, each must be complete in and of itself and each will be evaluated independently. Match commitments must be separate, individualized, and non-duplicated and the match letters for each application must be kept on file.

**d. 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 eligible application proposing to serve the same Project(s) is received, they will both be reviewed and, if both are deemed eligible to enter a lottery, only the first chosen in the lottery will be funded.

**e. No more than three ROSS-SC positions per PHA or tribe/TDHE**. In order to ensure that the greatest number of PHAs and tribes/TDHEs are served with ROSS funding, HUD is limiting the number of ROSS-SCs to three per PHA or tribe/TDHE. More than one eligible applicant per PHA or tribe/TDHE is eligible to apply and be funded provided that the combined total of ROSS-SC positions does not exceed three. Applicants should coordinate their application efforts in order to ensure that their

applications do not exceed this cap.

**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 (or other applicant type) listed first on the SF424 and HUD52768 will be considered the lead applicant. 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, tribe/TDHE, or RA to be served for 501(c)(3) non-profit applicants;

2. If applying as a tax-exempt 501(c)(3) non-profit, 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.2. of the FY 2015 **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.

**NOTE 1: Applicants that are part of a joint application may not also submit separate applications as sole applicants under this NOFA.**

**NOTE 2: Joint applicants may combine their eligible units in order to be eligible for the ROSS-SC program. If a 501(c)(3) non-profit organizations submits one application to serve more than one PHA (or tribe/RA), a letter of support from each organization to be served is required as part of the application.** ***Also, a Certification of Consistency with the Consolidated Plan is required for each PHA (or tribe) to be served.***

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

**1. Service Coordinator Functions.** The role of each ROSS-SC shall be designed to meet the needs of the local community they will serve; however, below is a listing of recommended functions for a ROSS-SC:

(a) 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.

(b) Market the program to residents, including residents that are single parent heads-of-household and at-risk youth and/or transition age youth.

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

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

(e) Coordinate and sponsor educational events, which may include topics relating to health care, job search seminars, life skills training, and digital literacy.

(f) 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.

(g) 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.

(h) Monitor and track the ongoing provision of services including supportive services from community agencies. Keep the case management and provider agencies up-to-date regarding the

progress of individual participants. Monitor the provision of supportive services where appropriate.

(i) Track and report to HUD using the Logic Model form on the progress of residents enrolled in the program.

(j) Evaluate the overall success of the program.

**h. Salary and Fringe Benefits of One or More SCs.** Under this award the maximum amount HUD will contribute to a ROSS-SC's salary and fringe benefits will not exceed $70,000 per year. Fringe benefits may include all costs associated with employment that are normally covered by your agency (e.g. insurance, taxes, retirement contributions, etc.) and in accordance with 2 CFR 200.431. Salary comparables for your local area must be used to determine the maximum amount for which your organization is eligible to apply and must be submitted with your ROSS-SC application. Grantees must pay their ROSS-SC staff the full amount of the salary they have requested from HUD. Applicants should take into consideration both the salary and the fringe benefits for each ROSS-SC when determining how much to request in grant funds. Please see **Section IV.B**. of this NOFA for guidance regarding the information salary comparability submissions must contain.

**i. Part-Time Service Coordinators.** A part-time SC may be retained where appropriate; however, the 50-unit minimum to be served by the SC remains the same. In addition, one or more PHAs may share a full-time position if that is deemed most appropriate for an applicant's program. More than one person may job-share a SC position so that, for example, two part-time staff people may be hired to fulfill the duties of one full-time ROSS-SC. A full-time ROSS-SC staff person may not also serve the functions of an FSS coordinator.

**j. Training and Travel Related to Professional and/or Program Development.** All training and associated travel for the ROSS-SC staff person must be approved by the HUD Field Office or Area ONAP prior to incurring expenses.

**k. Administrative Costs.** Administrative costs may be used for activities including but not limited to the list contained in **Section IV.F**. of this NOFA. The funds HUD awards to ROSS-SC grantees to cover administrative costs may only be used to support the ROSS program. **These funds may not be used by grantees' Central Office Cost Centers to cover other PHA costs.**

**l. Examples of Services to Be Coordinated.** Supportive services to which residents might be connected will vary depending on residents' needs and available 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.) ROSS-SCs may connect residents to organizations providing the following types of services, and the provision of these and other similar services would qualify as match. Please note that match is a threshold requirement. For more information about the match threshold, please go to Section III.C. 2.a. "Match":

**1. Life-Skills Training.** Life-Skills Training includes:

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

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

(c) Literacy training and GED preparation; Basic Education/English as a Second Language (ESOL).

(d) Mentoring.

**2. Job Training, Job Search, and Placement Assistance which includes:**

(a) Skills assessment of participating residents.

(b) 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.

(c) Digital Literacy/Computer Skills Training.

(d) 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.

(e) Resume writing.

(f) Interviewing techniques.

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

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

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

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

**4. Provision of Professional Clothing or Uniforms** related to new employment.

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

(a) Set career goals.

(b) 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.

(c) 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.

(d) 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.

**6. 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:

(a) Information on Individual Savings Accounts (ISAs).

(b) 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 must 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.

(c) Information on the Earned Income Tax Credit Program, Food Stamps, Child Tax Credit Program, the Affordable Care Act, 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.

(d) Voluntary Income Tax Assistance (VITA) Grant Program. The VITA program is an IRS initiative designed to promote and support free tax preparation service for the underserved, in both urban and non-urban locations. Service is targeted to low-to-moderate income individuals, persons with disabilities, the elderly, and limited English speaking. For more information about this program,

please go to: http://www.irs.gov/Individuals/IRS-VITA-Grant-Program .ROSS Service Coordinators may:

- Connect residents to local organizations serving as IRS-approved VITA sites;
- Work with partners to bring VITA services on-site (to find VITA sites near you, please go to: http://www.irs.gov/Individuals/Find-a-Location-for-Free-Tax-Prep);
- If appropriate, establish a VITA program.

**7. After School or Summer Programs.** After-school and/or summer programs for school-age children, including children with disabilities and children that have limited English proficiency, that include tutoring, remedial training, and using computers.

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

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

**10. Early Childhood Education.** Early childhood education programs (to include children with disabilities and children that have limited English proficiency).

**11. Parenting.** Parenting Courses.

**12. Nutrition**. Nutrition Courses.

**13. Health Care Coordination.** Coordination of health care information and services including provision of information about benefits available under the Affordable Care Act, referrals to mental health providers and alcohol and other drug abuse treatment programs, and referrals to HIV/AIDS education, testing and treatment programs, where appropriate.

**14. Resident Business Development**.

**15. Good Neighbor Programs.**

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

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

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

(c) Personal emergency response resources.

**17. Disability Services Counseling.**

**18. Wellness Programs for Families and Seniors.**

**19. Resident Organization Empowerment and Capacity-building** resources and training.

**20. Community Safety**.

**21. Civic Engagement** resources and training.

**22. Linkages to Other Social Service Agencies.** ROSS-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, and Girl Scouts.

**1. Statutory and Regulatory Requirements.**

a. ROSS is authorized under Section 34 of the United States Housing Act of 1937 (42 U.S.C.1437z-6).

b. The regulations governing the ROSS-SC program are found at 24 CFR Part 964.

**2. Threshold Requirements.**
Only applications that meet all threshold requirements established in the General Section and Program NOFA will be evaluated. In addition to the threshold criteria outlined in the General Section, including the Resolution of Outstanding Civil Rights Matters (prior to application deadline), the following threshold requirements must be met:

There are two program thresholds for all applicants: *match* and d*emonstrated link between partners and local need*. 501(c)(3) non-profit applicants that are not themselves an RA must satisfy an additional threshold requirement by submitting support letters from the organization(s) on whose behalf they are applying.

All thresholds will be evaluated on a pass/fail basis. Applicants must respond to each threshold requirement clearly and thoroughly by following the instructions below. If your application fails a threshold requirement, per Section **V.B.3**. of the FY15 **General Section**, HUD will not be able to ask for clarifying information or additional documentation that would allow your application to pass a threshold. It is the applicant's responsibility to ensure that all critical information is contained in its application. If your application fails one threshold requirement (regardless of the type of threshold) it will be considered a failed application and will not receive further consideration for funding.

**a. Match**.

1. All applicants are required to have in place a firmly committed match contribution equivalent to 25 percent of the total grant amount requested in order to be considered for funding. The match may be provided as a cash or in-kind donation. Applicants must show their match on the HUD52769 "ROSS Needs and Service Partners" form and must maintain all letters from partners attesting to match contributions (please see **Section IV.B** for additional information on required forms). Applicants contributing their own resources to the match, in whole or in part, must also write a letter attesting to the match contribution they are making and keep it on file. **NOTE**: At time of grant award, HUD may ask to review match letters.

The purpose of the match, whether cash or in-kind, is to ensure that your ROSS program is comprised of services that meet at least 50% of the needs identified in the HUD52769. The HUD52769 must identify at least 10 categories of needs. Of the needs identified, at least 50% must be met by match contributions which may be cash or in-kind donations. The value of these contributions must equal at least 25% of the grant amount you are requesting.

For example, if an applicant has identified the minimum of 10 needs, five (or 50%) of these needs must have an in-kind or cash match contribution. The value of this match contribution must be equivalent to 25% of the grant amount requested. If the grantee is requesting $100,000 from HUD, the match must equal $25,000.

Match may be for the value of services provided by partner organizations as well as for the eligible activities under this grant (e.g. salary, fringe, admin and training). The value of space provided for activities related to carrying out the ROSS-SC program as well as administrative assistance, including salaries and supplies, may also be counted towards the value of match.

2. The match certification on the HUD52769 must be signed by the applicant's Executive Director, Resident Association Board President, Tribal Chairman or other person authorized to make the stated commitment and/or attest to the match contribution from other partners. Please note that all forms with signatures and letters must be scanned and attached to your application, attached to an email, or submitted

by fax, using the facsimile cover sheet provided with this application on Grants.gov.

3. 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.

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

5. 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, on organization letterhead, and signed by a person authorized to make the commitment. The match letters must be kept on file for verification and audit purposes. The letters of commitment/MOUs/tribal resolutions must:

- Indicate the duration and total dollar value of the commitment;
- Include a calculation to show how the value of the commitment was derived (see example provided below pertaining to calculating volunteer time);
- Be dated between the publication date of this NOFA and the application deadline for this NOFA; and
- Indicate how the commitment will relate to the proposed program. If the commitment is in-kind, the letters should explain exactly what services or material will be provided. The commitment must be available at time of award.
- *Applicants proposing to use their own, non-ROSS grant funds to meet the match requirement, in whole or in part, must also have a letter of commitment indicating the type of match (cash or in-kind), the source of the match, the value of the match, and how the match will be used.*

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.

6. The value of volunteer time and services shall be computed by using the normal professional rate for the local area or the national minimum wage rate ($7.25) multiplied by the number of staff to be provided to the grant, multiplied by the total number of hours, multiplied by the number of years the commitment will be provided. (**Example**: ($7.25 per hour) x (2 volunteers) x (50 total hours per year) x (3 years) = $2,175.00)

7. The value of any donated material, equipment, building space, or lease, shall be provided in a letter from the organization making the donation stating the value of the contribution **and** the duration of the commitment. (**Example**: community center space monthly rent valued at: $1000 per month x 12 months x 3 years = $36,000)

8. **Completing HUD52769**. The source of funds for each match commitment must be shown on the HUD52769. *If the applicant itself is proposing to meet a need, the applicant must indicate the funding source on the HUD52769 for each need the applicant will provide in order to demonstrate that it is NOT a current or previous ROSS grant. By signing the HUD52769 applicants are certifying that their commitments will be available for the full three-year grant term.* Please see sample excerpted from the HUD52769 below:

| **NEEDS** | **NEED?**<br>**(check all that apply – see NOFA for requirements)** | **SERVICE PROVIDER/PARTNER(s)**<br>**(list all)** | **Value of Match*** |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Life Skills Training | X | XYZ PHA Applicant | $2,000 (Operating Fund) |
| After-school program | X | Boys & Girls Club | $10,000 |
| ISAs/IDAs | X | ABC Bank | $7,000 |

**b. Demonstrated Link between Partners and Local Need.** This threshold requirement applies to all applicants. In order to address this threshold, applicants must use the HUD52769 "ROSS Needs and Service Partners" Form to identify local needs. Applicants *must identify a minimum of ten (10) need categories*. If fewer than 10 are identified, this threshold will not be considered to have been met. *In order to be considered for funding, applicants must show using the HUD52769 that they have partners in the community (or the applicant themselves) that can meet at least half (or 50%) of the service categories identified as needed*. For example, if the minimum of 10 needs are indicated, the applicant should have partners in place at the time of application that can meet 5 of the needs. This must be indicated on the HUD52769. The applicant itself may be listed as meeting one or more need(s) as long as the source of funding for the service comes from non-ROSS funding. *If the applicant is proposing to meet a need, the applicant must indicate the funding source on the HUD52769 for each service the applicant will provide in order to demonstrate that it is NOT a current or previous ROSS grant. (See example under Match threshold). By signing the HUD52769 applicants are certifying that their commitments will be available for the full three-year grant term.* It will be the responsibility 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

**c. Letters of Support for 501(c)(3) Non-profit Applicants**.

This threshold requirement applies only to 501(c)(3) non-profit applicants that are not themselves RAs. All non-profit applicants must include a letter of support from either the Public Housing Authority, tribe/TDHE(s), or the particular RA(s) they intend to serve. All letters of support from PHAs/tribes/TDHEs/RAs must:

- Be signed by an authorized representative of the supporting organization.
- Be dated between the publication date of this NOFA and the application deadline published in this NOFA, or any amended deadline. 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).
- List the names (and/or Project number(s), where applicable) of the Projects to be served.
- Describe to what extent the PHA/tribe/TDHE/RA is familiar with the 501(c)(3) non-profit applicant and indicate their support of the 501(c)(3) non-profit application.
- Include contact information and the name and title of the person authorized to sign for the organization.

**NOTE**: 501(c)(3) non-profit applicants that are not themselves RAs but are applying on behalf of a Resident Association must also submit form HUD52753 (Certification of Resident Council Board of Election) for each RA from which the non-profit is receiving support. Submitting this form is not applicable where non-profits submit letters of support from the PHA/tribe/TDHE.

**3. Compliance with Nondiscrimination and Related Requirements.**

**a. Compliance with Fair Housing and Civil Rights Laws**. All applicants must comply with the requirements in Section III.C.3.a. of the FY2015 **General Section**.

**b. Affirmatively Furthering Fair Housing (AFFH)**. Applicants should note that this requirement, which is listed in Section III.C.3.b of the FY2015 **General Section**, has been modified under this NOFA. Section III.C.3.b of the **General Section** generally requires applicants to submit a statement (unless otherwise stated in the program NOFA) describing how they are going to carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with Section 808(e)(5) of the Fair Housing Act, which requires the Department to affirmatively further the purposes of the Fair Housing Act in its housing and urban development programs. Applicants under this NOFA do not have to include a statement on AFFH in their application; instead, successful applicants are required to 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.

(4) Seek out fair housing training and technical assistance which will assist the coordinator and the PHA to 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.

**4. Other Requirements.**

This program has eligibility criteria for beneficiaries.

**a. Past Performance Related to Capacity**. This eligibility requirement is divided into two sections: the first is for renewal applicants, the second is for new applicants. The section for new applicants is itself divided into two sections, one for "Capacity of Applicant/Contract Administrator and Proposed Staff" and the other for "Program Administration and Fiscal Management." Please read the past performance sections below carefully for specific guidance on how to address this eligibility factor.

**(1) Renewal Applicants. In order to be eligible for funding, renewal applicants will have to meet the eligibility requirements per the criteria contained in this section.** So that HUD may evaluate the past performance of renewal applicants, HUD's field offices/area ONAPs will review materials submitted with the application, such as the Logic Model, annual reporting materials submitted with the applicant's prior ROSS grant, as well as the criteria outlined in sub-paragraphs (a)-(d) below. Renewal applicants do not have to submit narratives for past performance *unless they are PHAS troubled as of the due date of this application or have been notified by their local HUD field office/area ONAP of performance deficiencies (these applicants must respond to sub-paragraph (e) below).* **NOTE**: Applicants who fail two or more of the sub-factors below will fail

*sub-paragraph (e) below).* **NOTE**: Applicants who fail two or more of the sub-factors below will fail the past performance eligibility requirement and will not be eligible for funding:

(a) Number of units served to ensure that the required 50-unit minimum was served each year under the prior grant;

(b) Achievement of at least 50% of the goals contained in the 2012 Logic Model;

(c) Timeliness of drawdowns. Drawdowns that occur on a regular monthly or every two months basis to pay for the salary of the ROSS-SC (or ongoing administrative or training costs) are considered timely drawdowns. Field offices will evaluate applicants who have not drawn down in a timely manner on a case-by-case basis to determine whether there was good cause to explain untimely drawdowns;

(d) Timeliness of reporting. Annual reporting (yearly Logic Model and SF-425 financial statements) is due 30 days after the anniversary date of grant award; closeout reports (cumulative Logic Model and SF-425 financial statements) are due 90 days after grant closeout. Field offices will evaluate applicants who have not submitted 2 or more reports in a timely manner on a case-by-case basis to determine whether there was good cause to explain late submissions.

(e) Troubled Status. Renewal applicants who are designated PHAS troubled by the application deadline date of this NOFA or who have been informed by their field office of performance deficiencies must submit:

(i) A Contract Administrator Partnership Agreement (CAPA, see HUD sample form HUD52755); and

(ii) A narrative statement of no more than ten pages addressing their Contract Administrator's (CA) recent (within the past five years), relevant (pertaining to having provided or coordinated supportive services), and successful experience in assisting troubled PHAs meet the criteria outlined in paragraphs (a)-(d) above.

**NOTE**: Applicants required to submit a CAPA and narrative who fail to submit them at the time of application *will fail* this eligibility requirement and will not receive further consideration for funding.

**(2) New Applicants**. **In order to be eligible for funding, new applicants will have to meet the eligibility requirements per the criteria contained in this section.** All applicants applying for new funding must submit a narrative statement of no longer than 10 pages addressing the past performance factors outlined in sub-paragraphs (a) and (b) below. HUD's Field Offices/Area ONAPs will evaluate information and data provided by applicants. If a new applicant has had previous Public & Indian Housing or other HUD awards, the review will also take into account their past performance on these awards and whether the applicant adhered to grant and reporting requirements. The Past Performance Review will be conducted on a Pass/Fail Basis.

The following applicants are required to submit a Contract Administrator Partnership Agreement (CAPA, see HUD sample form HUD57255):

- PHAs designated as PHAS troubled as of the application deadline date of this NOFA; and
- All Resident Association applicants.

Applicants required to submit a CAPA should be sure to use the narrative to respond to the evaluation factors below by addressing both their own and the Contract Administrator's experience, as relevant. Any applicant that is unsure about whether they are required to submit a CAPA should contact their local HUD field office/area ONAP to determine whether they are required to submit a CAPA.

**NOTE**: Applicants who fail to submit a CAPA and narrative at the time of application *will fail* this eligibility requirement and will not receive further consideration for funding.

**(a) Capacity of Applicant/Contract Administrator and Proposed Staff**.

HUD will evaluate the past performance of a new applicant's (and/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 experience of the applicant, proposed Service Coordinator(s) and/or partners in planning and managing Service Coordinator (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 education and/or experience (pertaining to having provided or coordinated supportive services; please see *"Service Coordinator Qualifications" under Definition of Terms* for more information about the type of education and experience a ROSS-SC should have);

(3) Successful experience in conducting and completing activities similar in scope to the ROSS-SC program (i.e., recruiting a significant number of residents, maintaining a substantial caseload, and producing specific results).

**NOTE**: applicants who fail two of the above evaluation criteria will fail the past performance eligibility requirement.

**(b) Program Administration and Fiscal Management**

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

(1) A list of grants for self-sufficiency work 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, e.g., monthly or every two months; 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) A description of the project management structure; frequency of reporting; and program accountability including the use of a Contract Administrator (if applicable); how partners will report to the ROSS-SC(s); and how the ROSS-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.

**NOTE**: applicants who fail two or more of the above evaluation criteria will fail the past performance eligibility requirement.

**b. Eligible Residents**. All residents assisted by ROSS-SCs must be residents of conventional public housing or NAHASDA-assisted housing.

**c. Eligible Projects**. Only conventional public and Indian housing projects and NAHASDA-assisted 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 ROSS-SC*

*grants awarded under the FY2013 or FY2014 competitions.*

**d. 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 2 CFR part 200.

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 2 CFR part 200 and in the Public Housing Annual Contributions Contract (for PHAs serving as Contract Administrators). HUD Field Offices or Area ONAPs will have final approval of Contract Administrators.

**e. 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, reducing or eliminating dependency on any type of subsidized housing or welfare assistance, or in the case of elderly/disabled residents assisting them to continue to live independently. Additionally, achieving outcomes and accurate evaluation will assist HUD in meeting its commitment to federal requirements for accountability.

(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, an Excel spreadsheet, for this purpose.

(3) To fulfill this program requirement, applicants must provide a numerical "projection" for each service or activity applicants propose to undertake. The services or activities of their proposed program will lead to the ultimate achievement of outcomes. "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–they are the ultimate results of the program. Applicants must also provide numerical projections for each outcome. Examples of outcomes are: 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).

(4) The ROSS Logic Model has been changed from past years. There are now a series of mandatory services and outcomes that all applicants are required to select. In the event that one or more of the mandatory elements is not relevant to your specific program, please enter "0" (i.e. if you are proposing to serve elderly/disabled population only, the metrics related to education may not be relevant). By having a uniform number of mandatory elements, HUD will be able to compare results using common measures for all grantees. Specific guidance and a glossary of terms will be included with the Logic Model form.

(5) Applicants will have the option to select from other optional activities and outcomes that will be provided in a drop-down menu.

(6) Applicants must fill out the Logic Model in its entirety, which includes Columns 2-7, and Sections A-E in column 7. Applicants must submit the form as an Excel spreadsheet, not in PDF form. Please note that the eLogic Models are only reviewed for completeness during the competition process. Successful applicants will be given the opportunity to revise their Logic 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 during the grant agreement process.

(7) This NOFA supports the following two HUD policy priorities: (1) Promote Health and Housing Stability of Vulnerable Populations and (2) Promote Economic Development and Economic Resilience. Policy Priority 1 is composed of 3 criteria; Policy Priority 2 is composed of 1 criterion. These criteria are outlined below under Section V.A.2 "Policy Priorities." Using the Logic Model, applicants must show they will address 2 of the 4 Policy Priority criteria in order to qualify for Policy Priority Status. The Logic Model will be used during the application process to evaluate whether applicants' programs will address HUD's policy priorities. Applicants that propose to address HUD's policy priorities will be given higher status within the lottery category for which they qualify.

**f. Do Not Pay Website Review**. As part of the Improper Payments Elimination and Recovery Improvement Act (IPERIA) of 2012, in making funding determinations HUD will look up applicant information on the Federal website http://www.donotpay.treas.gov/. The Do Not Pay Portal is intended to prevent improper payments and can be used by HUD to ensure that applicants that receive funding do not owe funds to the federal government; are not on the Excluded Parties List System (EPLS); the List of Excluded Individuals/Entities List (LEIE); the Social Security Administration (SSA) Death Master File (DMF); or other federal databases that would provide adverse information regarding the applicant. Please see **Section III.C.4**. **Other Requirements** of the FY2015 **General Section** for more information about this and other requirements grantees must meet.

## IV. Application and Submission Information

### A. Obtaining an Application Package.

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

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. Applicants that cannot submit their applications electronically and must seek a waiver of the electronic grant submission requirements must submit a waiver request so that the request is received at least 15 days before the application deadline. If HUD waives the requirement, your paper application must be received by HUD before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you should contact:

Dina Lehmann-Kim
HUD
Office of Public Housing Investments
451 7th Street, SW
Room 4130
Washington, DC 20410
Phone: (202) 402-2430
Email: Dina.Lehmann-Kim@hud.gov

**B. Content and Form of Application Submission.**

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

**1. Content**

Forms for your package include the forms outlined below:

| Forms / Assurances / Certifications | Submission Requirement | Notes / Description |
|---|---|---|
| HUD52768 -ROSS-SC Application. | Required. | This serves as the ROSS-SC budget form. This form and the SF424 are the only required budget forms for this application. **NOTE:** On page 2 of the HUD52768, 2nd column, "Project(s) 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. 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. *Resident Association and 501(c)(3) non-profit applicants should consult their PHAs regarding project names and numbers.*<br><br>*Questions 11 and 12 on this form are not applicable this year.*<br><br>***NOTE**: If this form is missing from your application, it cannot be requested as part of a deficiency. Similarly, if key information is missing from the form, it may not be requested as part of the deficiency process.* |

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| HUD2880 - Applicant Recipient Disclosure Report | Required. | The answer to Part I Thresholds Determination Question is "YES". The answer to Part I Threshold Question 2 is "YES" if you are applying for more than $200,000 in the first year of THIS APPLICATION.<br><br>However, if the applicant identified in box 8a of the SF-424 is applying for other awards making the total 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 II and III) 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. |
| 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 HUD2991 must be signed by the city/county/parish entity that manages the Consolidated Plan used to access Community Development Block Grant Funds; OR,<br><br>Instead of the HUD2991, an applicant may include a copy of the signed PHA Certification of Compliance for their current Annual PHA Plan. |
| HUD52769 - ROSS Needs and Service Partners Form | Required. | This form must be signed by the Executive Director, Resident Association Board President, or Tribal Chairman or other person authorized to make stated commitment attesting to at least the 25% match requirement. This form does not sign electronically. It must be signed and either emailed or scanned and attached as a PDF or faxed.<br><br>***NOTE**: If this form is missing from your application, it cannot be requested as part of a deficiency. Similarly, if key information is missing from the form, it may not be requested as part of the deficiency process.* |

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| HUD96010 - Logic Model | Required. | Applicants must use this form to show **proposed** performance measures and outcomes.<br><br>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 Tabs labeled "Instructions," "Drop Down Guidance," and "How to Count" in the eLogic Model® in order to complete the eLogic Model® correctly. *Applicants must fill out the eLogic Model® in its entirety.* Following the instructions in the Instructions Tab in the eLogic Model®, "Annual" columns are left blank in columns 4 and 6 at the time of application. They are used when reporting. The following should also be left blank at the time of application: Reporting period, the Reporting Start Date, and the Reporting End Date. They are used when reporting. Applicants should also fill out Sections A-E in column 7. Logic models must be completed for Years 1, 2, and 3. The TOTAL tab will populate automatically. 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.<br><br>**NOTE 1**: Please remember that the Logic Model will be reviewed to determine eligibility for Policy Priority Status.<br><br>***NOTE 2****: If this form is missing from your application, it cannot be requested as part of a deficiency. Similarly, if key information is missing from the form, it may not be requested as part of the deficiency process.* |

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| HUD96011 - Facsimile Transmittal form | Optional. | This form MUST be used as the cover sheet for any faxes of signed forms or other attachments that are sent in via fax. In FY15, HUD will also accept attachments sent via email to: ApplicationSupport@hud.gov; (See the FY2015 General Section for more information on submitting supporting materials via fax or email.) |
| SF424 - Supplement-Faith Based EEO Survey | Optional. | For nonprofit applicants only. This form is also known as the Survey on Ensuring Equal Opportunity for Applicants, or SF424 SUPP. |
| SFLLL - Disclosure of Lobbying Activities | Required only if your organization engages in lobbying activities. This requirement is not applicable to federally recognized tribes and their TDHEs. | This form is only applicable if your agency has used or intends to use non-federal funds for lobbying activities. If it is not applicable, do not include it in your submission. In the application download on grants.gov, do not put a check mark in the box, if you check the box the form becomes part of your submission and must be completed. If it is not applicable, do not include it in your submission; leave it on the left-hand side of the electronic application on grants.gov. HUD may contact an applicant who submits this form to clarify items on this form, and will be treated as a curable deficiency. |
| Conducting Business in Accordance with Ethical Standards/Code of Conduct | Required. | Applicants are required to develop and maintain a written Code of Conduct in accordance with 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," sections 200.112 and 200.318.<br><br>If an applicant's Code of Conduct is listed on the Department's website at: Code of Conduct and if the information is still accurate, a Code of Conduct is not required to be submitted. Please refer to Section III.C.4 in the FY2015 **General Section** for the information a Code of Conduct is required to contain.<br><br>If information contained in an |

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| | | applicant's Code of Conduct does not address all the requirements, is incomplete or inconsistent, HUD may request the missing information through the deficiency process. |
| SF424 - Application for Federal Assistance. | Required. | • In completing the SF424, renewal applicants should select the "Continuation" box on question 2, "Type of Application." New applicants should select "new."<br>• 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.<br>• In block 8.d of the form, you must include a 9 digit number for your organization's zip code (zip plus 4).<br>• Questions 10, 11, 12 and 13 are pre-populated. Do not add anything or change anything.<br>• Question 14 - You should identify the city or State affected by the program. You do not need to attach anything additional.<br>• Question 15 - you can create your own title - for example, "Anytown PHA - ROSS-SC."<br>• 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.<br>• 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 |

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| | | agreement.<br>• Question 18 is Estimated Funding - 18a is the amount you are requesting from HUD, 18b is the match. 18g is the total and will populate automatically.<br>• Question 19 - answer c. Program is not covered by E.O. 12372.<br>**NOTE**: Do not add attachments to the SF 424. Use the Attachments form in the electronic application to submit attachments. |
| HUD2993 - Acknowledgement of Application Receipt | Required as noted. | This is required for paper application submissions only. You must have an approved waiver to submit a paper application. |
| HUD52753 - Certification of Resident Council Board of Election | Required as noted. | For RA applicants and 501(c)(3) non-profit applicants supported by an RA only.<br>One certification is required from each RA applying or submitting a letter of support to a 501(c)(3) non-profit applicant. If RA applicants are submitting a joint application, one is needed for each RA applying. |
| HUD52752 - Certification of Consistency with Indian Housing Plan | Required for tribes/TDHE applicants. | The name of the program is "ROSS-Service Coordinators." |
| See HUD52755 - Contract Administrator Partnership Agreement | Required as noted. | This is a noncurable threshold requirement for all Resident Associations and PHAS-troubled PHAs. *If this form is missing from your application, it cannot be requested as part of a deficiency. Similarly, if key information is missing from the form, it may not be requested as part of the deficiency process.*<br>This form is NOT required for 501(c)(3) non-profit applicants that are not themselves RAs. The Contract Administrator Partnership Agreement must cover the full three-year period of the grant. |

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

**(1) Narrative on Capacity/Past Performance,** for troubled renewal applicants and all new applicants. A missing narrative is a *non-curable* deficiency.

**(2) Letter(s) of Support from the PHA, tribe/TDHE, or RA** that non-RA 501(c)(3) applicants are applying to serve. Missing support letters are a *non-curable* deficiency.

**(3) Documentation of salary comparability. Applicants must base their ROSS-SC salary request (including fringe) on salaries** for similar professions in their local area. *At a minimum*, documentation should be on the applicant's letterhead; be dated between the publication date of this NOFA and the application deadline (or any amended deadline); list the name and contact information (telephone and/or email address) of three local employers; wage rates (including benefits) for positions comparable to that of the ROSS-SC; and must be signed by the applicant's authorized representative. If applicable, an applicant may use the wages it pays its own workers in similar positions as part of the information it provides. If this information is missing from an application, it will be requested as part of the deficiency process.

**(4) IRS Nonprofit Determination Letter Granting Tax-exempt Status** (RA applicants with 501(c)(3) status, and non-RA 501(c)(3) non-profit applicants). If this letter is missing from an application, it will be requested as part of the deficiency process.

**(5) State letter granting incorporated non-profit status** (for RA applicants that do not have 501(c)(3) status). If this letter is missing from an application, it will be requested as part of the deficiency process.

**NOTE**: Applicants should make sure to submit all requested information according to the instructions found in this NOFA and the FY2015 General Section. This will help ensure a fair and accurate review of your application.

**2. Format and Form**
Narratives and other attachments to your application must follow the following format guidelines:

Narrative statements must be no more than ten pages, double-spaced, with one inch margins and 12-point Times New Roman font.

NOTE: ONLY the Grants.gov electronic forms (located in the application download) are electronically signed. All narratives and forms requiring a signature that are not grants.gov electronic forms must be *signed* and submitted in one of the following ways:

a. Attached and emailed to: ApplicationSupport@hud.gov;

b. Faxed using the HUD96011 as the Facsimile Cover Page and sent using the Fax number in the FY15 **General Section**; or

c. Scanned and attached to your application.

## C. DUNS Number and SAM Registration.

Please refer directly to Section IV.C of the General Section, available at Grants.gov or HUD's Funds Available page, http:// portal.hud.gov /hudportal /HUD?src= /program_offices /administration /grants /fundsavail.

## D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **August 31, 2015**.
Applications must be received no later than the deadline. Please refer to the General Section for more information about timely receipt of applications.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form or you are applying for the Continuum of Care program. The Continuum of Care application is submitted through HUD's e-snaps system. Instructions for submitting your application to Grants.gov are contained within the Application Package you downloaded from Grants.gov. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

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

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

1. **Resubmitting an Application.**

Before the submission deadline, applicants who choose to amend an application that has been validated by Grants.gov have several options:

(1) an applicant may email the new or revised supporting materials to ApplicationSupport@hud.gov; or

(2) an applicant may fax the additional supporting documents using the form HUD-96011.

(3) an applicant may resubmit an entire, revised application via Grants.gov containing the new or changed material;

Whichever option is used, all materials must be received by the applicable deadline.

When submitting additional supporting documentation via email, the applicant must enter "Supporting Documentation" plus the Grants.gov application tracking number in the subject line of the email. (e.g., Subject: Supporting Documentation - GRANT12345678). If this information is not included, HUD will not be able to match the response to the application under review and the application may therefore be rejected due to the deficiency.

When submitting additional supporting documentation by fax, the applicant must enter the document name in the box labeled "Name of Document Submitting" in form HUD96011. When submitting a fax, applicants must follow the fax requirements found elsewhere in this notice. If the fax transmittal form from the last application submitted is not the cover page to the applicant's response HUD will not be able to match the response to the application under review and the application may therefore be rejected due to the deficiency.

When resubmitting an application that was previously validated by Grants.gov, all documents faxed in support of the original submission must be either attached to the Grants.gov resubmission or faxed again using the form HUD-96011. If faxing, you must fax the materials, including materials faxed by a third party, after the resubmitted application has been validated by Grants.gov. All faxed materials must be received by the applicable deadline.

**2. Grace Period for Grant.gov Submissions.**

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

**3. Late Applications.**

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

## E. Intergovernmental Review.

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

## F. 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 $70,000 in combined annual salary and fringe benefits, meeting the requirements of 2 CFR 200.431, for each eligible full-time SC position. Awards may be for up to three coordinators depending on size and type of applicant. Each coordinator position may not exceed $70,000 including fringe benefits. **Applicants may not request $70,000 if comparable professions in their area do not support this salary level**. Applicants may propose a part-time coordinator at a lesser salary. However, the minimum number of units (50) must still be served. More than one person may job-share each position. Once an award is made, a grantee may not pay their Service Coordinator(s) less than what they were funded for. Salaries of the Service Coordinator may not be used to supplement salaries of other PHA staff.

**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 pre-approved by the local HUD Field Office or Area ONAP. 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. Purchase of hardware and software to support ROSS participants' educational, financial, professional, and informational needs and goals. Such purchases may not be made for individual participants, but rather to be used in the Service Coordinator's office, or a PHA/tribe's community room or Neighborhood Networks/computer center;

g. Program outreach, printing and postage;

h. Utilities, including Internet connectivity costs;

i. 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.

**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, training, and associated travel activities.

b. Funds under this NOFA may not be used to pay the salary of a FSS coordinator for the Housing Choice Voucher (HCV) FSS, Public Housing (PH) FSS, or the newly combined FSS program. The funding for FSS program coordinators will be 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, the grantee will be required to repay those funds, and the remaining grant funds may be recaptured.

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

e. Administrative funds may only be used to support the ROSS-SC program. A grantee's Central Office Cost Center may not use ROSS administrative funds to cover other PHA costs.

f. PHAs **may not** pay their ROSS-SC less than the salary and fringe they applied for and were funded to pay under the ROSS-SC grant.

**1. Lead Based Paint Requirements.**

Not Applicable

## V. Application Review Information

### A. Review Criteria.

**1. Rating Factors.**

Applicants are not rated or ranked using a scoring system, but rather are evaluated on the basis of whether they have met the NOFA's thresholds, program eligibility and other requirements. Eligible applicants are placed in one of three funding categories: the 25% set-aside for RA applicants; a second for renewal applicants; and the third for new applicants. Selection of awards is based on a lottery held within each funding category. Within each lottery, applicants who commit to meeting HUD's Policy Priorities as described below will be granted "Policy Priority Status" and will be selected before applicants who do not commit to meeting HUD's Policy Priorities.

HUD's Policy Priorities that apply to the ROSS-SC program are: (*1) Promote Health and Housing Stability of Vulnerable Populations and (2) Promote Economic Development and Economic Resilience.* In order to receive policy priority status, applicants must demonstrate using the eLogic Model that they will implement activities that meet one or both of the HUD policy priorities supported by the ROSS-SC program. *The applicant's eLogic Model must include at least two activities and two outcomes associated with one or both of the Policy Priorities*. The relevant activities and outcomes for each of the two Policy

Priorities are contained in the eLogic Model's drop-down menu. Instructions for meeting the policy priorities using the eLogic Model are located below. For more information about the policy priorities, please see **Appendix A** of the FY2015 **General Section**.

| | **Maximum Points: 0** |
|---|---|

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

**Promote Health and Housing Stability of Vulnerable Populations**

For this priority, the ROSS-SC NOFA specifically supports the following three criteria:

**a: Health Care Assessment and Assistance**

Activities:

- Policy Priority 1 - Health Care Assessment - Health insurance assessment conducted
- Policy Priority 1 - Health Care Assistance - Referral for health care services

Outcomes**:**

- Policy Priority 1 - Health Care Assessments – Residents Obtain Insurance
- Policy Priority 1 - Health Care Assistance - Health care services obtained

b**: Targeting High-Need Clients**

Activities:

- Policy Priority 1 - Targeting High-Need Clients - Most vulnerable residents identified
- Policy Priority 1 - Targeting High-Need Clients - Baseline needs identified for most vulnerable residents

Outcome:

- Policy Priority 1 - Targeting High-Need Clients - Most vulnerable residents linked to services addressing their baseline health needs

c**: Partnerships with Health Care Organizations**

Activity:

- Policy Priority 1-Partnership with Health Care Organization-Outreach to Health Care Providers

Outcomes:

- Policy Priority 1-Partnerships with Health Care Organizations-Partnershipestablished with health care providers
- Policy Priority 1-Partnership with Health Care Organizations-Medical home established for residents

**NOTE**: HUD may request documentation to verify that outcomes reported have been achieved.

**Promote Economic Development and Economic Resilience (Counseling and Service Coordination NOFAs or as specified in Individual Program NOFA)**

For this policy priority, this NOFA specifically supports one criterion: **Job-readiness for Low-income Residents.** To receive credit for meeting this criterion, applicants must demonstrate that their programs are designed to increase beneficiaries' job-readiness and link participants with employers. Renewal applicants will also be evaluated on whether their past programs had positive program outcomes (i.e. participants obtained or improved their employment status).

**Job-readiness for Low-income Residents**

Activities:

- Policy Priority 2-Promote Economic Development-Job training classes-Enrolled
- Policy Priority 2-Promote Economic Development-Participants referred to employers

Outcomes:

- Policy Priority 2-Promote Economic Development-Job training classes-Completed
- Policy Priority 2-Promote Economic Development-Earned income increases
- Policy Priority 2-Promote Economic Development-Participants obtain part-time employment
- Policy Priority 2-Promote Economic Development-Participants obtain full-time employment
- Policy Priority 2-Promote Economic Development-Participants' job skills increase

**NOTE**: HUD may request documentation to verify that outcomes reported have been achieved.

**Priority points are not available for this program.**

As stated above in Section V.A.1 of this NOFA, priority **points** are not available because applicants are not rated or ranked using a scoring system. However, whether or not an applicant commits to meet the various Policy Priorities listed above **will directly impact whether an eligible applicant is given funding priority (i.e. placed in a higher lottery) in their funding category.**

**3. Bonus Points.**

Bonus points are not available for this program.

## B. Reviews and Selection Process.

**1. Reviews:** Applications are reviewed by the local HUD field office or Area ONAP office and the Grants Management Center (GMC) to determine if they are technically adequate based on the NOFA requirements. Field offices or Area ONAPs will provide GMC the information needed by the GMC to make its determination, such as past performance of applicants.

**2. Funding Priorities.** Funding for the ROSS-SC is prioritized as follows:

a. RA Applicants. By statute, 25% of all ROSS funds must be awarded to qualified RAs to fund 1 SC per RA. RA applicants with 501(c)(3) status are reminded that if they choose to be selected as part of this 25% set-aside, they may only submit one application for 1 SC and must submit a CAPA. RA applicants for renewal and new grants are included in this set-aside. If there are more qualified resident organizations than can be funded through the 25% set-aside, a lottery will be conducted. If a lottery is held for the 25% RA set-aside, RA applications not selected will be placed in the appropriate renewal or new/other lottery. Please note that a maximum of three site-based Resident Association applications serving any

one PHA (new or renewal applications) will be funded through this NOFA. If more than three RA applications are received from the same PHA that are deemed eligible for a lottery, the first three chosen will be funded.

b. Renewal Applicants. After the RA 25% set-aside category is funded, qualified applicants with FY12 ROSS grants will be funded using a lottery system (see chart below).

c. New/Other Applicants. Once all qualified RA applicants and renewal applicants are funded, applicants that have either no prior ROSS grants, or no open ROSS grants will be funded on a lottery basis. Please see section below "Administration of Lotteries.

**3. Administration of Lotteries**:

The term lottery refers to a simple random sample selection process, without replacement, through which each applicant or application has the same probability of being chosen. Once an applicant or application is selected from the pool, it will not be reintroduced to the pool when additional selections are to be made so as to deliberately avoid selecting the same applicant or application a second time.

A lottery for the 25% RA set-aside will only occur if there are more qualified RA applications than can be funded with the amount available in the set-aside. Otherwise, all qualified RA applicants will be funded. If a lottery is run for the 25% RA set-aside, RA applications that are not selected will be placed in the appropriate lottery funding category.

| | |
|---|---|
| | **Resident Associations (RA)** (up to 25% set-aside) |
| | **If 25% set-aside exceeded, RA lottery will be conducted** |
| | **If funding remains, continue to Lottery #1** |
| **Lottery #1** | **Renewal** Applicants addressing at least 1 policy priority |
| | **If funding remains, continue to lottery #2** |
| **Lottery #2** | **Renewal** Applicants NOT addressing a policy priority |
| | **If funding remains, continue to lottery #3** |
| **Lottery #3** | **New/Other** Applicants addressing at least 1 policy priority |
| | **If funding remains, continue to lottery #4** |
| **Lottery #4** | **New/Other** Applicants NOT addressing policy priority |

**4. Corrections to Deficient Applications**

Please be sure to read the FY2015 **General Section** to ensure that you meet the requirements to successfully file an application with Grants.gov and register with SAM which requires a DUNS number. For more information about conditions that allow a grace period, please see Section IV.D.2 of the FY2015 **General Section**.

If HUD finds a curable deficiency in an application, HUD will notify the applicant in writing describing the clarification or technical deficiency. Clarifications or corrections of technical deficiencies in accordance with the information provided by HUD in the email notification of a technical deficiency must be received by HUD within 10 calendar days of the date of the HUD email notification. HUD will use, as the start of the cure period, the date stamp on the email that HUD sends to the applicant. (If the deficiency cure deadline date falls on a Saturday, Sunday, or federal holiday, then the applicant's correction must be received by HUD on the next day that is not a Saturday, Sunday, or federal holiday.) For more

information on the procedures to correct a deficient application, including how to email or fax information required to resolve the deficiency, please see **Section V.B.3.** "Corrections to Deficient Applications" in the FY2015 **General Section**.

HUD will treat paper applications with the wrong DUNS number as a technical deficiency and the applicant will be able to provide a corrected SF-424 to the location indicated in the waiver approval within the cure period specified in the waiver approval and in accordance with the notification of the need to cure the application. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in the System for Award Management (SAM) will render the application ineligible for funding.

Electronic filers that do not meet the registration requirements for a DUNS number and registration with SAM.gov (www.SAM.gov) will not be provided a cure period other than the timely receipt and grace period policy. The 10 day cure period for the ROSS-SC NOFA does not apply to DUNS numbers and registration requirements for electronic filers.

### C. Anticipated Announcement and Award Dates.

HUD expects to make awards by the end of September 2015.

## VI. Award Administration Information.

### A. Award Notices.

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

**1. Award Announcements**. HUD will make announcements of grants awards after the review process is completed. HUD will first issue a press release which applicants may access by going to HUD's homepage at: www.hud.gov. Subsequently, 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, Director, Grants Management Center, U.S. Department of Housing and Urban Development, 451 7th Street, S.W., B-133 Potomac Center, 3rd Floor, Washington, DC 20410.

### B. Administrative, National and Departmental Policy Requirements.

Certain Administrative, National and Departmental Policy Requirements apply to all HUD programs, including this NOFA. For a complete list of these requirements, see Section VI.B. of the General Section.

**1. 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 that persons with limited English proficiency (LEP) have meaningful access to programs and activities.

**2. Physical Accessibility**. Successful applicants must ensure training facilities and services are physically

accessible to persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, and as applicable the Americans with Disabilities Act. Where physical accessibility is not achievable, recipients and sub-recipients must give priority to alternative methods of product delivery that offer such activities to qualified individuals with disabilities in the most integrated setting appropriate in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. § 794) and its implementing regulations at 24 CFR Part 8 and Titles II and III of the Americans with Disabilities Act and their implementing regulations at 28 CFR Parts 35 and 36, as applicable.

**3. Accessible Technology**. 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 comparably to the manner in which it is made available to persons without disabilities. See the discussion of Accessible Technology Requirements in Section III.C.3.e. of the
FY2015 General Section.

**4. 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. 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 HUD60002 on HUD's online system at www.hud.gov/section3 . See Section III.C.3.c. of the FY2015 **General Section** for more information. See also reporting requirements for the Section 3 program in Section VI.C. below of this NOFA. For tribes/TDHEs, the procedures and requirements of Part 135 apply to the maximum extent consistent with, but not in derogation of, preferences for the benefit of Indians under §7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450e(b)).

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

**6. General Section Requirements**. All applicants, lead and non-lead, should refer to "Other Requirements and Procedures Applicable to All Programs" and "Administrative and National Policy Requirements" of the FY2015 General Section for requirements pertaining specifically to procurement and for information regarding other requirements to which they may be subject.

**C. Reporting.**

Please refer to Section VI of the General Section for a description of the general reporting requirements applicable to all HUD NOFAs.

**1. Annual Performance Reports**. Grantees are expected to consistently meet their goals and submit their reports annually and on time. Further, because the ROSS-SC grant funds salaries primarily, HUD expects grantees to spend funds on a regular basis (monthly, or every two months) and avoid maintaining heavy grant balances. **NOTE**: HUD will review grantees' performance both in achieving their promised goals and the status of grant balances on a regular basis **and** when evaluating applications for future funding.

Annual progress reports must include financial reports (SF425) and the eLogic Model® (HUD96010) approved at grant award by the HUD field office/Area ONAP showing achievements to date against

projections for services and outcomes. Grantees must follow the instructions contained in the ROSS-SC eLogic Model® for completing the form. Instructions include guidance for counting participants and for completing the mandatory and optional metrics.

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.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. Grant Closeout:**

**a. 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.

**b. Final Audit**. Grantees that expend $750,000 or more in federal funds in a given program or fiscal year are required to obtain a complete final close-out audit of the grant's financial statements by a Certified Public Accountant (CPA), in accordance with generally accepted government audit standards. A written report of the audit must be forwarded to HUD within 30 days of issuance. Grant recipients must comply with the requirements of OMB Final Guidance "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," codified at 2 CFR Part 200.

**3. 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 **Section VI.C.2** of the FY2015 **General Section**.

**4. Section 3 Reporting**. The Section 3 regulations at 24 CFR Part 135, subpart E, impose certain reporting requirements on recipients, including the submission of an annual report, using form HUD60002. Additional information can be found at portal.hud.gov/hudportal/documents/huddoc?id=2015nofa-gensec.pdf.

**5. Transparency Act Reporting - Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended**. Prime Grant Awardee Reporting. Prime recipients of HUD's financial assistance are required to report certain subawards in the Federal Funding Accountability and Transparency Act Subaward System (FSRS) website located at www.fsrs.gov or its successor system for all prime awards listed on the FSRS website. Prime financial assistance awardees receiving funds directly from HUD are required to report subawards and executive compensation information both for the prime award and subaward recipients, including awards made as pass-through awards or awards to vendors. For reportable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the SAM system, the prime recipient is not required to report this information. The reporting of award and subaward information is in accordance with the requirements of the Transparency Act, as amended by section 6202 of Public Law 110-252, and by section 3 of Public Law 113-101.

Questions regarding specific program requirements should be directed to the point of contact listed in Section VII below.

## VII. Agency Contact(s).

HUD staff will be available to provide clarification on the content of this NOFA. Please note that HUD staff cannot assist applicants in preparing their applications. Questions regarding specific program requirements should be directed to the point of contact listed below.

A. **For programmatic questions**, you may contact Dina Lehmann-Kim, ROSS Program Manager at Dina .Lehmann-Kim@hud.gov or at 202-402-2430. Any FAQs or further information will be available on the Funds Available page or on the NOFA-specific Web page which may be access from the Funds Available 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. **Webcast**. HUD will hold an informational webcast for applicants to learn more about the ROSS-SC program and preparation of an application. For more information about the date and time of this webcast, you should consult the HUD Webcast Website or by checking for updates on the ROSS NOFA page available by going to the Funds Available page.

Questions concerning the **General Section** should be directed to the Office of Strategic Planning and Management, Grants Management and Oversight Division at 202-708-0667 (this is not a toll-free number). Persons with hearing or speech impairments may access these numbers via TTY by calling the toll-free Federal Relay Service at 800-877-8339.

Questions concerning the General Section should be directed to the Office of Strategic Planning and Management, Grants Management and Oversight Division at 202-708-0667 (this is not a toll-free number).

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

## VIII. Other Information.

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

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR Part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at HUD's Funds Available web page at http://portal.hud.gov/hudportal /HUD?src=/program_offices /administration /grants /fundsavail.

## Appendix.

Eligibility Chart:

| Applicant type | Number of SCs | Number of Applications | Notes |
|---|---|---|---|
| PHAs | Up to 3, depending on the number of occupied ACC units in their inventory as of 9/30/14. | 1, either under the new or renewal category | |
| Tribes/TDHEs | Up to 3, depending on the number of occupied NAHASDA-assisted units in their inventory as of 9/30/14. | 1, either under the new or renewal category | |
| Site-Based RAs | 1 | 1 | • These applicants may submit under either the "new" or "renewal" category.<br>• A maximum of three site-based Resident Associations serving the same PHA may be funded through this NOFA.<br>• All Site-Based RA applicants must submit a CAPA. |
| Non site-based RAs (i.e., city-wide, intermediary, jurisdiction-wide, state-wide, and national) **applying under the 25% RA set aside** | 1 | 1 | • These applicants may submit one application under either the "new" or "renewal" category<br>• All RA applicants must submit a CAPA. |
| Non site-based RAs (i.e., city-wide, intermediary, jurisdiction-wide, state-wide, and national) ***not*** **applying under the 25% RA set aside** | Up to 3 per application for a maximum of 9. | Up to 3 total. Applications may be submitted under both renewal and new categories for a total of 3 applications. | • These applicants will be permitted to submit up to 3 applications if they are not availing themselves of the 25% RA set-aside.<br>• These applicants may request more than one SC for PHAs, tribes/TDHEs depending on the unit count.<br>• Site-based RA applicants may only apply for one SC<br>• Applications submitted under the renewal category, *must* be submitted on behalf of the same organization the applicant was funded to serve in FY12.<br>• All RA applicants must submit |

| | | | |
|---|---|---|---|
| | | | a CAPA. |
| Tax-exempt applicants with 501(c)(3) status | Up to 3 per application for a maximum of 9. | Up to 3 total. Applications may be submitted under both renewal and new categories for a total of 3 applications. | • Applications submitted under the renewal category, *must* be submitted on behalf of the same organization the applicant was funded to serve in FY12.<br>• Non-profit 501(c)(3) applicants may apply with the support of a PHA or Tribe/THDE, or with the support of one or more RAs.<br>• Non-profit 501(c)(3) applicants applying with the support of a *site-based 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 (50) to be served) for a total of not more than three SCs per PHA.<br>• Non-profit 501(c)(3) applicants may apply to serve as many as 3 PHAs or tribes/TDHEs (up to 9 SCs), but must submit a separate application for each PHA or tribe/TDHE to be served unless they are proposing to split one SC's time between PHAs or tribes/TDHEs. In this case, one application may be submitted, but a letter of support from each PHA or tribek/TDHE (or RA at each PHA, tribe/TDHE) is required. |