

## DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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### PUBLIC HOUSING FAMILY SELF-SUFFICIENCY

Billing Code 4210-32-C

**Public and Indian Housing Family Self-Sufficiency Program Under the Resident Opportunities and Self-Sufficiency (ROSS) Program**

**Overview Information**

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

*B. Funding Opportunity Title:* This NOFA is for the Public and Indian Housing Family Self-Sufficiency program under the Resident Opportunities and Self-Sufficiency (ROSS) program.

*C. Announcement Type:* Initial announcement.

*D. Funding Opportunity Number:* The **Federal Register** number for this NOFA

is: FR-4950-N-23. The OMB approval number is: 2577-0229.

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

*F. Dates:* The application submission date is June 20, 2005. Please see the General Section for application

submission and timely receipt requirements.

*G. Optional, Additional Overview*

*Content Information: 1. Purpose of Program:* The purpose of the Family Self-Sufficiency (FSS) program for Public Housing is to link participating families to the supportive services they need to achieve self-sufficiency and no longer need public assistance.

*2. Funding Available:* The Department expects to award a total of approximately \$22,950,000 (\$15,000,000 of appropriations and \$7,950,000 of

carryover) under the FSS program in Fiscal Year 2005.

*3. Award Amounts:* Award amounts will be based on locality pay rates for professions similar to that of an FSS program coordinator. Individual award amounts will not exceed \$65,000 to pay for the annual salary and fringe benefits of the program coordinator.

*4. Eligible Applicants:* Eligible applicants are PHAs and tribes/TDHEs that administer public housing programs. Renewal applicants and new applicants to the program must have an

approved FSS Action Plan on file with their local HUD field office prior to this NOFA's application deadline. Please see the Threshold Requirements section for more information.

Nonprofit organizations and resident associations are not eligible for funding under this program.

*5. Cost Sharing/Match Requirement:* There is no match requirement under this funding program.

*6. Grant term:* The grant term for FSS is one year from the execution date of the grant agreement.

Grant program	Total funding	Eligible applicants	Maximum grant amount
Public Housing Family Self-Sufficiency ....	\$22,950,000	PHAs, tribes/TDHEs only .....	\$65,000 maximum salary amount

**Full Text of Announcement**

**I. Funding Opportunity Description**

*A. Definition of Terms*

*1. Action Plan* describes the policies and procedures of the PHA or tribe/TDHE for operation of a local FSS program, and contains the following information (for a full description of the minimum amount of information the Action Plan must contain, please see 24 CFR 984.201):

*a. Family demographics.* A description of the number, size, characteristics, and other demographics (including racial and ethnic data), and the supportive services needs of the families expected to participate in the FSS program;

*b. Estimate of participating families.* A description of the number of eligible FSS families who can reasonably be expected to receive supportive services under the FSS program, based on available and anticipated federal, tribal, state, local, and private resources;

*c. Eligible families from other self-sufficiency programs.* The number of families participating in other federal, state, or local self-sufficiency programs (provide program name and sponsoring organization) that are expected to participate in the FSS program.

*d. FSS Family selection procedures.* A statement indicating the procedures to be utilized by select families participating in the FSS program.

*e. Incentives to encourage participation.* Description of the FSS account and other incentives the PHA will offer participating families.

*f. Outreach efforts.* The Action Plan must describe the efforts the PHA or tribe/TDHE will make to recruit FSS participants.

*g. FSS activities and supportive services* consist of a description of the activities and supportive services that

will be provided by public and private sources.

*h. Additional requirements.* Additional requirements are contained in 24 CFR Part 984.

*2. Contract Administrator* means an overall grant administrator and/or a financial management agent used by a troubled PHA to oversee the implementation of the grant and/or the financial aspects of the grant.

*3. Indian Tribe* ("tribe") means any tribe, band, nation, or other organized group or a community of Indians, including any Alaska native village, regional, or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, and 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 Act of 1975, or any state-recognized tribe eligible for assistance under section 4 (12)(C) of NAHASDA.

*4. NAHASDA-assisted resident* means a tribal member living in housing assisted by the Native American Housing Assistance and Self-Determination Act (NAHASDA) of 1996.

*5. Past Performance* is a threshold requirement. HUD's field offices will evaluate data provided by applicants and their past performance to determine whether an applicant has the capacity to manage the FSS grant program. The area Office of Native American Programs (ONAP) will review past performance for tribal/TDHE submissions. PHAs or tribes/TDHEs that have managed a HUD-funded FSS program for more than five years must be able to demonstrate that families who have participated in the FSS program for five years are actually achieving self-sufficiency and/or have significantly increased their earned income. Please see the section on

Threshold Requirements for more information.

*6. Person with disabilities* means a person who:

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

(2) Has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act; or

(3) Is determined to have a physical, mental, or emotional impairment which:

(i) Is expected to be of long-continued and indefinite duration;

(ii) Substantially impedes his or her ability to live independently; and

(iii) Is of such a nature that such ability could be improved by more suitable housing conditions.

The term "person with disabilities" does not exclude persons who have 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 provided above for persons with disabilities is the proper definition for determining program qualifications. However, the definition of a person with disabilities contained in section 504 of the Rehabilitation Act of 1973 and its implementing regulations must be used for purposes of reasonable accommodations.

*7. Program Coordinator* under the Family Self-Sufficiency (FSS) program is someone responsible for linking FSS program participants to supportive services. Program Coordinators will work with the Program Coordinating Committee and local service providers to ensure that the necessary services and linkages to community resources are

being made; ensuring that the services included in participants' contracts of participation are provided on a regular, ongoing and satisfactory basis; making sure that participants are fulfilling their responsibilities under the contracts and that FSS escrow accounts are established and properly maintained for eligible families. FSS coordinators may also perform job development functions for the FSS program.

8. *Project* is the same as "low-income housing project" as defined in section 3(b)(1) of the United States Housing Act of 1937 (42 U.S.C. 1437 a (b)(1)) (1937 Act).

9. *Secretary* means the Secretary of Housing and Urban Development.

10. *Tribally Designated Housing Entity (TDHE)* is an entity authorized or established by one or more Indian tribe to act on behalf of each such tribe authorizing or establishing the housing entity.

#### B. Program Description

1. The FSS program provides funding for PHAs to pay for the salary and fringe benefits of a program coordinator who will link families to the supportive services they need to achieve self-sufficiency.

2. A PHA administering the FSS program must use a Program Coordinating Committee (PCC) to secure the necessary resources to implement the FSS program. A PCC is made up of representatives of businesses, local government, job training and employment agencies, local welfare agencies, educational institutions, childcare providers, and nonprofit service providers, including faith-based and other community organizations. See 24 CFR 984.202 for more information.

3. HUD is looking for applications that either build on existing FSS programs or propose to implement a new Public Housing FSS program. Applicants who propose to link to other ROSS-funded self-sufficiency programs will receive five additional points (see Rating Factor 3 at Section V.A.1.c. (1)(a)(i)).

#### C. Regulations Governing the FSS Program

The FSS program is governed by 24 CFR Part 984.

### II. Award Information

A. *Total Funding*: The Department expects to award a total of approximately \$22,950,000 (\$15,000,000 of appropriations and \$7,950,000 of carryover) under the PH Family Self-Sufficiency program. Funding amounts for individual grantees will be

contingent upon HUD field office approval.

B. *Grant Period*: One year. The grant period shall begin the day the grant agreement and the form HUD-1044, "Assistance Award/Amendment" are signed.

C. *Grant Extensions*. Requests to extend the grant term beyond the originally established term must be submitted in writing by the grantee to the local HUD field office. Such requests must be done prior to grant termination and with at least 60 days notice to give the field office a reasonable amount of time to fully evaluate the request. Requests must explain why the extension is necessary, what work remains to be completed, and what was accomplished to date. Extensions may be granted one time only by the field office for a period not to exceed six months.

D. *Type of Award*: Grant agreement.

### III. Eligibility Information

A. *Eligible Applicants*: Eligible applicants are public housing agencies (PHAs), which administer public housing programs and tribes/TDHEs. New and renewal applicants to the program must have an approved FSS Action Plan on file with their local HUD field office prior to this NOFA's application deadline.

Nonprofit organizations and resident associations are not eligible for funding under this program.

B. *Cost Sharing or Matching*: There is no match requirement under this funding program.

C. *Other: 1. Threshold Requirements*. Applicants must respond to each threshold requirement clearly and thoroughly by following the instructions below. If your application fails one threshold requirement (regardless of the type) it will be considered a failed application. The following are threshold requirements that are applicable to this ROSS component:

a. *Past Performance*. HUD's field offices will evaluate data provided by applicants and their past performance to determine whether an applicant has the capacity to manage the FSS program. The area Office of Native American Programs (ONAP) will review past performance for tribal/TDHE submissions. For applicants required to have a contract administrator, field offices will evaluate the contract administrator's past performance. Using Rating Factor 1, the field office will evaluate applicants' past performance. If applicants fail to address what is requested in Rating Factor 1, their application will fail this threshold and will not receive further consideration.

b. *Contract Administrator Partnership Agreement*. PHAs that are troubled at the time of application are required to submit a signed Contract Administrator Partnership Agreement. The agreement must be for the entire grant term. The grant award shall be contingent upon having a signed Partnership Agreement included in the application. Troubled PHAs are not eligible to be contract administrators. Grant writers who assist applicants prepare their FSS applications are ineligible to be contract administrators. For more information on contract administrators, please see the section on Program Requirements below. Please see the General Section for instructions on how to submit the required information with your electronic application.

c. *FSS Action Plan*. New applicants to the program must have a HUD approved FSS Action Plan on file with their local HUD field (or ONAP) office prior to this NOFA's application deadline. PHAs with previously approved Housing Choice Voucher (HCV) FSS Action Plans may either amend their HCV FSS Action Plan to include the FSS program or may submit a separate FSS Action Plan for HUD field office (ONAP) approval. New PH FSS Action Plans and amendments to existing Action Plans must be submitted to applicants' local HUD field office well enough in advance to ensure sufficient time for field office approval of the FSS Action Plan prior to the NOFA deadline. FSS Action Plans must comply with 24 CFR 984.201.

d. *Minimum Score for All Fundable Applications*. Applications that pass all threshold requirements and go through the ranking and rating process, must receive a minimum score of 75 in order to be considered for funding.

e. *The Dun and Bradstreet Universal Numbering System (DUNS) Number Requirement*. Refer to the General Section for information regarding the DUNS requirement. You will need to obtain a DUNS number to receive an award from HUD. You will need a DUNS number to complete your Grants.gov registration. Registration is required for electronic submission. See the General Section for a discussion of the Grants.gov registration process.

#### 2. Program Requirements:

a. *Hiring a FSS program coordinator*. Funds awarded to PHAs under this NOFA may only be used to employ or retain the services of a FSS program coordinator for the one year grant term. A part-time program coordinator may be retained where appropriate. The FSS program coordinator must:

(1) Work with the PCC and with local service providers to ensure that FSS

program participants are linked to the supportive services they need to achieve self-sufficiency.

(2) Ensure that the services included in participants' contracts of participation are provided on a regular, ongoing and satisfactory basis, that participants are fulfilling their responsibilities under the contracts and that FSS escrow accounts are established and properly maintained for eligible families. All of these tasks should be ensured through case management. FSS coordinators may also perform job development functions for the FSS program.

(3) Under normal circumstances, a full-time FSS program coordinator should be able to serve approximately 50 FSS program participants, depending on the coordinator's case management functions.

(4) Monitor the progress of program participants and evaluate the overall success of the program. For more information on how to measure performance, please see Rating Factor 4 in the "Application Review Information" section of this NOFA.

b. *Outreach.* Applicants are encouraged to reach out to persons with disabilities who are public/Indian Housing residents and might be interested in participating in the FSS program. Applicants should include agencies on their FSS PCC that work with and provide services for families with disabilities.

c. *Eligible families.* Current residents of public/Indian housing are eligible. Eligible families who are currently enrolled or participating in local public/Indian housing self-sufficiency programs are also eligible.

d. *Contract of participation.* Each family that is selected to participate in an FSS program must enter into a contract of participation with the PHA or tribe/TDHE that operates the FSS program. The contract shall be signed by the head of the FSS family.

e. *Contract term.* The contract with participating families shall be for five years. During this time each family will be required to fulfill its contractual obligations. PHAs or tribes/TDHEs may extend contracts for no more than two years for any family that requests an extension of its contract provided the PHA or tribe/TDHE finds that good cause exists to provide an extension. This extension request must be in writing. See 24 CFR 984.303 for more information on contracts of participation.

f. *Escrow accounts for very low or low income participating families.* Such accounts shall be computed using the guidelines set forth in 24 CFR 984.305.

**Note:** FSS families who are not low-income are not entitled to an escrow/credit.

g. *Number of Program Coordinators.*

(1) *Renewal Applicants.*

(a) *Maintaining Program Size.*

Applicants that received funding from the Operating Fund or the 2004 FSS NOFA may apply for renewal of each FSS coordinator position(s) that has been filled by the applicant in either of the past two years under the Operating Fund or the 2004 FSS NOFA.

Funding for more than one program coordinator position is contingent upon HUD field office approval. For renewal applicants, HUD will fund a one percent increase over the amount most recently funded but not to exceed \$65,000 for the FSS program coordinator(s) salary and fringe benefits.

(b) *Expanding Program Size.*

Applicants wishing to expand their FSS program may in addition to requesting funds for their current FSS program coordinator(s), also request funds for one additional FSS coordinator. *Note:* Funding priority will be given to renewing existing staff positions for renewal applicants and to applicants wishing to implement a new program (see new applicants below). If sufficient funding is available to fund expanding applicant's existing programs, HUD will do so in accordance with the selection process under Section V(B).

(2) *New Applicants.* A PHA or tribe/TDHE that has not received funding under the Operating Fund for a FSS Program Coordinator may apply for only one program coordinator position as follows:

(a) Up to one full-time FSS coordinator position for a PHA or tribe/TDHE with HUD approval to administer an FSS program of 25 or more FSS slots.

(b) Up to one full-time position per application for joint PHA/tribe/TDHE applicants that have HUD approval to administer a total of at least 25 FSS slots between or among them.

h. *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 24 CFR part 85. CAs 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 PHAs/tribes/TDHEs to meet HUD's reporting requirements, see Section VI.C. "Reporting" for more information.

Contract administrators may be: Local Housing Agencies; community-based organizations such as Community Development Corporations (CDCs),

churches, temples, synagogues, mosques; nonprofit organizations; State/Regional associations and organizations. Troubled PHAs are not eligible to be contract administrators. Grant writers who assist applicants in preparing their FSS applications are also ineligible to be contract administrators. Organizations that the applicant proposes to use as the contract administrator must not violate any conflicts of interest as defined in 24 CFR Part 84 or 24 CFR Part 85.

3. *Number of Applications Permitted:*

a. *General.* Applicants may submit only one application under this category. Applicants may submit one application for each of the other funding categories under ROSS (Resident Service Delivery Models-Family, Resident Service Delivery Models-Elderly/Persons with Disabilities and Homeownership Supportive Services) and one application under the Public Housing Neighborhood Networks grant program (tribes/TDHEs are not eligible applicants for the Public Housing Neighborhood Networks grant program); however, applicants must submit separate applications for each funding category.

b. *Joint applications.* Two or more PHAs or tribes/TDHEs may join together to submit an application under this NOFA. Joint applications must designate a lead applicant. Only the lead applicant is subject to threshold requirements as outlined in this NOFA, however both lead and non-lead applicants are subject to the Threshold requirements outlined in Section III. C. of the General Section. The lead applicant must be registered with Grants.gov and submit the application using the Grants.gov portal. The lead applicant must be registered with Grants.gov and submit the application using the Grants.gov portal. Applicants who submit joint applications may not also submit separate applications as sole applicants under this NOFA.

4. *Eligible Participants:* All program participants must be residents of public/Indian housing or residents of other housing assisted with funding made available under the 2005 Appropriations Act (e.g., residents receiving tenant-based or project-based voucher assistance, as well as elderly and disabled residents).

5. *Compliance with Program Requirements.* In addition to the program requirements specific to the FSS program, all applicants and grantees must comply with the program requirements contained in Section III.C. of the General Section.

#### IV. Application and Submission Information

*A. Obtaining an Application Package:* There is no application kit this year. Please refer to the General Section for information on how to submit your application electronically. Copies of this published NOFA and application forms for this program may be downloaded from the grants.gov web site at <http://www.grants.gov/APPLY>. If you have difficulty accessing the information you may call the Grants.gov help desk toll-free at (800) 518-GRANTS or sending an email to [Support@Grants.gov](mailto:Support@Grants.gov). The operators will assist you in accessing the information.

*B. Content and Form of Application Submission:* 1. *Application Format:* Before preparing an application to the FSS program, applicants should carefully review the program description, ineligible activities, threshold requirements, and the General Section. Applicants should also review each rating factor found in the "Application Review Information" section before writing a narrative response. Applicants' narratives should be as descriptive as possible, ensuring that every requested item is addressed. Applicants should make sure to include all requested information, according to the instructions found in this NOFA and where applicable, in the General Section. This will help ensure a fair and accurate review of your application.

##### 2. Content and Format for Submission:

*a. Content of Application:* Applicants must write narrative responses to each of the rating factors described in this section. Applicants responses must demonstrate that they have the necessary capacity to successfully manage this grant program. Applicants should ensure that their narratives are written clearly and concisely so that HUD reviewers, who may not be familiar with the FSS program, may fully understand your proposal. HUD encourages applicants to carefully review each rating factor, the regulations governing the FSS program, 24 CFR part 984, and the General Section prior to responding to each rating factor.

*b. Format of Application:* (1) Applications may not exceed 35 narrative pages. Narrative pages must be submitted as separate electronic files, formatted as double-spaced, single-sided documents. Each file should have the pages numbered consecutively. Use Times New Roman font style, and font size 12. Supporting documentation, required forms, and certifications will not be counted toward the 35 narrative

page limit. See the General Section for information on how to submit documents that are not in electronic format. Applicants should make every effort to submit only what is necessary in terms of supporting documentation. Please see the General Section for instructions on how to submit supporting documentation with your electronic application.

(2) The following checklist has been provided to assist applicants ensure they submit all required forms and information. Electronic application filers should make sure the file names for their narratives reflect the labels in the checklist. Each narrative must be in a separate file with all the files zipped together and sent as an attachment in the application submittal. (*Note:* Applicants who receive a waiver to submit paper applications, must submit their applications in a three-ring binder, with TABS dividing the sections as indicated below):

- TAB 1: Required Forms:
1. Acknowledgement of Application Receipt (HUD-2993), for paper application submissions only (you must have an approval waiver to submit a paper application);
  2. SF-424 Application for Federal Assistance;
  3. SF-424 Supplement, Survey on Ensuring Equal Opportunity for Applicants;
  4. Questionnaire for HUD's Initiative on Removal of Regulatory Barriers (HUD-27300);
  5. HUD-52751ROSS Fact Sheet
  6. HUD-424 CB Grant Application Detailed Budget;
  7. Grant Application Detailed Budget Worksheet (HUD-424-CBW);
  8. HUD-2880 Applicant Disclosure/Update Report;
  9. HUD-2990 Certification of Consistency with RC/EZ/EC-II Strategic Plan (if applicable);
  10. HUD-2991 Certification of Consistency with the Consolidated Plan (if applicable);
  11. Certification of Consistency with the Indian Housing Plan if applicable (HUD-52752);
  12. SF-LLL Disclosure of Lobbying Activities (if applicable);
  13. SF-LLL-A Disclosure of Lobbying Activities Continuation Sheet (if applicable);
  14. HUD-2994 Client Comments and Suggestions (optional); and
  15. Facsimile Transmittal (HUD-96011).

TAB 2: Threshold Requirements:

- Contract Administrator Partnership Agreement (required for troubled PHAs) (HUD-52755)

TAB 3: Rating Factor 1 and ROSS Program Forms

1. Narrative.
  2. Chart A: HUD 52756 Program Staffing.
  3. Chart B: HUD 52757 Applicant/Administrator Track Record.
  4. Resume(s)/Position Description(s).
- TAB 4: Narrative for Rating Factor 2.  
TAB 5: Rating Factor 3.
1. Narrative.
  2. HUD 52767 Family Self-Sufficiency Funding Request Form.
- TAB 6: Rating Factor 4 and ROSS Program Forms.

1. Narrative.
2. HUD 96010 Logic Model.

*C. Submission Dates and Times:* 1. *Due Dates:* The application submission date is June 20, 2005. Please see the General Section for application submission and timely receipt requirements.

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

*D. Intergovernmental Review:* Not applicable.

*E. Funding Restrictions:* 1. *Reimbursement for Grant Application Costs:* Applicants who receive an award under this program cannot use FSS grant funds to pay for any costs incurred with the preparation of their FSS grant application.

2. *Covered Salaries:* a. *Program Coordinator:* All applicants may hire a qualified program coordinator to run the grant program. The FSS program will fund up to \$65,000 in combined annual salary and fringe benefits for a full-time program coordinator. For audit purposes, applicants must have documentation on file demonstrating that the salary they pay the program coordinator is comparable to similar professions in their local area.

b. *Contract Administrator:* FSS funds cannot be used to hire or pay for the services of a Contract Administrator.

c. *Eligible Salaries.* FSS funds may only be used for the types of salaries described in this section according to the restrictions described herein. FSS funds may not be used to pay for salaries of any other kind.

3. *Administrative Costs.* FSS funds cannot be used to pay for administrative costs.

4. *Ineligible Activities.* Grant funds may not be used for ineligible activities. Ineligible activities include:

- a. The salary of an FSS coordinator for the Housing Choice Voucher FSS program;
- b. Services for FSS program participants;
- c. Elderly/Disabled Service Coordinator salary and fringe benefits;

d. Wages and/or salaries to participants for receiving supportive services and/or training programs;

e. The purchase of food;

f. The purchase, lease, or rental of land;

g. New construction, materials costs;

h. Rehab or physical improvements;

i. Entertainment costs; j. Purchase, lease, or rental of vehicles;

k. Stipends;

l. Cost of application preparation; and

m. Costs that exceed limits identified in the NOFA for the following: Program Coordinator.

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

**F. Other Submission Requirements: a. Electronic Delivery.** Beginning in FY2005, HUD requires applicants to submit applications electronically through [www.grants.gov/Apply](http://www.grants.gov/Apply). Applicants interested in applying for funding must submit their applications electronically via the Web site <http://www.grants.gov/Apply>. This site has easy to follow step-by-step instructions that will enable you to apply for HUD assistance. The [www.grants.gov/Apply](http://www.grants.gov/Apply) feature includes a simple, unified application process to enable applicants to apply for grants online.

**b. Waivers to the Electronic Submission Process:** Applicants may request a waiver to the electronic submission process (see Section IV.F of the General Section for more information). Applicants who are granted a waiver must submit their applications to: HUD Grants Management Center (GMC), Mail Stop: Public Housing FSS Program, 501 School Street, SW., 8th floor, Washington, DC 20024. Please see the General Section for detailed mailing and delivery instructions as the procedures have changed significantly for this year.

**c. Number of Copies.** Only applicants receiving a waiver to the electronic submission requirement must submit an original and two paper copies of the application. One of the copies must be sent to the area field office. See Section IV and Appendix C of the General Section for requirements for waiver and paper copy application submission requirements.

## V. Application Review Information

### A. Criteria

1. *Factors for Award Used To Evaluate and Rate Applications to the FSS program:* The factors for rating and ranking applicants and maximum points for each factor are provided below. The maximum number of points available for this program is 102. This includes

two RC/EZ/EC-II bonus points. The SuperNOFA contains a certification that must be completed in order for the applicant to be considered for RC/EZ/EC-II bonus points. A listing of federally designated Empowerment Zones (EZs), Renewal Communities (RCs), or Enterprise Communities, designated by USDA in round II (EC-IIs), is available on HUD's Web site at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. The agency certifying to RC/EZ/EC-II status must be identified in the listing on HUD's Web site.

**Note:** Applicants should carefully review each rating factor before writing a response. Applicants should make sure their narratives thoroughly address the Rating Factors below and to include all requested information, according to the instructions found in this NOFA. This will help ensure a fair and accurate application review.

#### a. Rating Factor 1: Capacity of the Applicant and Relevant Organizational Staff (45 Points)

In rating this factor, HUD will consider the extent to which the proposal demonstrates that the applicant will have qualified and experienced program coordinator(s) dedicated to administering the program.

##### (1) Proposed Program Staffing (10 Points).

(a) *Staff Experience* (5 Points). The knowledge and experience of the proposed program coordinator(s) in planning and managing programs for which funding is being requested. Experience will be judged in terms of recent, relevant and successful experience of the program coordinator(s) to undertake eligible program activities. In rating this factor, HUD will consider experience within the last 5 years to be recent; experience similar to the functions of an FSS program coordinator to be relevant; and experience producing specific accomplishments to be successful. A greater amount of points will be received based on recent and related experience proposed staff have in successfully completing similar tasks. The following information should be provided in order to provide HUD an understanding of proposed staff's experience and capacity:

(i) The staff's relevant educational background and/or work experience; and

(ii) Relevant and successful experience running programs whose activities are similar to the FSS Program.

(b) *Staff Capacity* (5 Points). Applicants will be evaluated based on whether they have staff in place or will be able to quickly access qualified professional(s), to administer the FSS

program in a timely and effective fashion. Applicants' requesting to implement a new FSS program or to expand their existing program must describe their ability to immediately begin implementing an FSS program. Applicants may scan resumes (or position descriptions where staff is not yet hired) for the program coordinator position so they become an electronic attachment to your Grants.gov application. Please see the General Section for instructions on how to submit the required information with your electronic application. (Resume(s)/ position description(s) do not count toward the 35-page limit.)

(2) *Past Performance of Applicant/Contract Administrator* (25 Points). Applicants' narrative must describe how they (or their *contract administrator*) achieved actual results in assisting low-income families and individuals in achieving economic self-sufficiency or moving from welfare to gainful employment. Renewal applicants should include facts and statistics in their narrative from past annual performance reports and/or the FSS addendum to HUD Form 50058. Applicants that have managed a HUD-funded FSS program for more than five years must be able to demonstrate that families who have participated in the FSS program for five years are actually achieving self-sufficiency and/or have significantly increased their earned income.

Applicants will be evaluated according to the following criteria:

(a) Achievement of specific, measurable participant outcomes in terms of benefits gained by participating residents. (15 Points). Applicants should describe and clearly demonstrate results their participants have achieved through the FSS program, for example: Higher incomes, higher rates of employment, increased savings; and moving out of subsidized housing to market-rate housing.

(b) Describe success in attracting and keeping residents involved in past grant-funded training programs (5 Points). HUD wants to see that applicants' grant-funded programs benefited significant numbers of participating residents/families;

(c) Description of timely fund expenditure throughout the term of past grants (5 Points). Timely means regular drawdowns throughout the life of the grant, *i.e.* quarterly drawdowns, with all funds expended by the end of the grant term;

(3) *Program Administration and Fiscal Management* (10 Points).

(a) *Program Administration and Accountability* (5 Points). Applicants

should describe how they will manage the program and how HUD can be sure that there is program accountability.

(b) *Fiscal Management* (5 Points). In rating this factor, applicants' skills and experience in fiscal management will be evaluated. If applicants have had any audit or material weakness findings in the past five years, they will be evaluated on how well they have addressed them. Applicants must provide the following:

(i) A complete description of their fiscal management structure, including fiscal controls currently in place including those of a contract administrator for applicants required to have a contract administrator, (troubled PHAs);

(ii) Applicants must list any audit findings in the past five years (HUD Inspector General, management review, fiscal, etc.), material weaknesses and what has been done to address them;

(iii) Applicants who are required to have a contract administrator, must describe the skills and experience the contract administrator has in managing federal funds.

*b. Rating Factor 2: Need* (10 Points)

In responding to this factor, you will be evaluated on the extent to which you describe and document the level of need for an FSS program coordinator in the communities you serve.

In responding to this factor, you must include:

(1) *Socioeconomic Profile* (5 points). A socioeconomic profile of the eligible residents to be served by your program, including education levels, income levels, the number of single-parent families, etc.

(2) *Number of People to Be Served* (5 points). Renewal applicants must provide the number of people being served and whether they will fill slots left by graduating participants. New applicants must provide the number of slots they will fill. Applicants applying to expand their FSS program, must provide the number of slots they will add to their program.

*c. Rating Factor 3: Soundness of Approach* (30 Points)

In rating this factor HUD will consider:

(1) *Quality of Your Proposal* (26 points). This factor evaluates your application based on the following criteria:

(a) *Scope of Services* (12 points). Your narrative should refer to the FSS Action Plan submitted to your local HUD field office and it must describe how many people you plan to serve, whether you will expand your program over time, and how your program will:

(i) Link with other ROSS-funded self-sufficiency programs; (5 points)

(ii) Involve community partners in the delivery of services; (4 points) and

(iii) Link to comprehensive services versus a small range of services geared toward enhancing economic opportunities for residents (3 points).

(b) *Feasibility and Demonstrable Benefits* (10 points). This factor examines whether your proposal is logical, feasible and likely to achieve its stated purpose during the term of the grant. HUD's desire is to fund applications that will quickly produce results and advance the purposes of the FSS program.

(i) *Timeliness* (5 Points). This subfactor evaluates whether your proposal is ready to be implemented shortly after grant award, but not to exceed three months following the execution of the grant agreement. Your proposal must indicate timeframes and deadlines for accomplishing major activities.

(ii) *Description of the problem and solution* (5 Points). Your proposal will be evaluated based on how well your proposal and approach to case management address the needs described in Rating Factor 2.

(c) *Salary Appropriateness/Efficient Use of Grant* (4 Points). You will be evaluated based on whether the salary you propose for the program coordinator is comparable to similar professions in your local area. In addition, your narrative must justify the salary you propose to pay the program coordinator by using local pay rates for comparable professions.

(d) *Ineligible Activities*. Two points will be deducted for each ineligible activity proposed in the application, as identified in Section IV (E). For example, you will lose 2 points if you propose costs that exceed the limits identified in the NOFA for a Project Coordinator.

(2) *Addressing HUD's Policy Priorities* (4 points). HUD wants to improve the quality of life for those living in distressed communities. HUD's grant programs are a vehicle through which long-term, positive change can be achieved at the community level. Your proposal will be evaluated based on how well it meets the following HUD policy priorities:

(a) *Improving the Quality of Life in Our Nation's Communities* (1 point). In order to receive points in this category, your narrative must indicate how your FSS program will help residents successfully transition from welfare to work and earn higher wages.

(b) *Providing Full and Equal Access to Grassroots Faith-Based and Other*

*Community-Based Organizations in HUD Program Implementation* (1 point). HUD encourages applicants to partner with grassroots organizations, e.g., civic organizations, grassroots faith-based and other community-based organizations. These grassroots organizations have a strong history of providing community services such as developing first-time homeownership programs, creating economic development programs, providing job training and other supportive services. In order to receive points under this factor, your narrative must describe how you will work with these organizations and what types of services they will provide.

(c) *Policy Priority for Increasing the Supply of Affordable Housing Through the Removal of Regulatory Barriers to Affordable Housing* (up to 2 points). Under this policy priority, higher rating points are available to: (1) Governmental applicants that demonstrate successful efforts in removing regulatory barriers to affordable housing, and (2) nongovernmental applicants undertaking activities in jurisdictions that have carried out successful efforts in removing barriers. For applicants to obtain the policy priority points for efforts to successfully remove regulatory barriers, applicants would have to complete form HUD 27300,

"Questionnaire for HUD's Initiative on Removal of Regulatory Barriers." A copy of HUD's Notice entitled America's Affordable Communities Initiative, HUD's Initiative on Removal of Regulatory Barriers: Announcement of Incentive Criteria on Barrier Removal in HUD's 2004 Competitive Funding Allocations" can be found on HUD's Web site at <http://www.hud.gov/grants/index.cfm>. The information and requirements contained in HUD's regulatory barriers policy apply to this FY 2005 NOFA. A description of the policy priority and a copy of form HUD 27300 can be found in the General Section Applicants are encouraged to read the Notice as well as the General Section to obtain an understanding of this policy priority and how it can impact their score. A number of questions expressly request the applicant to provide brief documentation with their response. Other questions require that for each affirmative statement made, the applicant must supply a reference, URL, or a brief statement indicating where the back-up information may be found, and a point of contact, including a telephone number and/or e mail address. The electronic copy of the HUD 27300 has space to identify a URL or reference that the material is being scanned and

attached to the application as part of the submission or faxed to HUD following the facsimile submission instructions.

*d. Rating Factor 4: Achieving Results and Program Evaluation (15 Points)*

(1) An important element in this year's NOFA is the development and reporting of performance measures and outcomes. This factor emphasizes HUD's determination to ensure that applicants meet commitments made in their applications to help families achieve true self-sufficiency. Applicants must demonstrate how they propose to measure their success and outcomes as they relate to the Department's Strategic Plan.

(2) HUD requires FSS applicants to develop an effective, quantifiable, outcome-oriented plan for measuring performance and determining that goals have been met. Applicants must use the Logic Model form (HUD-96010) for this purpose.

(3) Applicants must establish interim benchmarks, or outputs, for their proposed program that lead to the ultimate achievement of outcomes. "Outputs" are the direct products of a program's activities. Examples of outputs are: the number of eligible families that participate in supportive services, the number of families enrolled, the number of families with increased earned income, the number of families who have left assisted housing altogether, or the number of households that develop an escrow account. "Outcomes" are benefits that the residents, families and/or communities have accrued during or after participation in the FSS program. Applicants must clearly identify the outcomes to be achieved and measured. Examples of outcomes are: increasing residents' financial stability (*e.g.*, increasing assets of a household through savings or escrow), increasing the number of FSS graduates, or increasing employment stability (*e.g.*, whether persons assisted obtain or retain employment for one or two years after job training completion). Outcomes are not the actual development or delivery of services or program activities.

(4) This rating factor requires that applicants identify program outputs, outcomes, and performance indicators that will allow HUD and applicants to measure performance and accountability. Performance indicators should be objectively quantifiable and measure actual achievements against anticipated achievements. Applicants' narrative and Logic Model should identify what applicants are going to measure, how they are going to measure it, and the steps they have in place to make adjustments to their work or

management practices if performance targets begin to fall short of established benchmarks and timeframes. Applicants must include the standards, data sources, and measurement methods they will use to measure performance.

(5) In order to respond to this factor, applicants should use the sample performance measures (HUD-52758) located in the Appendix as a guide. Applicants will be evaluated based on how they propose to measure their program's outcomes, *e.g.* whether the Logic Model tracks activities and outcomes resulting from the proposed activities, whether the Logic Model identifies evaluation tools and sources, and whether the Logic Model provides output and outcome information for the short, medium and long-term.

*B. Review and Selection Process*

1. *Review Process:* Four types of reviews will be conducted: a screening to determine if you are eligible to apply for funding under the FSS grant category; whether your application submission is complete, on time and meets the threshold requirements; a review by the field office (or ONAP) to evaluate past performance and whether there is an approved FSS Action Plan on file with the field office; and a technical review to rate your application based on the four rating factors provided in this NOFA.

2. *Selection Process:* The selection process is designed to achieve geographic diversity of grant awards throughout the country. HUD will first select the highest ranked application from each of the ten federal regions and DPONAP for funding. After this "round," HUD will select the second highest ranked application in each of the ten federal regions (the second round). HUD will continue this process with the third, fourth, and so on, highest ranked applications in each federal region and DPONAP until the last complete round is selected for funding. If available funds exist to fund some but not all eligible applications in the next round, HUD will make awards to those remaining applications in rank order (by score) regardless of region and DPONAP and will fully fund as many as possible with remaining funds. If remaining funds are too small to make an award, they may be transferred to another ROSS funding category.

3. *Tie Scores.* In the event of a tie between two applications from the same region, HUD will select the application that was received first.

4. *Deficiency Period.* Applicants will have fourteen calendar days to provide missing information requested from HUD. For other information on

correcting deficient applications, please see the General Section.

**VI. Award Administration Information**

*A. Award Notices:* HUD will make announcements of grant awards after the rating and ranking process is completed. Grantees will be notified by letter and will receive instructions for the steps they must take to access funding and begin implementing grant activities. Applicants who are not funded will also receive letters via U.S. postal mail.

*B. Debriefings:* Applicants who are not funded may request a debriefing. Applicants requesting to be debriefed must send a written request to: Iredia Hutchinson, Director, Grants Management Center, 501 School Street, SW., Suite 800, Washington, DC 20024. See the General Section for additional information on debriefings.

*C. Administrative and National Policy Requirements:* 1. *Environmental Impact.* No environmental review is required in connection with the award of assistance under this NOFA. The reason being the NOFA only provides funds for employing a coordinator who provides public and supportive services and/or a contract administrator who provides administrative and management services. These services listed above are categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to compliance actions for related environmental authorities under 24 CFR 50.19(b)(3), (4) and (12).

2. *Applicable Requirements.* Grantees are subject to regulations and other requirements found in:

a. OMB Circular A-87 "Cost principles for State, Local, and Indian Tribal Governments";

b. OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations";

c. HUD Regulations 24 CFR Part 984 "Section 8 and Public Housing Family Self-Sufficiency Program"; and

d. HUD Regulations 24 CFR Part 85 "Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments".

3. *Economic Opportunities for Low- and Very Low-Income Persons (Section 3).* Applicants and grantees must also comply with Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u and ensure that training, employment, and other economic 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 which provide economic opportunities to low and very low-income persons.

4. *Fair Housing and Civil Rights Laws.* Applicants and their subrecipients must comply with all Fair Housing and Civil Rights laws, statutes, regulations, and Executive Orders as enumerated in 24 CFR 5.105(a), as applicable. Please see the General Section for more information.

5. *Provision of Services to Individuals with Limited English Proficiency (LEP).* Successful applicants and grantees must seek to provide access to program benefits and information to LEP individuals through translation and interpretive services in accordance with HUD's LEP Recipient Guidance 68 FR 70968.

6. *Communications.* Successful applicants should ensure that notices of and communications during all training sessions and meetings be effective for persons who have hearing and/or visual disabilities consistent with Section 504, see 24 CFR Part 8.6.

*D. Reporting:* 1. *Semi-Annual Performance Reports.* Grantees shall submit semi-annual performance reports to the field office. These progress reports shall include financial reports (SF-269A or its successor), the Logic Model showing achievements to date against proposed outputs and outcomes, and your evaluation procedures and activities undertaken to ensure that the project remains on schedule, within budget and that you are achieving the goals established. A narrative describing milestones, work plan progress, and problems encountered and methods used to address these problems must also be included. HUD anticipates that some of the reporting of financial status and grant performance will be through electronic or Internet-based submissions. Grantees shall use

quantifiable data to measure performance against goals and objectives outlined in their Logic Model. Applicants that receive awards from HUD should be prepared to report on additional measures that HUD may designate at time of award. Performance reports are due to the field office on July 30 and January 31 of each year. If reports are not received by the due date, grant funds will be suspended until reports are received.

2. *Reporting Using HUD-50058 Addendum.* Grantees must also report on PH FSS program participants to PIC using the HUD-50058 addendum to report on the enrollment, progress, and exit of individual families. Failure to report to PIC is a violation of the program and may result in grant termination.

3. *Final Report.* All grantees shall submit a final report to their local field office. This will include a financial report (SF-269A or its successor) and a narrative evaluating overall performance against goals. Grantees shall use quantifiable data to measure performance against goals and use the Logic Model as part of their final report submission. The financial report shall contain a summary of salary expenditures made from the beginning of the grant agreement to the end of the grant agreement and shall include any unexpended balances. The final narrative, Logic Model, and financial report shall be due to the field office 90 days after the termination of the grant agreement.

#### VII. Agency Contact(s)

For questions and technical assistance, you may call the Public and Indian Housing Information and Resource Center at 800-955-2232. For persons with hearing or speech

impairments, please call the toll-free Federal Relay Service at 800-877-8339.

#### VIII. Other Information

A. *Code of Conduct:* See the General Section for more information.

B. *Transfer of Funds.* If transfer of funds from any of the ROSS programs does become necessary, HUD will give first priority to Homeownership Supportive Services, second priority to Family Self-Sufficiency, third priority to RSDM—Family, and fourth priority to RSDM—Elderly/Disabled. HUD does not have the discretion to transfer funds for the Neighborhood Networks program to any other funding category under ROSS.

C. *Paperwork Reduction Act:* The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0229. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average eight hours per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data for the application, semi-annual reports and final report. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

D. *Appendix of Forms.* The forms specific to the FSS under the ROSS Program follow.

**ROSS FUNDING  
FACT SHEET**

**U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT  
OFFICE OF PUBLIC AND INDIAN HOUSING**

OMB Approval No. 2577-0229  
Expiration Date 02/28/2007

Public reporting burden for the collection of information is estimated to average 2 hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

**Instructions for completing this form: All applicants must complete sections A, B, C, D, and E. Resident Associations (RAs) must also complete section F. This form must be signed by an authorized official of the applicant's organization.**

**A. Applicant Information**

Applicant Name: \_\_\_\_\_

Applicant Type: \_\_\_\_\_

\_\_\_ PHA PHA Code: \_\_\_\_\_

\_\_\_ RA \_\_\_ NONPROFIT \_\_\_ TRIBE/TDHE

**B. Assistance for which the applicant is applying:**

- \_\_\_\_\_ Resident Service Delivery Models-Family
- \_\_\_\_\_ Resident Service Delivery Models-Elderly and Persons with Disabilities
- \_\_\_\_\_ Family Self-Sufficiency for Public Housing
- \_\_\_\_\_ Homeownership Supportive Services
- \_\_\_\_\_ Neighborhood Networks-new center
- \_\_\_\_\_ Neighborhood Networks-existing center

**C. Unit Count**

\_\_\_\_\_ Total number of conventional public housing units under management\*\* (excluding any Section 8)

\_\_\_\_\_ Total number of family-occupied conventional public housing units.

\_\_\_\_\_ Total number of elderly/disabled-occupied conventional public housing units.

**D. Please list any previous HUD grants, including ROSS grants you have received. Indicate grant name, (e.g. ROSS Homeownership), Year, and Award Amount.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**ROSS FUNDING**

**FACT SHEET (continued)**

**RESIDENT ASSOCIATIONS MUST COMPLETE THE FOLLOWING SECTION:**

**F. RESIDENT ASSOCIATION BOARD INFORMATION (not applicable to FSS applicants)**

Name of Board Member	Title	Appointment	Term Date

Date of Last Board Election: \_\_\_\_\_

Does the organization have block captains? Yes \_\_\_ No \_\_\_

Does the organization have an operating committee? Yes \_\_\_ No \_\_\_

*The above information is true and correct to the best of my knowledge.*

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_  
*Applicant Executive Director or Other Authorized Representative*

For: \_\_\_\_\_  
*Applicant Name*

**CERTIFICATION OF  
CONSISTENCY WITH THE  
INDIAN HOUSING PLAN**

U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT  
OFFICE OF PUBLIC AND INDIAN HOUSING

OMB Approval No. 2577-0229  
Expiration Date: 02/28/2007

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**Instructions for completing this form:** All tribes/TDHEs must submit this form in conjunction with their ROSS application.

**I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Indian Housing Plan.**

Applicant Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location of the Project: \_\_\_\_\_

Name of the Federal Program(s) to  
which the applicant is applying: \_\_\_\_\_

Name of Certifying Jurisdiction: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Public reporting burden for the collection of information is estimated to average fifteen minutes per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

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**SAMPLE CONTRACT  
ADMINISTRATOR  
PARTNERSHIP AGREEMENT**

**U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT  
OFFICE OF PUBLIC AND INDIAN HOUSING**

OMB Approval No. 2577-0229  
Expiration Date: 02/28/2007

*Instructions for completing this form: This form is provided to applicants as a sample to use for formalizing agreements with the organization that will serve as the applicant's Contract Administrator. Nonprofits, troubled PHAs, and resident associations must submit a Contract Administrator Partnership agreement with their application and the agreement must be for the full term of the grant. Applicants may elect to use this form, a modification thereof, or their own form provided that the same information is contained therein.*

**Grant to which you are applying:**

RSDM-Family  RSDM-Elderly  Homeownership Supportive Services  
 Neighborhood Networks  PH Family Self Sufficiency

**I. General Terms**

This partnership agreement is made and entered into by and between the **applicant**, \_\_\_\_\_ (name of applicant's organization) and \_\_\_\_\_ (name of Contract Administrator's organization) the **Contract Administrator (CA)**, (e.g., the local public housing authority (PHA) or other non-profit organization), hereinafter referred to as "CA".

WHEREAS, the applicant is submitting the proposal for a Resident Opportunity and Self-Sufficiency (ROSS) or Neighborhood Networks (NN).

WHEREAS, the applicant agrees to comply with all terms and conditions expressed in HUD's NOFA, applicable provisions of 24 CFR 964 or 24 CFR 984 (for FSS applicants), provisions of the grant agreement entered into with HUD, and provisions contained in this Partnership Agreement.

WHEREAS, the CA supports the applicant's ROSS/NN application and agrees to provide technical assistance to the applicant in accordance with HUD's NOFA, HUD regulations and provisions contained in this agreement.

WHEREAS, pursuant to the commitment made by the CA, this agreement is executed outlining the type, scope and extent of services that the CA will provide to the applicant if the grant is funded. If HUD does not fund the grant, this agreement shall be null and void.

**II. Roles and Responsibilities**

**A. Grant Oversight**

Under the direction of the applicant, the CA agrees to oversee the administration of the ROSS or NN grant. This includes financial management, procurement, completing the semi-annual reports, and ensuring that all grant activities are completed successfully within the grant period. In meeting these commitments, the CA agrees to abide by the provisions of 24 CFR Parts 964/984, 45, 84, and 85 and the following OMB Circulars as applicable:

- A-87 "Cost Principles for State, Local, and Indian Tribal Governments";
- A-122 "Cost Principles for Nonprofit Organizations";
- A-110 "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations"; and
- A-133 "Audits of States, Local Governments, and Non-Profit Organizations".

#### B. Grant Coordination

The CA and the applicant will meet weekly to discuss progress, problems incurred, strategies to overcome them, specific areas of responsibility, future activities, and any other issues as necessary.

#### C. Financial Responsibility

The applicant retains ultimate responsibility for all grant activities, including drawing down funds from HUD, grant expenditures, and reporting to HUD. The CA will have authority to draw down funds only with the written authorization of the applicant and approval of the local HUD field office.

All checks and other expenditures in an amount higher than \$\_\_\_\_\_ must be signed and/or approved by the applicant.

#### D. Performance Measurement

The CA will work with the applicant to ensure that results agreed to by the applicant and HUD are achieved. All semi-annual financial and performance reports prepared by the CA must be reviewed and approved by the applicant prior to submission to HUD.

#### E. Coordinating and Building Partnerships

The CA agrees to coordinate the provision of assistance from grant partners. The CA also agrees to work with the applicant in pursuing additional partnerships/assistance from community organizations, government, and other organizations whose services would benefit residents and the overall grant program. Following are suggested resources:

- Area enrichment programs
- Local Banks
- Chamber of Commerce
- Community Development Agencies
- Private Industry Council
- Local/State Health & Human Services Agencies
- Local Higher Education and Continuing Education Facilities
- Local Independent School Districts
- Social Service Organizations

F. Program Assessment and Reporting

The CA agrees to conduct or otherwise assist the applicant in assessing grant activities based on 1) the performance measures in the applicant's grant proposal submitted to HUD and 2) any revisions to the assessment methodology made by the local HUD field office. For Public Housing FSS applicants, the CA will ensure that the PHA meets its PIC reporting requirements by reporting on the enrollment, progress, and exit of individual families using the HUD-50058 addendum. The CA will ensure that reports to HUD are made as required. All semi-annual financial and performance reports prepared by the CA must be reviewed and approved by the applicant prior to submission to HUD.

III. Contracted Amount

No funds will be paid to the CA for services rendered prior to HUD's selection of the applicant for funding or for services rendered prior to the execution of a grant agreement between the applicant and HUD. This partnership agreement will be valid only if/when HUD selects the applicant for funding. If an applicant is selected and enters into a grant agreement with HUD, remuneration of the CA will not exceed 10% of the amount granted by HUD to the grantee, unless specifically authorized by law.

The total contracted amount \$\_\_\_\_\_ for all services defined within this contract is based on a period of time beginning \_\_\_\_\_ and ending \_\_\_\_\_. (NOTE: CAs must be retained for the full term of the grant.)

The CA will be paid \$\_\_\_\_\_ for year one, beginning on \_\_\_\_\_ (date); \$\_\_\_\_\_ for year two beginning on \_\_\_\_\_ (date); and \$\_\_\_\_\_ for year three beginning on \_\_\_\_\_ (date).

IV. Termination

Each party may terminate this agreement provided 60 calendar days of written notice is given to the local HUD field office and the other party to this agreement. Applicants may terminate this agreement based on non-compliance or non-cooperation by the CA. Termination may only occur when all channels of resolution have been exhausted, including mediation between the two parties. If all avenues for resolution have been exhausted, termination by the applicant will require a two-thirds majority vote of the applicant's Board of Directors/Resident Council.

WITNESS OUR HANDS EFFECTIVE \_\_\_\_\_

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Contract Administrator

\_\_\_\_\_  
Applicant Executive Director/  
Other Authorized Representative

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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**U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**  
OFFICE OF PUBLIC AND INDIAN HOUSING

**ROSS  
Chart A: PROGRAM STAFFING**

**Applicant Name:** \_\_\_\_\_

**Instructions for completing this form:** Space is provided below for applicants to provide information about key staff, residents you plan to hire, the roles contractors will play, and the activities and responsibilities of the applicant's contract administrator. All applicants must complete this form. Applicants that are not required to have a contract administrator do not need to complete Section IV of this form.

Grant to which the applicant is applying:

RSDM-Family \_\_\_\_\_ RSDM-Elderly \_\_\_\_\_ Homeownership Supportive Services \_\_\_\_\_ Neighborhood Networks \_\_\_\_\_ PH Family Self Sufficiency \_\_\_\_\_

**I. APPLICANT STAFF**

Name of Staff Person	Organization and Position	Activity in Grant Program	Percent of Time on Grant	Cost to Grant

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**II. RESIDENT STAFF (NOT APPLICABLE TO FSS APPLICANTS)**

Name of Staff Person	Organization and Position	Activity in Grant Program	Percent of Time on Grant	Cost to Grant

<b>III. CONTRACTOR/CONSULTANT ROLE (Not applicable to FSS applicants)</b>		
Type of Contractor to be Solicited*	Activity in Grant Program	Estimated Cost to Grant Program

\*NOTE: Contractors must be procured according to 24 CFR parts 84.41-84.48 or 24 CFR part 85.36

<b>IV. CONTRACT ADMINISTRATOR</b>		
Name of Organization	Areas of Responsibility/Oversight	Estimated Cost to Grant Program

Public reporting burden for the collection of information is estimated to average two hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

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**U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT  
OFFICE OF PUBLIC AND INDIAN HOUSING**

**ROSS  
Chart B: Applicant/Contract  
Administrator Track Record  
(Past Performance)**

**Applicant:** \_\_\_\_\_

**Instructions for completing this form:** Applicants must use this form to provide information about previous HUD grants/FSS programs you have administered over the most recent five-year period. Applicants with few or no HUD grants/FSS programs should provide information about other federal grants you have received. Applicants should list state, local, or private grants should you have no HUD or federal grant experience. Applicants should clearly indicate the organization from which you received grants and indicate whether you were the grantee or whether your contract administrator was the grantee. Applicants should list grants starting with the most recent HUD grants, proceeding next with federal, state, local, and/or private grants. Applicants should not list grants that are 10 years old or older.

Public reporting burden for the collection of information is estimated to average two hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Grant to which the applicant is applying: \_\_\_\_\_  
 \_\_\_\_\_ RSDM-Family \_\_\_\_\_ RSDM-Elderly \_\_\_\_\_ Homeownership Supportive Services \_\_\_\_\_ Neighborhood Networks \_\_\_\_\_ PH Family Self Sufficiency

Grant Program and Grantor Agency	Grantee (Applicant or CA)	Project No.	% of Funds Drawn Down	Major Goal #1	% Complete	Major Goal #2	% Complete

RESIDENT OPPORTUNITY AND  
SELF-SUFFICIENCY PROGRAM  
PUBLIC HOUSING FAMILY  
SELF-SUFFICIENCY FUNDING  
REQUEST FORM

U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT  
OFFICE OF PUBLIC AND INDIAN HOUSING

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**1. PHA Information:**

Name: \_\_\_\_\_ PHA Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Joint Application: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide name(s), PHA number(s), and address information of joint applicant(s) (If more than one joint applicant, please attach addition sheets as necessary):

Name: \_\_\_\_\_ PHA Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**2. Contact Information for the Person Most Familiar with This Application:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

e-mail address: \_\_\_\_\_

**3. Application Type:** New \_\_\_\_\_ Renewal \_\_\_\_\_

**4. All Applicants – Total Approved Slots:** Please indicate the number of approved slots in your Public Housing FSS Action Plan. There is a 25-slot minimum in order to be eligible for this program. Joint applicants should indicate the combined total of FSS program slots in their HUD-approved Public Housing FSS Action Plans.

**Total number of approved slots:** \_\_\_\_\_

**RENEWAL APPLICANTS PLEASE ANSWER QUESTIONS 5 - 9**

**5. FSS Coordinator Information:**

a) FY under which your FSS Coordinator position was last funded: \_\_\_\_\_

b) Number of positions funded: \_\_\_\_\_

c) Number of positions requested under this NOFA: \_\_\_\_\_

d) Annual salary requested for each FSS Coordinator(s): \$ \_\_\_\_\_  
(Note: The salary requested should include fringe benefits, if applicable. Salaries must be comparable to salaries for similar positions in the local jurisdiction and must not exceed the cap of \$63,000 per position)

e) Total funding requested for program coordinator salary(ies): \$ \_\_\_\_\_

f) Evidence demonstrating salary comparability to similar positions in the local jurisdiction for each of the positions you are applying for is on file at the PHA:  Yes  No

6. Total amount requested for Contract Administrator services: \$ \_\_\_\_\_

**7. Program Participant Information:**

Number of single-parent families \_\_\_\_\_

**8. Reporting to HUD**

The PHA has submitted reports on participating families to HUD via the HUD 50058 Family Self-Sufficiency/Welfare-to-Work Voucher Addendum.  Yes  No

**9. Program Accomplishments – Complete All that Apply**

The number of families enrolled in the Public Housing FSS program as of 9/30/03.

The number of Public Housing FSS program participants with an FSS escrow account balance greater than zero.

The average escrow account distribution paid to Public Housing families that graduated between 10/1/02 and 9/30/03.

The number of Public Housing FSS families that have successfully completed their FSS contracts between 10/1/02 and 9/30/03.

The number of Public Housing FSS graduates that moved out of public housing

The number of Public Housing FSS graduates who participated in a ROSS-funded homeownership program.

The number of Public Housing FSS graduates who moved to homeownership through other homeownership programs.

**NEW APPLICANTS PLEASE ANSWER QUESTIONS 10 - 12**

**10. FSS Coordinator Information:**

a) Annual salary requested for the FSS Coordinator position: \$ \_\_\_\_\_

(Note: The salary requested should include fringe benefits, if applicable. Salaries must be comparable to salaries for similar positions in the local jurisdiction and must not exceed the cap of \$63,000 annually for the position)

b) Evidence demonstrating salary comparability to similar positions in the local jurisdiction for each of the positions you are applying for is on file at the PHA:  Yes  No

11. Total amount requested for Contract Administrator services: \$ \_\_\_\_\_

**12. Information About Potential Participants**

Percent of target population that is unemployed \_\_\_\_\_ Number of single-parent families

in target population \_\_\_\_\_