

**DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

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**PUBLIC HOUSING RESIDENT  
OPPORTUNITIES AND SELF-  
SUFFICIENCY (ROSS) PROGRAM**

**RESIDENT SERVICES DELIVERY  
MODELS--ELDERLY AND PERSONS WITH  
DISABILITIES**

**RESIDENT SERVICES DELIVERY  
MODELS--FAMILY**

**HOMEOWNERSHIP SUPPORTIVE  
SERVICES**

**Resident Service Delivery Models-Family, Resident Service Delivery Models-Elderly/Persons with Disabilities, and Homeownership Supportive Services Under the Resident Opportunity and Self-Sufficiency (ROSS) Program**

**Overview Information**

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

*B. Funding Opportunity Title:* Resident Service Delivery Models-Family, Resident Service Delivery Models-Elderly/Persons with Disabilities, and Homeownership Supportive Services under the Resident Opportunity 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-22. 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: Resident Service Delivery Models-Elderly/Persons with Disabilities:* The application submission date is July 6, 2005. Please see the General Section of the SuperNOFA for application submission and timely receipt requirements.

*Resident Service Delivery Models-Family:* The application submission

date is July 25, 2005. Please see the General Section of the SuperNOFA for application submission and timely receipt requirements.

*Homeownership Supportive Services:* The application submission date is May 26, 2005. Please see the General Section of the SuperNOFA for application submission and timely receipt requirements.

*G. Optional, Additional Overview Content Information:*

1. *Purpose of Program:* The purpose of the Public and Indian Housing Resident Opportunity and Self-Sufficiency (ROSS) program is to provide grants to public housing agencies (PHAs), tribes/tribally designated housing entities (TDHEs), Resident Associations (RAs), and nonprofit organizations, including grassroots, faith-based and other community-based organizations for the delivery and coordination of supportive services and other activities designed to help public and Indian housing residents attain economic self-sufficiency and elderly residents and residents with disabilities continue to live independently.

2. *Funding Available:* A total of approximately \$58.1 million is available for ROSS in fiscal year 2005.

3. *Award Amounts:* Awards, depending on the grant category, unit count and type of grantee, will range from \$125,000 to \$1,000,000. Please see each program description for more specific information about funding amounts.

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

Resident Associations are not eligible for the Homeownership Supportive Services program.

See each program for more specific eligibility information.

5. *Cost Sharing/Match Requirement:* At least 25 percent of the requested grant amount is required as a match. The match may be in cash and/or in-kind donations. The match is a threshold requirement.

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

Grant program	Total funding	Eligible applicants	Maximum grant amount
Resident Service Delivery Models—Family .....	\$22.9 million .....	PHAs .....	\$250,000 for PHAs with 1–780 units. \$350,000 for PHAs with 781–2,500 units. \$500,000 for PHAs with 2,501–7,300 units. \$1,000,000 for PHAs with 7,301 or more units.
		Resident Associations Non-profit entities .....	\$125,000. \$125,000 per RA; Maximum award is \$375,000.
		Tribes/TDHEs .....	\$250,000 for Tribes with 1–780 units. \$350,000 for Tribes with 781–2,500 units. \$500,000 for Tribes with 2,501–7,300 units. \$1,000,000 for Tribes with 7,301 or more units.
Resident Service Delivery Models—Elderly and Persons with Disabilities.	\$16.27 million .....	PHAs .....	\$250,000 for PHAs with 1–217 units. \$350,000 for PHAs with 218–1,155 units. \$450,000 for PHAs with 1,156 or more units.
		Resident Associations Non-profit entities .....	\$125,000. \$125,000 per RA; Maximum award is \$375,000.
		Tribes/TDHEs .....	\$250,000 for Tribes with 1–217 units. \$350,000 for Tribes with 218–1,155 units. \$450,000 for Tribes with 1,156 or more units.
Homeownership Supportive Services .....	\$18.9 million .....	PHAs .....	\$250,000 for PHAs with 1–780 units. \$350,000 for PHAs with 781–2,500 units. \$500,000 for PHAs with 2,501–7,300 units. \$1,000,000 for PHAs with 7,301 or more units.

Grant program	Total funding	Eligible applicants	Maximum grant amount
	.....	Non-profit entities .....	\$125,000 per RA; Maximum award is \$375,000.
	.....	Tribes/TDHEs .....	\$250,000 for Tribes with 1–780 units. \$350,000 for Tribes with 781–2,500 units. \$500,000 for Tribes with 2,501–7,300 units \$1,000,000 for Tribes with 7,301 or more units.

**Full Text of Announcement**

**I. Funding Opportunity Description**

*A. Resident Services Delivery Models-Family (RSDM-Family):* The purpose is to provide funding to assist PHAs, tribes/TDHEs, RAs, nonprofit organizations which include grassroots community based organizations, inclusive of faith-based organizations, create programs which will help residents achieve economic self-sufficiency. Applicants must submit proposals that will link residents with services such as job training and educational opportunities that facilitate self-sufficiency.

*B. Resident Services Delivery Models-Elderly/Persons with Disabilities (RSDM-Elderly):* This category is intended to provide PHAs, Indian tribes/TDHEs, RAs, and nonprofit organizations with the resources to provide and coordinate supportive services that will help elderly and/or disabled Public and Indian Housing residents continue to live independently.

*C. Homeownership Supportive Services (HSS):* The HSS category provides funds for PHAs, tribes/TDHEs, and qualified nonprofit organizations to deliver homeownership training, counseling and supportive services for residents of Public and Indian housing who are participating or have participated in self-sufficiency programs, such as ROSS, Public Housing Family Self-Sufficiency (FSS) or other federal, state, or local self-sufficiency programs. HSS is designed to enhance other self-sufficiency efforts by providing public housing residents with the necessary preparation and supportive services they need in order to move from subsidized rental housing to homeownership. PHAs, tribes/TDHEs, and nonprofit organizations specializing in homeownership training and counseling are eligible to apply.

*D. Definition of Terms:*

1. *City-Wide Resident Organization* consists of members from Resident Councils, Resident Management Corporations, and Resident Organizations who reside in public housing developments that are owned

and operated by the same PHA within a city.

2. *Community Facility* means a non-dwelling structure that provides space for multiple supportive services for the benefit of public or Indian housing residents and others eligible for the services provided. Supportive services may include but are not limited to:  
 a. Job-training;  
 b. After-school activities for youth;  
 c. Neighborhood Networks (formerly Twenty/20 Education Communities (TECs), Campus of Learners activities);  
 d. English as a Second Language (ESL) classes; and  
 e. Child care.

3. *Contract Administrator* means an overall grant administrator or a financial management agent (or both) that oversees the implementation of the grant and/or the financial aspects of the grant. (See the “Program Requirements” and “Threshold Requirements” sections for more information.)

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

5. *Jurisdiction-Wide Resident Organization* means an incorporated nonprofit organization or association that meets the following requirements:  
 a. Most of its activities are conducted within the jurisdiction of a single housing authority;

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

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

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

6. *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.

7. *Indian Tribe* means any tribe, band, nation, or other organized group of 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.

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

9. *NAHASDA-assisted resident* means a resident of a tribe (as defined above) who has been assisted by the Native American Housing Assistance and Self-Determination Act (NAHASDA) of 1996

10. *National Resident Organization (NRO)* is an incorporated nonprofit organization or association for public housing that meets each of the following requirements:

a. It is national (*i.e.*, conducts activities or provides services in at least two HUD areas or two states);

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

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

11. *Nonprofit organization* is an organization that is exempt from federal taxation. A nonprofit organization can be organized for the following purposes: charitable, religious, educational, scientific, or other similar purposes in the public interest. In order to qualify, an organization must be a corporation, community chest, fund, or foundation. An individual or partnership will not qualify. To obtain nonprofit status, qualified organizations must file an application with the Internal Revenue Service (IRS) and receive designation as such by the IRS. For more information, go to [www.irs.gov](http://www.irs.gov). Applicants who are in the process of applying for nonprofit status, but have not yet received nonprofit designation from the IRS, will not be considered nonprofit organizations. All nonprofit applicants

must submit their IRS determination letter to prove their nonprofit (*e.g.*, 501(c)(3)) status. Please see the section on “Threshold Requirements” for more information. Nonprofit applicants must also provide letters of support as described in the “Threshold Requirements” section.

12. *National nonprofit organizations* work on a national basis and have the capacity to mobilize resources on both a national and local level. All nonprofit applicants must submit their IRS determination letter to prove their nonprofit (*e.g.*, 501(c)(3)) status. National nonprofit applicants must also provide letters of support as outlined in the “Threshold Requirements” section.

13. *Past Performance* is a threshold requirement. Using Rating Factor 1, HUD’s field offices will evaluate applicants for past performance to determine whether an applicant has the capacity to manage the grant for which they are applying. The area Office of Native American Programs (ONAP) will review past performance for tribal/TDHE submissions. Field offices will evaluate the past performance of contract administrators for applicants required to have a contract administrator.

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

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

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

The term “person with disabilities” does not exclude persons who have acquired immunodeficiency syndrome (HIV/AIDS) or any conditions arising from the etiologic agent for AIDS. In addition, no individual shall be considered a person with disabilities, for purposes of eligibility for low-income housing, solely on the basis of any drug or alcohol dependence.

The definition of 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.

15. *Project Coordinator* is responsible for coordinating the grantee’s approved activities to ensure that grant goals and objectives are met. A qualified project coordinator is someone with experience managing projects and preferably has experience working with supportive services. The project coordinator and grantees are responsible for ensuring that all federal requirements are followed.

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

17. *Regional Resident Organization (RRO)* means an incorporated nonprofit organization or association for public housing that meets each of the following requirements:

a. The RRO is regional (*i.e.*, not limited by HUD Areas);

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

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

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

19. *Resident Organization (RO) for tribal entities* means an incorporated or unincorporated nonprofit tribal organization or association that meets each of the following criteria:

a. It shall consist of residents only, and only residents may vote;

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

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

d. It shall have an elected governing board.

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

21. *Site-Based Resident Associations* means resident councils or resident management corporations representing a specific public housing development.

22. *Statewide Resident Organization (SRO)* is an incorporated nonprofit organization or association for public housing that meets the following requirements:

a. The SRO is statewide;

b. The SRO has experience in providing start-up and capacity-building

training to residents and resident organizations; and

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

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

*E. Regulations Governing the ROSS Grant:* Resident Service Delivery Models-Family, Resident Service Delivery Models-Elderly/Persons with Disabilities, and Homeownership Supportive Services are governed by 24 CFR Part 964.

## II. Award Information

### A. Information for All Grant Categories and All Applicants

1. *Grant Period.* Three years. The grant period shall begin the day the grant agreement and the form HUD-1044, “Assistance Award/Amendment” are signed by both the grantee and HUD.

2. *Grant Extensions.* Requests to extend the grant term beyond the originally established grant term must be submitted in writing by the grantee to the local HUD field office or area ONAP at least 90 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 only once by the field office for a period not to exceed six months.

3. *Type of Award.* Grant agreement.

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

### B. Resident Services Delivery Models—Family

1. *Total Funding.* The Department expects to award \$22,950,000 (\$15,000,000 appropriated and \$7,950,000 of carryover) under this category. Awards will be made as follows:

a. PHAs must use the number of occupied conventional family public housing units as of September 30, 2004, per their budget to determine the maximum grant amount they are eligible for in accordance with the categories listed below. PHAs should clearly indicate on the Fact Sheet the number of units under their Annual Contributions Contract.

Number of conventional units	Maximum funding
1-780 units .....	\$250,000
781-2,500 units .....	350,000
2501-7,300 units .....	500,000
7,301 or more units .....	1,000,000

b. The maximum grant award is \$125,000 for each RA.

c. Nonprofit organizations that have resident support or the support of tribes or RAs are limited to \$125,000 for each RA. A nonprofit organization may submit a single application for no more than three different RAs from the same PHA for a maximum grant award of \$375,000. Nonprofit organizations may submit more than one application provided they target residents of distinct PHAs or tribes/TDHEs. In cases where nonprofit applicants are not able to obtain support from RAs, they must obtain letters of support from PHAs, tribes/TDHEs and they may also submit letters from one or more of the following: Resident Advisory Boards (RABs), local civic organizations, or units of local government. NOTE: All nonprofit applicants that do not include letters of support from RAs must include a letter of support from PHAs or tribes/TDHEs (please see Threshold Requirements for more information).

Funding for nonprofit applicants that do not receive letters of support from RAs will be determined as follows (support letters from PHAs must indicate the developments to be served by the nonprofit organization as well as the number of occupied conventional family public housing units in those developments):

Number of conventional units	Maximum funding
1-2,500 units .....	\$125,000
2501-7,300 units .....	250,000
7,301 or more units .....	375,000

Applicants should see the General Section of the SuperNOFA for instructions on submitting support letters and other documentation with their electronic application.

d. Tribes/TDHEs should use the number of units counted as Formula Current Assisted Stock for Fiscal Year 2004 as defined in 24 CFR 1000.316. Tribes/TDHEs are eligible for the same amounts as PHAs within each category in (a) above. Tribes that have not previously received funds from the Department under the U.S. Housing Act of 1937 should count housing units under management that are owned and operated by the Tribe and are identified in their housing inventory as of September 30, 2004, for family units.

Tribes should clearly indicate the number of units under management on the Fact Sheet.

*C. Resident Services Delivery Models—Elderly/Persons with Disabilities*

1. *Total Funding.* The Department expects to award \$16,272,000 (10,672,000 appropriated and 5,600,000 of carryover funds) under this category.

Awards will be made as follows:  
a. PHAs must use the number of occupied elderly and disabled conventional public housing units as of September 30, 2004, per their budget to determine the maximum grant amount they are eligible for in accordance with the categories listed below. PHAs should clearly indicate the number of units under their Annual Contributions Contract on the Fact Sheet.

Number of conventional units	Maximum funding
1-217 units .....	\$250,000
218-1,155 units .....	350,000
1,156 or more units .....	450,000

b. The maximum grant award is \$125,000 for each RA.

c. Nonprofit organizations that have resident support or the support of tribes or RAs are limited to \$125,000 for each RA. A nonprofit organization may submit a single application for no more than three different RAs from the same PHA for a maximum grant award of \$375,000. Nonprofit organizations may submit more than one application provided they target residents of distinct PHAs or tribes/TDHEs. In cases where nonprofit applicants are not able to obtain support from RAs, they must obtain letters of support from PHAs, tribes/TDHEs and they may also submit letters of support from one or more of the following: Resident Advisory Boards (RABs), local civic organizations, or units of local government. *Note:* All nonprofit applicants that do not include letters of support from RAs must include a letter of support from PHAs or tribes/TDHEs (please see Threshold Requirements for more information).

Funding for nonprofit applicants that do not receive letters of support from RAs will be determined as follows (support letters from PHAs must indicate the developments to be served by the nonprofit organization as well as the number of occupied conventional elderly/disabled public housing units in those developments):

Number of conventional units	Maximum funding
1-217 units .....	\$125,000
218-1,155 units .....	250,000

Number of conventional units	Maximum funding
1,156 or more units .....	375,000

Applicants should see the General Section of the SuperNOFA for instructions on submitting support letters and other documentation with their electronic application.

d. Tribes/TDHEs should use the number of units counted as Formula Current Assisted Stock for Fiscal Year 2004 as defined in 24 CFR 1000.316. Tribes/TDHEs are eligible for the same amounts as PHAs within each category in (a) above. Tribes that have not previously received funds from the Department under the 1937 Housing Act should count housing units under management that are owned and operated by the Tribe and are identified in their housing inventory as of September 30, 2004, for elderly/disabled units. Tribes should clearly indicate the number of units under management on the Fact Sheet.

*D. Homeownership Supportive Services*

1. *Total Funding.* The Department expects to award \$18,900,000 (\$12,400,000 appropriated and \$6,500,000 of carryover funds) under this category. Awards will be made as follows:

a. PHAs must use the number of occupied conventional family public housing units as of September 30, 2004, per their budget to determine the maximum grant amount they are eligible for in accordance with the categories listed below. PHAs should clearly indicate the number of units under their Annual Contributions Contract on the Fact Sheet.

Number of conventional units	Maximum funding
1-780 units .....	\$250,000
781-2,500 units .....	350,000
2501-7,300 units .....	500,000
7,301 or more units .....	1,000,000

b. Nonprofit organizations that have resident support or the support of tribes or RAs are limited to \$125,000 for each RA. A nonprofit organization may submit a single application for no more than three different RAs from the same PHA for a maximum grant award of \$375,000. Nonprofit organizations may submit more than one application provided they target residents of distinct PHAs or tribes/TDHEs. In cases where nonprofit applicants are not able to obtain support from RAs, they must obtain letters of support from PHAs, tribes/TDHEs and they may also submit letters of support from one or more of

the following: Resident Advisory Boards (RABs), local civic organizations, or units of local government. *Note:* All nonprofit applicants that do not include letters of support from RAs must include a letter of support from PHAs or tribes/TDHEs (please see Threshold Requirements for more information).

Funding for nonprofit applicants that do not receive letters of support from RAs will be determined as follows (support letters from PHAs must indicate the developments to be served by the nonprofit as well as the number of occupied conventional family public housing units in those developments):

Number of conventional units	Maximum funding
1–2,500 units .....	\$125,000
2501–7,300 units .....	250,000
7,301 or more units .....	375,000

RAs are not eligible to apply for funding under the HSS category.

Applicants should see the General Section of the SuperNOFA for instructions on submitting support letters and other documentation with their electronic application.

c. Tribes/TDHEs should use the number of units counted as Formula Current Assisted Stock for Fiscal Year 2004 as defined in 24 CFR 1000.316. Tribes/TDHEs are eligible for the same amounts as PHAs within each category in (a) above. Tribes that have not previously received funds from the Department under the U.S. Housing Act of 1937 should count housing units under management that are owned and operated by the Tribe and are identified in their housing inventory as of September 30, 2004, for family units. Tribes should clearly indicate the number of units under management on the Fact Sheet.

### III. Eligibility Information

#### A. Eligible Applicants

1. *RSDM—Family.* This funding category provides grants to PHAs, tribes/TDHEs, RAs, and nonprofit organizations supported by resident organizations or PHAs, tribes/TDHEs, and RABs, local civic organizations or units of local government.

2. *RSDM—Elderly/Persons with Disabilities.* This funding category provides grants to PHAs, tribes/TDHEs, RAs, and nonprofit organizations supported by resident organizations or PHAs, tribes/TDHEs and RABs, local civic organizations or units of local government. PHAs that are recipients of the Elderly/Disabled renewal Service Coordinator grant are not eligible to apply for this ROSS funding category.

3. *Homeownership Supportive Services.* This funding category provides grants to PHAs, tribes/TDHEs and qualified nonprofit organizations that have the support of resident organizations or PHAs, tribes/TDHEs and RABs, local civic organizations or units of local government. Resident Associations are not eligible to apply for funding under this category.

#### B. Cost Sharing or Matching

Information for All Grant Categories and All Applicants: The match is a threshold requirement. Applicants who do not demonstrate the minimum 25 percent match will fail the threshold requirement and will not receive further consideration for funding. Please see the section below on threshold requirements for more information on what is required for the match.

#### C. Other

##### 1. Eligible Activities

a. *RSDM—Family.* HUD is looking for applications that implement comprehensive programs within the three year grant term which will result in improved economic self-sufficiency for Public and Indian housing residents. HUD is looking for proposals that involve partnerships with organizations that will enhance grantees' ability to provide educational programs, housing counseling, including fair housing counseling, job training and other supportive services for residents. All applicants must complete a work plan (see sample work plans on HUD's Web site at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>) covering the three-year grant term.

The eligible activities are listed in four categories, from basic to advanced: Life-Skills Training; Job Training, Job Search and Placement Assistance; Post Employment Follow-up; and finally, Activities to Support Career Advancement and Long-term Economic Self-Sufficiency. Applicants are not limited to choosing one category of activity, but rather should design their programs to address the specific needs of the population they are targeting. Applicants are encouraged to pull from all categories and activities listed. Funds may be used for the activities described below.

(1) Hiring of a qualified project coordinator to run the grant program. A qualified project coordinator must have at least two years of experience managing programs and should have experience working on supportive services programs. The project coordinator should be hired for the entire three-year term of the grant. The project coordinator is responsible for:

(a) Marketing the program to residents;

(b) Assessing participating residents' skills and job-readiness;

(c) Assessing participating residents' needs for supportive services, e.g., child care, transportation costs, etc.

(d) Assisting a tribe or TDHE to create a resident group to promote self-sufficiency efforts on the reservation;

(e) Designing and coordinating grant activities based on residents' needs and the local labor market; and

(f) Monitoring the progress of program participants and evaluating the overall success of the program. A portion of grant funds should be reserved to ensure that evaluations can be completed for all participants who received training through this program. For more information on how to measure performance, please see Rating Factor 5 in the "Application Review Information" section of this NOFA.

(2) Life-skills Training (for Youth and Adults). Applicants' proposals can cover the following types of activities:

(a) Credit. The importance of having good credit and how to maintain good credit.

(b) Banking and Money Management. How to open a bank account; balance a checkbook; create a weekly spending budget and establish contingency plans for child care and transportation, etc.

(c) Real Life Issues. Information on tax forms; voter registration; leases; car insurance; health insurance; long-term care insurance; etc.

(d) Literacy training and GED preparation.

(e) College preparatory courses and information.

(f) Goal setting.

(g) Mentoring.

(h) Hiring residents to help with the implementation of this grant program.

NOTE: Stipends and salaries serve different purposes. Resident salaries can only be used to hire residents to help grant program staff with the implementation of grant activities.

(3) Job Training, Job Search and Placement Assistance. Eligible activities include:

(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; calculating net wages.

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

(d) Creating job training and placement programs.

(e) Resume writing.

(f) Interviewing techniques.

(g) Employer linkage and job placement. Working with local employers and job placement providers to design and offer training that addresses local employers' needs, create a job placement program that refers trained residents to participating employers and other local area employers.

(h) Career advancement and planning programs. Such programs should be designed to:

(i) Career goal setting;

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

(iii) 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.

(iv) 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 on to a career ladder and achieve upward mobility.

(4) Post-employment follow-up. After placing residents in jobs, providing follow-up and ongoing support to newly hired residents can have a significant positive impact on long-term job retention.

(5) Activities To Support Career Advancement and Long-term Economic Self-Sufficiency.

(a) Individual Savings Accounts (ISAs). Applicants may create programs that encourage residents to save and contribute to match savings accounts such as Individual Development Accounts (IDAs). The programs should include financial counseling and education activities. ISAs may only be used for three purposes: (1) To purchase a first home that is existing or under construction when the purchase contract is signed; (2) to receive post-secondary education or training; or (3) to start a local business (other than acquiring, leasing, constructing, or rehabilitating real property in connection with the business).

Applicants are encouraged to leverage RSDM funds by working with local financial organizations, which can also

contribute to residents' ISAs. FSS escrow accounts may not be used as a match for RSDM-funded ISAs. Grantees shall consult the Internal Revenue Service regarding possible tax consequences of the ISAs to participating residents.

(b) Housing Counseling. This can include information to help residents move to market rate rental housing and/or "pre-purchase" homeownership counseling and training. This may include training on such subjects as credit and financial management; credit repair; housing search; how to finance the purchase of a home; fair housing; Individual Savings Accounts, Real Estate Settlement Procedures Act (RESPA); and home maintenance.

(6) Stipends. Stipends are an eligible use of grant funds. Stipends may be used for reasonable out-of-pocket costs. Stipends may be used to reimburse such things as local transportation to and from job training and job interviews, supplemental educational materials, and child care expenses. Stipends must be tied to residents' successful performance and regular attendance.

(7) Hiring of Residents. Grant funds may also be used to hire a resident(s) as program staff.

(8) Supportive Services.

(a) After school programs for school-age children to include tutoring, remedial training, educational programming using computers.

(b) Provision of information on the Earned Income Tax Credit Program, Food Stamps, Child Tax Credit Program, Medicaid, the State Child Health Insurance Program (S-CHIP), Student Loan Interest Deduction, tribal welfare programs, and other benefit programs that can assist individuals and families make a successful transition from welfare to work.

(c) Transportation costs as necessary to enable participating families to receive services or commute to training or employment.

(d) Child-care provision for ROSS-RSDM—Family program participants.

(e) Parenting courses.

(f) Nutrition courses.

(g) Health care information and services including referrals to mental health providers, alcohol and other drug abuse treatment programs.

(h) English as a second language (ESL) classes.

(i) Creating and maintaining linkages to local social service agencies, such as employment agencies, health departments, transportation agencies, economic/community development agencies, community colleges, recreational and cultural services, and other community organizations such as

Boys & Girls Clubs, 4H-Clubs, Boy Scouts, Girl Scouts, etc.

b. RSDM—Elderly/Persons with Disabilities HUD is looking for applications that implement comprehensive programs within the three-year grant term, which will result in improved living conditions for the elderly/persons with disabilities population. HUD is also looking for proposals that involve partnerships with organizations that will help grantees provide enhanced services to the elderly/persons with disabilities they will serve. All applicants must complete a work plan covering the three-year grant term.

Proposed grant activities should build on the foundation created by previous ROSS grants or other federal, state, and local efforts to assist this population.

*Eligible activities include the following:* (1) Hiring of a qualified project coordinator to run the grant program. A qualified project coordinator should have at least two years of experience managing programs and have experience working with supportive services. The project coordinator is responsible for:

(a) Assessing participating residents' needs for supportive services (e.g., Medicaid, Medicare, physician care, food stamps, rehabilitation services, veterans disability, state-funded programs such as nurse case management, housekeeping, Meals-on-Wheels; transportation etc.);

(b) Designing and coordinating grant activities based on residents' needs;

(c) Monitoring the progress of program participants and evaluating the overall success of the program. A portion of grant funds should be reserved to ensure that evaluations can be completed for all participants who received assistance through this program. For more information on how to measure performance, please see Rating Factor 5 in the "Application Review Information" section of this NOFA.

(2) Coordination and set up of meal services;

(3) Coordination and set-up of transportation services;

(4) Wellness programs including, health and nutrition programs, preventive health education, referral to rehabilitation services, and services for the disabled and other community resources;

(5) Personal emergency response;

(6) Congregate services—includes supportive services that are provided in a congregate setting at a conventional public housing development; and

(7) Case management.

*c. Homeownership Supportive Services*

HUD is looking for applications that implement comprehensive programs within the three year grant term which will result in increased rates of homeownership for residents of Public and Indian housing. Applicants should create linkages with HUD homeownership programs such as: the Housing Choice Voucher Homeownership Program, the PHA Homeownership Program also known as Section 32 (formerly the Section 5(h) Homeownership Program) and homeownership programs and resources offered by other organizations or state or local homeownership programs.

Tribes/TDHEs should create linkages with programs such as the Mutual Help Homeownership Opportunity Program, the Section 184 Program, and homeownership programs developed under the Indian Housing Block Grant Program such as mortgage assistance.

All applicants must complete a work plan (see sample work plans on HUD's web site at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>) covering the three-year grant term.

HUD is also looking for proposals that involve partnerships with organizations that will enhance the services grantees will offer. Applicants are strongly encouraged to partner with 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>. Applicants' programs should build on the foundation created by previous ROSS grants, or other state and local self-sufficiency efforts in which their target population may have participated.

Under this funding category, applicants must develop homeownership training programs for the residents they intend to serve. Eligible activities include the following:

(1) Hiring of a qualified project coordinator to run the grant program. A qualified project coordinator must have experience working on homeownership programs designed for typically underserved populations. The project coordinator is responsible for:

- (a) Assessing participating residents' needs;
- (b) Designing and coordinating grant activities based on residents' needs;
- (c) Monitoring the progress of program participants and evaluating the overall success of the program. A portion of grant funds should be reserved to ensure that evaluations can be completed for all participants who received assistance through this program. For more information on how

to measure performance, please see Rating Factor 5 in the "Application Review Information" section of this NOFA.

- (2) Training to include:
  - (a) Asset building;
  - (b) Credit counseling and credit scoring;
  - (c) Financial literacy and management;
  - (d) Selecting a real estate broker;
  - (e) Choosing a lender;
  - (f) Appraisals;
  - (g) Home inspections;
  - (h) Avoiding delinquency and predatory lending;
  - (i) Foreclosure prevention;
  - (j) Home maintenance and financial management for first-time homeowners;
  - (k) Real Estate Settlement Procedures Act (RESPA); and
  - (l) Fair Housing Counseling.
- (3) Individual Savings Accounts (ISAs). You may create programs that encourage residents to save and contribute to match savings accounts such as Individual Development Accounts (IDAs). ISAs may be used only for (a) Escrow accounts, (b) down payment assistance and (c) closing costs to assist the resident to purchase an existing dwelling unit or a dwelling unit under construction. You are encouraged to leverage HSS funds by working with local financial organizations, which can also contribute to residents' ISAs. FSS escrow accounts may not be used as a match for HSS-funded ISAs. FSS residents are not eligible to participate in the ISA provision.

2. *Threshold Requirements.* The criteria below apply to all grant categories and all applicants unless otherwise indicated:

Applicants must respond to each threshold requirement clearly and thoroughly by following the instructions below. If your application fails one threshold requirement (regardless of the type of threshold) it will be considered a failed application and will not receive consideration for funding.

a. *Match.* All applicants are required to have in place a firmly committed 25 percent match in cash or in-kind donations as defined in this NOFA. 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. If you are applying for more than one ROSS grant, you must use different sources of match donations for each grant application and you must indicate which additional ROSS grant(s) you are applying for by attaching an additional page to HUD budget form 424-CBW stating the

sources and amounts of each of your match contributions for this application as well as any other HUD programs to which you are applying. Match donations must be firmly committed which means that the amount of match resources and their dedication to ROSS-funded activities must be explicit, in writing, and signed by a person authorized to make the commitment. Letters of commitment, memoranda of understanding (MOU), or tribal resolution must be on organization letterhead, and signed by a person authorized to make the stated commitment whether it be in cash or in-kind services. The letters of commitment/MOUs/tribal resolutions must indicate the total dollar value of the commitment and be dated within two months of the application deadline, and indicate how the commitment will relate to the proposed program. The commitment should 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 include a letter of commitment indicating the type of match (cash or in-kind) and how the match will be used. Please see the General Section of the SuperNOFA for instructions for submitting the required letters with your electronic application.

Leveraging in excess of the 25 percent of the grant amount will receive a higher point value.

(1) Volunteer time and services shall be computed by using the normal professional rate for the local area or the national minimum wage rate of \$5.15 per hour (*Note:* applicants may not count their staff time toward the match);

(2) In order for HUD to determine the value of any donated material, equipment, staff time, building, or lease, your application must provide a letter from the organization making the donation stating the value of the contribution.

(3) Other resources/services that can be committed include: in-kind services such as contributions of administrative services provided to the applicant; funds from federal sources (not including ROSS funds) as allowed by statute, including for example Community Development Block Grant (CDBG); funds from any state or local government sources; and funds from private contributions. Applicants may also partner with other program funding recipients to coordinate the use of resources in the target area.

b. *Past Performance.* HUD's field offices will evaluate data provided by applicants as well as applicants' past performance to determine whether applicants have the capacity to manage



the grant for which they are applying. The area Offices of Native American Programs (ONAP) will review past performance for tribal and TDHE submissions. Field offices will evaluate the contract administrators' past performance for applicants required to have a contract administrator. In evaluating past performance HUD will look at the applicant's record of completing grant activities on time, within budget and the results achieved. Using Rating Factor 1, the field office/area ONAP will evaluate applicants' past performance. Applicants should carefully review Rating Factor 1 to ensure their application addresses each of the criteria requested therein. If applicants fail to address what is requested in Rating Factor 1, their application will fail this threshold and will not receive further consideration.

c. *Contract Administrator Partnership Agreement.* All nonprofit applicants, all resident organizations, and PHAs that are troubled at time of application are required to submit a signed Contract Administrator Partnership Agreement. The agreement must be for the entire grant term. Grant awards shall be contingent upon having a signed partnership agreement included in your application. Applicants required to have a Contract Administrator Partnership Agreement that fail to submit one will fail this threshold requirement and will not receive further consideration for funding. Please see the General Section of the SuperNOFA for instructions for submitting the required information with your electronic application.

Troubled PHAs are not eligible to be contract administrators. Grant writers who assist applicants with preparing their ROSS applications are also ineligible to be contract administrators. For more information on contract administrators, see the section "Program Requirements."

d. *Letters of Support for Nonprofit Applicants.*

(1) All nonprofit applicants must include letters of support from resident associations (RAs), Resident Advisory Boards (RABs), local civic organizations, or units of local government. In the event that RAs are inactive, or that applicants submit letters of support from other organizations such as RABs, nonprofit applicants must also submit letters from PHAs or tribes/TDHEs indicating support for their application. All letters of support must be signed by an authorized representative of the supporting organization and dated within two months of the application deadline.

(2) Nonprofit applicants that do receive support from resident associations must submit form HUD-52754 "List of Resident Associations Supporting Nonprofit Applicants." Submitting this form is not applicable where RAs are inactive or where applicants do not submit letters of support from RAs.

(3) In cases where nonprofit organizations are applying to serve tribes/TDHEs, nonprofit applicants must submit letters of support from tribes/TDHEs. Nonprofit organizations must also use form HUD-52754 to list which tribes/TDHEs support their application.

(4) Letters of support from RAs must describe to what extent they are familiar with the nonprofit applicant and indicate their support and understanding of the nonprofit organization's proposal/application. Letters from RAs must include contact information and the name and title of the person authorized to sign for the organization and should, whenever possible, be on RA letterhead.

(5) Letters of support from RABs must describe to what extent the RAB is familiar with the nonprofit applicant and indicate its support and understanding of the nonprofit organization's proposal/application. Letters from RABs must include contact information and the name and title of the person authorized to sign for the organization, and should be on RAB or PHA letterhead.

(6) Letters of support from civic organizations or units of local government must describe to what extent they are familiar with the nonprofit applicant and which programs the nonprofit applicant has operated or managed in the community that are similar to the applicant's proposal. Such letters of support must include contact information and the name and title of the person authorized to sign for the organization. The letter should be on organization letterhead.

(7) All nonprofit applicants that do not provide letters of support from resident associations must provide letters of support from PHAs or tribes/TDHEs with jurisdiction over the developments the applicant proposes to serve. Letters from PHAs or tribes/TDHEs must describe the extent to which the nonprofit applicant is familiar with the needs of the community to be served, which programs the nonprofit applicant has operated or managed in the community that are similar to the applicant's proposal, and whether the nonprofit organization has the capacity to implement its proposed program.

Letters from PHAs or tribes/TDHEs must also list the names of the developments to be served, the number of occupied conventional family or elderly/disabled public housing units (depending on the grant category) in those developments, certify that the units are conventional public housing, and identify the ROSS grant category to which the nonprofit organization is applying. PHA or tribe/TDHE letters of support must be signed by the Executive Director, tribal leader, or authorized designee and must be on PHA or tribe/TDHE letterhead. Please see the General Section of the SuperNOFA for instructions for submitting the required letters with your electronic application.

(8) Applications from nonprofit organizations, which do not submit the information requested in this section will fail this threshold requirement and will not be considered for funding.

e. *Nonprofit status.* All nonprofit applicants must submit their IRS determination letter to prove their nonprofit (e.g., 501(c)(3)) status. Applicants that fail to submit this letter will fail this threshold requirement and will not be considered for funding. Please see the General Section of the SuperNOFA for instructions for submitting the required documentation with your electronic application.

f. *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.

g. *Funding Requests in Excess of Maximum Grant Amount.* Applicants that request funding in excess of the maximum grant amount which they are eligible to receive will not receive funding consideration.

h. *Performance Standards for PHA Applicants to the Homeownership Supportive Services Program (applicable only to PHAs).* PHA applicants to the Homeownership Supportive Services program that administer a Homeownership Voucher Program will be required to provide Homeownership Vouchers per year, according to the minimum amounts listed in the table below, to eligible families who successfully complete training under the Homeownership Supportive Services grant program. Additionally, applicants must commit to enrolling public housing residents in their homeownership supportive services program in accordance with the amounts listed in the table printed immediately below.

Number of conventional units	Maximum funding	Minimum vouchers (annual)	Minimum enrollments (over 3 year term)
1-780 units .....	\$250,000	10	50
781-2,500 units .....	350,000	12	70
2501-7,300 units .....	500,000	14	100
7,301 or more units .....	1,000,000	16	200

Those PHAs which administer a Housing Choice Voucher program but have not elected to provide assistance under the Homeownership Voucher option and receive funding under this category, will be required to implement the Homeownership Voucher Program and make Homeownership Vouchers available, in the amounts listed above, on an annual basis to eligible families who successfully complete training under this ROSS activity. PHA applicants as described in this section must provide a letter certifying that they will comply with this requirement.

i. *Tribal/TDHE applicants.* Tribal/TDHE applicants to the HSS program must have a Low-income Homeownership Program outlined in their current Indian Housing Plan. Tribes/TDHEs will also be required to provide homeownership assistance to a minimum of 10 eligible families.

j. *The Dun and Bradstreet Universal Numbering System (DUNS) Number Requirement.* Refer to the General Section of the SuperNOFA 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 of the SuperNOFA for a discussion of the Grants.gov registration process.

### 3. Program Requirements

a. *Contract Administrator.* The contract administrator must assure that the financial management system and procurement procedures that will be in place during the grant term will fully comply with either 24 CFR part 84 or 85, as appropriate. 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 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 prepare their applications are also ineligible to be contract administrators. Organizations that the applicant proposes to use as the contract administrator must not violate or be in violation of other conflicts of interest as defined in 24 CFR part 84 and 24 CFR part 85.

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

4. *Number of Applications Permitted.* Except as otherwise noted, the criteria below apply to all grant categories and all applicants.

a. *General.* Applicants including PHAs, tribes/TDHEs, RAs, and nonprofit organizations that have support from the resident associations they propose to serve or the support of tribes/TDHEs may submit one application for each ROSS funding category, however applicants must submit separate applications for each funding category. Nonprofit organizations may submit more than one application per funding category provided that they will be serving residents of distinct PHAs or Tribes/TDHEs.

b. *More than one application per development.* Applications from PHAs, tribes/TDHEs, RAs, and nonprofit organizations targeting the same public housing development/population will not all be funded. HUD suggests that in these cases, applicants work together to submit one application. Otherwise, the highest scoring application will be funded.

c. *Joint applications.* Two or more applicants may join together to submit a joint application for proposed grant activities. Joint applications must designate a lead applicant. 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) Letters of support for nonprofit applicants;

(2) Evidence of nonprofit status as outlined under the section covering threshold requirements; and

(3) Threshold requirements outlined in Section III. C. of the General Section of the SuperNOFA.

Joint applications may include PHAs, RAs, Tribes/TDHEs, and nonprofit organizations on behalf of resident organizations. Joint applications involving nonprofit organizations must also provide evidence of resident support or support from local civic organizations or from units of local government. PHAs, tribes/TDHEs, and resident organizations that are part of a joint application may not also submit separate applications as sole applicants under this NOFA.

*Note:* The lead applicant will determine the maximum funding amount the applicants are eligible to receive.

5. *Eligible Participants.* All program participants must be residents of conventional public housing or NAHASDA-assisted housing. Participants in the Public Housing Family Self-Sufficiency (FSS) program (non-Housing Choice Voucher FSS Program) are also eligible to participate in activities funded under ROSS.

6. *Eligible Developments.* Only conventional Public and Indian housing developments may be served by ROSS grant funds. Other housing/developments, 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.

7. *Energy Star.* HUD has adopted a wide-ranging energy action plan for improving energy efficiency in all program areas. As a first step toward implementing the energy plan, HUD, the Environmental Protection Agency (EPA) and the Department of Energy (DoE) have signed a joint partnership to promote energy efficiency in HUD's affordable housing efforts and programs.

The purpose of the Energy Star partnership is to promote energy efficiency of the affordable housing stock, but also to help protect the environment. Applicants constructing, rehabilitating, or maintaining housing or community facilities are encouraged to promote energy efficiency in design and operations. They are urged especially to purchase and use Energy Star labeled products. Applicants providing housing assistance or counseling services are encouraged to promote Energy Star building by homebuyers and renters. Program activities can include developing Energy Star promotional and information materials, outreach to low- and moderate-income renters and buyers on the benefits and savings when using Energy Star products and appliances, and promoting the designation of community buildings and homes as Energy Star compliant. For further information about Energy Star, see <http://www.energystar.gov> or call 888-STAR-YES (888-782-7937) or for the hearing-impaired, 888-588-9920 (TTY).

#### IV. Application and Submission Information

*A. Address to Obtain an Application Package.* There is no application kit this year. Please refer to the General Section of the SuperNOFA for information on how to submit your application electronically. You may also visit [www.Grants.gov/Apply](http://www.Grants.gov/Apply) to obtain application information.

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

1. *Application Format Information for All Grant Categories and All Applicants.* Before preparing an application to any ROSS funding program, applicants should carefully review the program description, ineligible activities, program and threshold requirements, and the General Section of the SuperNOFA. 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 of the SuperNOFA. 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, which follow this section. Applicants will be evaluated on

whether their responses 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 ROSS program, may fully understand your proposal.

b. *Format of Application.* (1) Applications may not exceed 35 narrative pages. Narrative pages must be typed, double-spaced, numbered, use Times New Roman font style, and font size 12. Supporting documentation, required forms, and certificates will not be counted toward the 35 narrative page limit. However, applicants should make every effort to submit only what is necessary in terms of supporting documentation. Please see the General Section of the SuperNOFA 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. (*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 from the General Section of the SuperNOFA and other ROSS forms:

1. Acknowledgement of Application Receipt (HUD-2993), for paper application submissions only (you must have an approved waiver to submit a paper application);
2. Application for Federal Financial Assistance (SF-24);
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. ROSS Fact Sheet (HUD-52751);
6. Grant Application Detailed Budget (HUD-424-CB);
7. Grant Application Detailed Budget Worksheet (HUD-424-CBW);
8. Applicant/Recipient Disclosure/Update Report (HUD-2880);
9. Certification of Consistency with RC/EZ/EC-II Strategic Plan (HUD-2990) if applicable;
10. Certification of Consistency with the Consolidated Plan (HUD-2991) if applicable;
11. Certification of Consistency with the Indian Housing Plan if applicable (HUD-52752);
12. Certification of Resident Council Board of Election (not required for

tribes/nonprofit organizations working on behalf of tribes) (HUD-52753);

13. Disclosure of Lobbying Activities (SF-LLL), if applicable;

14. Disclosure of Lobbying Activities Continuation Sheet (SF-LLL-A), if applicable;

15. Client Comments and Suggestions (HUD-2994); (Optional)

16. Facsimile Transmittal Sheet (HUD-96011).

TAB 2: Threshold Requirements:

1. Letters from Partners attesting to match;
  2. Letter from Applicant's organization attesting to match (if applicant is contributing to match);
  3. Letters of Support from Resident Associations/ PHAs/tribes/TDHEs/ Resident Advisory Boards/local civic organizations and/or units of local government Threshold requirement for all nonprofit applicants);
  4. Chart of Resident Associations Participating (required for nonprofit applicants but not applicable to applications from tribes/TDHEs.) (HUD-52754);
  5. IRS nonprofit determination letter proving 501(c)(3) status (Threshold requirement for all nonprofit applicants); and
  6. Contract Administrator Partnership Agreement (required for nonprofit organizations, resident associations, and troubled PHAs) (HUD-52755).
- TAB 3: Narrative for Rating Factor 1 and ROSS Program Forms
1. Narrative;
  2. Chart A: Program Staffing (HUD-52756);
  3. Chart B: Applicant/Administrator Track Record (HUD-52757);
  4. Resumes/Position Descriptions.
- TAB 4: Narrative for Rating Factor 2  
TAB 5: Rating Factor 3
1. Narrative;
  2. Work plan (see relevant sample ROSS work plan HUD-52764).
- TAB 6: Narrative for Rating Factor 4  
TAB 7: Narrative for Rating Factor 5 and ROSS Program Forms
1. Narrative;
  2. Logic Model (HUD-96010);
  3. Sample Performance measures/ outcomes are attached for applicants' information.
- C. Submission Dates and Times:* 1. *Due Dates.* a. *Resident Service Delivery Models—Elderly/Persons with Disabilities:* The application must be submitted and received by Grant.gov no later than 11:59:59 p.m. eastern time on July 6, 2005. For applicants receiving a waiver to the electronic filing requirement, please see the General Section for waiver and mailing requirements. Please carefully read the General Section of the SuperNOFA for

application submission, and timely receipt requirements.

b. *Resident Service Delivery Models-Family*. The application must be submitted and received by Grant.gov no later than 11:59:59 p.m. eastern time on July 25, 2005. For applicants receiving a waiver to the electronic filing requirement, please see the General Section for waiver and mailing requirements. Please carefully read the General Section of the SuperNOFA for application submission, and timely receipt requirements.

c. *Homeownership Supportive Services*. The application must be submitted and received by Grant.gov no later than 11:59:59 p.m. eastern time on May 26, 2005. For applicants receiving a waiver to the electronic filing requirement, please see the General Section for waiver and mailing requirements. Please carefully read the General Section of the SuperNOFA for application submission, and timely receipt requirements.

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

3. *For Waivers Only*. Applicants who have received waivers to submit paper applications (see the General Section of the SuperNOFA for more information), must submit their applications to: HUD Grants Management Center, Mail Stop: Name of ROSS Grant Category, 501 School Street, SW., 8th floor, Washington DC 20024. Please see the General Section of the SuperNOFA for detailed mailing and delivery instructions.

4. *Number of Copies*. Only applicants receiving a waiver to the electronic submission requirement may submit a paper copy application. Paper applications must be submitted in triplicate (one original and two identical copies). For all applicants (including tribal and TDHE applicants), the original and one identical copy must be sent to the Grants Management Center and an identical copy must be sent to your local field office in accordance with the submission and timely receipt requirements described in the General Section of this SuperNOFA.

D. *Intergovernmental Review*: Not applicable.

E. *Funding Restrictions*: 1. Reimbursement for Grant Application Costs. Applicants who receive an award under any ROSS funding category are prohibited from using ROSS grant funds to reimburse any costs incurred in conjunction with preparation of their ROSS grant application.

2. *Covered Salaries*. Applicable to all grant categories and all applicants:

a. *Project Coordinator*. All applicants may propose to hire a qualified project coordinator to run the grant program. The ROSS program will fund up to \$65,000 in combined annual salary and fringe benefits for a full-time project coordinator. The project coordinator's salary and fringe benefits may not exceed 30 percent of the total grant amount. For audit purposes, applicants must have documentation on file demonstrating that the salary of the project coordinator is comparable to similar professions in their local area.

b. *Resident Salaries*. Only the RSDM—Family category permits grantees to use grant funds for this purpose. No more than five percent of RSDM—Family funds may be used to pay for resident salaries.

c. *Types of Salaries*. ROSS funds may only be used for the types of salaries described in this section according to the restrictions described herein. ROSS funds may only be used to pay for salaries of staff that provide direct services to residents. Direct services staff, for purposes of this NOFA, are defined as housing authority personnel who, as their primary responsibility, provide services directly to residents that participate in the activities described in this application e.g., case managers, van drivers, job trainers, childcare providers, among other positions. ROSS funds may not be used to pay for salaries for any other kind of staff.

3. *Administrative Costs*. Administrative costs may include, but are not limited to, purchase of furniture, office equipment and supplies, local travel, and utilities. Administrative costs may not be used to pay for salaries of any kind. Nonprofit organizations only may use administrative funds to pay for rental of space. Administrative costs must not exceed 10 percent of the total grant amount requested from HUD. Administrative costs must adhere to OMB Circular A-87 or A-122 as appropriate. Please use HUD-424-CBW to itemize your administrative costs.

4. *Individual Savings Accounts (ISAs)*. ROSS RSDM—Family and Homeownership Supportive Services funds can be used as matching funds for ISAs but no more than 20 percent of total grant funds may be used for this purpose.

5. *Stipends*. This applies to RSDM—Family only. No more than \$200 of the grant award may be used per participant per month for stipends for active trainees and program participants. Stipends may only be used to reimburse reasonable out-of-pocket expenses

related to participation in training and other program-related activities. Receipts for such expenses must be provided by the resident in order to obtain reimbursement. Stipends are not considered an administrative expense and therefore are not subject to the 10 percent limitation on administrative costs.

6. *Ineligible Activities/Costs*. Grant funds may not be used for ineligible activities. The following are ineligible activities/costs:

a. Payment of wages and/or salaries to participants for receiving supportive services and/or training programs;

b. Purchase, lease, or rental of land;

c. New construction, costs for construction materials;

d. Rehabilitation or physical improvements;

e. Purchase, lease, or rental of vehicles;

f. Entertainment costs; g. Purchasing food;

h. Elderly/Disabled Service Coordinator salary and fringe benefits;

i. Payment of wages and/or salaries to doctors, nurses or other staff (including health aids or companions) in relation to medical services provided to residents;

j. Purchase of non-prescription or prescription medications;

k. Stipends (Stipends are only allowed under RSDM—Family);

l. Down payment assistance (*Note*: Participants may use their ISAs under the RSDM—Family and Homeownership Supportive Services program for this purpose);

m. Revolving loan funds;

n. Costs, which exceed limits, identified in the NOFA for the following: Project Coordinator, resident salaries, ISAs, stipends, administrative expenses, and long distance travel; and

o. Cost of application preparation.

p. For RSDM Elderly grant applicants—transportation costs of residents (grant funds may be used to pay for coordination and set-up of transportation services).

q. Salaries for staff that are not direct services staff. Direct services staff, for purposes of this NOFA, are defined as housing authority personnel who, as their primary responsibility, provide services directly to residents that participate in the activities described in this application e.g., case managers, van drivers, job trainers, childcare providers, among other positions. ROSS funds cannot be used to hire or pay for the services of a Contract Administrator.

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

8. *Other Budgetary Restrictions*. Some long distance travel may be necessary

during the term of the grant in order for professional grant staff to attend HUD-sponsored training conferences for ROSS grantees. Long distance travel costs for grant program staff may not exceed \$5,000 for the life of the grant and must receive prior approval from the grantee's local HUD field office or area ONAP.

## V. Application Review Information

### A. Criteria

1. *Factors for Award Used To Evaluate and Rate Applications to the ROSS 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 the RC/EZ/EC-II bonus points. A listing of federally designated RCs, EZs, and EC-IIs, is available at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. The agency certifying to RC/EZ/EC-II status must be contained in the listing of RC/EZ/EC-II organizations on HUD's Web site at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

*Note:* Applicants should carefully review each rating factor before writing a response. Applicants' narratives should be as descriptive as possible, ensuring that every requested item is addressed. Applicants should make sure their narratives thoroughly address the Rating Factors below. Applicants should 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 (25 Points).

This factor addresses whether the applicant has the organizational resources necessary to successfully implement the proposed activities within the grant period. In rating this factor HUD will consider the extent to which the proposal demonstrates that the applicant will have qualified and experienced staff dedicated to administering the program.

##### (1) Proposed Program Staffing (7 Points).

(a) *Staff Experience* (4 Points). The knowledge and experience of the proposed project coordinator, staff, and partners in planning and managing programs for which funding is being requested. Experience will be judged in terms of recent, relevant and successful experience of proposed staff to undertake eligible program activities. In

rating this factor, HUD will consider experience within the last 5 years to be recent; experience pertaining to the specific activities being proposed to be relevant; and experience producing specific accomplishments to be successful. The more recent the experience and the more experience proposed staff members who work on the project have in successfully conducting and completing similar activities, the greater the number of points applicants will receive for this rating factor. The following information should be provided in order to provide HUD an understanding of proposed staff's experience and capacity:

(i) The number of staff years (one staff year = 2080 hours) to be allocated to the proposed program by each employee or expert as well as each of their roles in the program;

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

(iii) Relevant and successful experience running programs whose activities are similar to the eligible program activities described in the grant category to which you are applying.

(b) *Organizational Capacity* (3 Points). Applicants will be evaluated based on whether they have, or their partners have sufficient qualified personnel to deliver the proposed activities in a timely and effective fashion. In order to enhance or supplement capacity, applicants should provide evidence of partnerships with nonprofit organizations or other organizations that have experience providing supportive services to typically underserved populations. Applicants' narrative must describe their ability to immediately begin the proposed work program. Provide resumes and position descriptions (where staff is not yet hired) for all key personnel. (Resumes/ position descriptions do not count toward the 35-page limit.)

##### (2) Past Performance of Applicant/Contract Administrator (6 Points).

(a) Applicants' past experience may include, but is not limited to, running and managing programs aimed at:

(i) RSDM—Family: assisting residents of low-income housing achieve economic self-sufficiency;

(ii) RSDM—Elderly: assisting elderly/ persons with disabilities who reside in low-income housing to live independently;

(iii) Homeownership: assisting residents of low-income housing achieve economic self-sufficiency and homeownership.

(b) Applicants' narrative must indicate past grants they received and managed, the grant amounts, and grant

terms (years) of the grants, which they are counting toward past experience.

(c) Applicants' narrative must describe how they (or their Contract Administrator) successfully implemented past grant programs designed to:

(i) RSDM—Family—promote resident self-sufficiency, moving from welfare to work, and/or helping residents move to market rate rental housing;

(ii) RSDM—Elderly—assist elderly/ persons with disabilities meet their daily living needs and enhance their access to needed services so they can continue to reside comfortably and productively in their current living environment;

(iii) Homeownership—promote moving from subsidized housing to homeownership.

(d) Applicants will be evaluated according to the following criteria:

(i) Achievement of specific measurable outcomes and objectives in terms of benefits gained by participating residents. Applicants should describe results their programs have obtained, such as:

(A) RSDM—Family: reduced welfare dependency, higher incomes, higher rates of employment, increased savings, moving from subsidized housing to market rate rental housing;

(B) RSDM—Elderly: less emergency care, improved health conditions of assisted population, access to greater number of social services;

(C) Homeownership: number of families in homeownership counseling pipeline, rates of homeownership achieved through training programs.

(ii) Description of success in attracting and keeping residents involved in past grant-funded training programs. HUD wants to see that applicants' grant-funded programs benefited a significant number of residents;

(iii) Description of timely expenditure of program funding throughout the term of past grants. 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;

(iv) Description of Past Leveraging. Applicants must describe how they have leveraged funding or in-kind services beyond amounts that were originally proposed for past projects;

##### (3) Program Administration and Fiscal Management (12 Points).

(a) *Program Administration and Accountability* (6 Points). Applicants should describe how they will manage the program; how HUD can be sure that there is program accountability; and provide a description of proposed staff's roles and responsibilities. Applicants

should also describe how grant staff and partners shall report to the project coordinator and other senior staff.

(b) *Fiscal Management* (6 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, (*i.e.*, troubled PHAs, resident associations, and nonprofit applicants);

(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) For applicants who are required to have a Contract Administrator, describe the skills and experience the Contract Administrator has in managing federal funds.

*b. Rating Factor 2: Need/Extent of the Problem* (10 Points).

This factor addresses the extent to which there is a need for funding the proposed program. In responding to this factor, applicants will be evaluated on the extent to which they describe and document the level of need for their proposed activities and the urgency for meeting the need.

In responding to this factor, applicants must include:

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

(2) *Demonstrated Link Between Proposed Activities and Local Need* (5 points). Applicants' narrative must demonstrate a clear relationship between proposed activities, community needs and the purpose of the program funding in order for points to be awarded for this factor.

*c. Rating Factor 3: Soundness of Approach* (30 Points) This factor addresses both the quality and cost-effectiveness of applicants' proposed work plan. The work plan must indicate a clear relationship between proposed activities, the targeted population's needs, and the purpose of the program funding. Applicants' activities must address HUD's policy priorities outlined in this Rating Factor.

In rating this factor HUD will consider:

(1) *Quality of the Work Plan* (18 points). This factor evaluates both the applicant's work plan and budget, which will be evaluated based on the following criteria:

(a) *Specific Services and/or Activities* (8 points). Applicants' narrative must describe the specific services, course curriculum, and activities they plan to offer and who will be responsible for each. In addition to the narrative, applicants must also provide a work plan, which must list the specific services, activities, and outcomes they expect. The work plan must show a logical order of activities and progress and must tie to the outcomes and outputs applicants identify in the Logic Model (see Rating Factor 5). Please see a sample work plan in the Appendix. Applicants' narrative must explain how their proposed activities will:

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

(ii) Offer comprehensive services versus a small range of services geared toward achieving the following (2 points):

RSDM—Family: enhancing economic opportunities for residents;

RSDM—Elderly: enhancing residents' quality of life;

Homeownership: enhancing homeownership opportunities for residents; and

(iii) Link to other ROSS-funded self-sufficiency programs (2 points).

(b) *Feasibility and Demonstrable Benefits* (4 points). This factor examines whether applicants' work plan 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 demonstrable results and advance the purposes of the ROSS program.

(i) *Timeliness*. This subfactor evaluates whether applicants' work plan demonstrates that their project is ready to be implemented shortly after grant award, but not to exceed three months following the execution of the grant agreement. The work plan must indicate timeframes and deadlines for accomplishing major activities.

(ii) *Description of the problem and solution*. The work plan will be evaluated based on how well applicants' proposed activities address the needs described in Rating Factor 2.

(c) *Budget Appropriateness/Efficient Use of Grant* (6 Points) The score in this factor will be based on the following:

(i) *Justification of expenses*. Applicants will be evaluated based on whether their expenses are reasonable

and thoroughly explained, and support the objectives of their proposal.

(ii) *Budget Efficiency*. Applicants will be evaluated based on whether their application requests funds commensurate with the level of effort necessary to accomplish their goals and anticipated results.

(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; or you will lose 2 points if you propose paying for salaries for staff that are not direct services staff.

(2) *Addressing HUD's Policy Priorities* (12 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. Applicants' narrative and work plan will be evaluated based on how well they meet the following HUD policy priorities:

(a) Applicants will respond to either (i) or (ii) below depending on what type of applicant they are, for a maximum of 5 points.

(i) *Improving the Quality of Life in Our Nation's Communities* (For RSDM—Family and RSDM—Elderly Applicants only)(5 points). In order to receive points in this category, applicants' narrative and work plan must indicate the types of activities, service, and training programs applicants will offer which can help residents successfully transition from welfare to work and earn higher wages, or for elderly/disabled residents, to continue to live independently.

(ii) *Providing Increased Homeownership and Rental Opportunities for Low- and Moderate-Income Persons, Persons with Disabilities, the Elderly, Minorities, and Families With Limited English Proficiency* (For Homeownership Applicants only) (5 points). In order to receive points in this category, applicants' narrative and work plan must indicate the types of activities and training programs they will offer which can help residents successfully transition from subsidized housing to market-rate rental housing or homeownership.

(b) *Providing Full and Equal Access to Grassroots Faith-Based and Other Community-Based Organizations in HUD Program Implementation* (For all applicants) (5 points). HUD encourages applicants to partner with grassroots organizations, *e.g.*, civic organizations,

grassroots faith-based and other community-based organizations that are not usually effectively utilized. These grassroots organizations have a strong history of providing vital 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, applicants' narrative and work plan must describe how applicants 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 are able to demonstrate successful efforts in removing regulatory barriers to affordable housing, and (2) nongovernmental applicants that are associated with jurisdictions that have undertaken 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 priority apply to this FY 2005 NOFA. A description of the policy priority and a copy of form HUD-27300 can be found in the application package posted to [www.Grants.gov](http://www.Grants.gov). Applicants are encouraged to read the Notice as well as the General Section of the SuperNOFA to obtain an understanding of this policy priority and how it can impact their score. A limited 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 email 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: Leveraging Resources (20 Points).*

This factor addresses the applicant's ability to secure community resources that can be combined with HUD's grant resources to achieve program purposes. Applicants are required to create partnerships with organizations that can help achieve their program's goals. PHAs are required by section 12(d)(7) of the U.S. Housing Act of 1937 entitled "Cooperation Agreements for Economic Self-Sufficiency Activities" to make best efforts to enter into such agreements with relevant state or local agencies. In rating this factor, HUD will look at the extent to which applicants partner, coordinate and leverage their services with other organizations serving the same or similar populations.

Additionally, applicants must have at least a 25 percent cash or in-kind match. The match is a threshold requirement. Joint applicants must together have at least a 25 percent match. Applicants who do not demonstrate the minimum 25 percent match will fail the threshold requirement and will not receive further consideration for funding. Leveraging in excess of the 25 percent of the grant amount will receive a higher point value. In evaluating this factor HUD will consider the extent to which applicants have partnered with other entities to secure additional resources, which will increase the effectiveness of the proposed program activities. The additional resources and services must be firmly committed, must support the proposed grant activities and must, in combined amount (including in-kind contributions of personnel, space and/or equipment, and monetary contributions) equal at least 25 percent of the grant amount requested in this application. "Firmly committed" means that the amount of resources and their dedication to ROSS-funded activities must be explicit, in writing and signed by a person authorized to make the commitment. Please see the section on Threshold Requirements for more information.

Points for this factor will be awarded based on the documented evidence of partnerships and firm commitments and the ratio of requested ROSS funds to the total proposed grant budget.

Points will be assigned based on the following scale:

*Percentage of Match Points Awarded*

25 .....	5 points (with partnerships) 3 points (without partnerships);
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*Percentage of Match Points Awarded—Continued*

26-50 .....	10 points (with partnerships) 8 points (without partnerships);
51-75 .....	15 points (with partnerships) 13 points (without partnerships);
76 or above ....	20 points (with partnerships) 18 points (without partnerships).

*e. Rating Factor 5: 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 and grant agreements and that they assess their performance so that they realize performance goals. Applicants must demonstrate how they propose to measure their success and outcomes as they relate to the Department's Strategic Plan.

(2) HUD requires ROSS applicants to develop an effective, quantifiable, outcome-oriented plan for measuring performance and determining that goals have been met. Applicants must use the 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 new services provided, the number of residents receiving counseling, or the number of households using a technology center. Outputs should produce outcomes for your program. "Outcomes" are benefits accruing to the residents, families and/or communities during or after participation in the ROSS program. Applicants must clearly identify the outcomes to be achieved and measured. Examples of outcomes are: increasing the homeownership rates among residents of a development or from a particular housing authority, increasing residents' financial stability (e.g., increasing assets of a household through savings), or increasing employment stability (e.g., whether persons assisted obtain or retain employment for one or two years after job training completion). 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 applicants to measure their performance. Performance indicators should be objectively quantifiable and measure actual achievements against anticipated achievements. Applicants' narrative, work plan, 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 plan and management practices if performance targets begin to fall short of established benchmarks and time frames. Applicants' proposal must also show how they will measure the performance of partners and affiliates. 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 can use the sample performance measures found at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. Applicants will be evaluated based on how comprehensively they propose to measure their program's outcomes.

#### B. Review and Selection Process

1. *Review Process for All Grant Categories and All Applicants.* Four types of reviews will be conducted: a screening to determine if you are eligible to apply for funding under the ROSS grant category to which you are applying; whether your application submission is complete, on time and meets threshold; a review by the field office (or area ONAP office) to evaluate past performance; and a technical review to rate your application based on the five rating factors provided in this NOFA.

2. *Selection Process for All Grant Categories and All Applicants.* The selection process is designed to achieve geographic diversity of grant awards throughout the country. For each grant category, 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 and DPONAP for funding (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 in one grant category

are too small to make an award, they may be transferred to another category under the ROSS program.

3. *Tie Scores.* In the event of a tie between two applications in the same category which target the same developments, HUD will select the application that was received first.

4. *Deficiency Period.* Applicants will have 14 calendar days in which to provide missing information requested from HUD. For other information on correcting deficient applications, please see the General Section of the SuperNOFA.

#### 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 what steps they must take in order 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.

C. *Administrative and National Policy Requirements.* 1. *Environmental Impact.* In accordance with 24 CFR 58.34 (a)(3) or (a)(9), 58.35(b)(2), (b)(4) or (b)(5), 50.19(b)(3), (b)(9), (b)(12), (b)(14), or (b)(15) activities under this ROSS program are categorically excluded from the requirements of the National Environmental Policy Act of 1969 and are not subject to environmental review under related laws and authorities.

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

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

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

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

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

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

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

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

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 of the SuperNOFA for more information.

D. Reporting. 1. *Semi-Annual Performance Reports.* Grantees shall submit semi-annual performance reports to the field office or area ONAP. These progress reports shall include financial reports (SF-269A), a Logic Model (HUD-96010) showing achievements to date against outputs and outcomes proposed in the application and approved by HUD, and a narrative describing milestones, work plan progress, and problems encountered and methods used to address these problems. 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 work plan. 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. *Final Report.* All grantees shall submit a final report to their local field



office or area ONAP that will include a financial report (SF-269A), a final Logic Model, and a narrative evaluating overall results achieved against their work plan. Grantees shall use quantifiable data to measure performance against goals and objectives outlined in their work plan. The financial report shall contain a summary of all 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.

3. *Final Audit.* Grantees are required to obtain a complete final close-out audit of the grant's financial statements by a Certified Public Accountant (CPA), in accordance with generally accepted government audit standards. A written report of the audit must be forwarded to HUD within 60 days of issuance. Grant recipients must comply with the requirements of 24 CFR 84 or 24 CFR 85 as stated in OMB Circulars A-87, A-110, and A-122, as applicable.

4. *Logic Model.* For each reporting period, as part of your required report

to HUD, you must include a completed Logic Model (Form 96010), which identifies output and outcome achievements.

#### **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. In the case of tribes/TDHEs, please contact DPONAP at 800-561-5913 or (303) 675-1600 (this is not a toll-free number).

#### **VIII. Other Information**

*A. Code of Conduct.* Please see the General Section of the SuperNOFA 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/Persons with Disabilities.

*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 ten 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.

*Appendix of Forms.* The forms specific to 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)*

**E. Name(s) of public housing development(s) targeted for ROSS Activities (Use additional pages if necessary.)**

<b>Name of Public Housing Development</b>	<b>PIH Project #</b>

**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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**ROSS FUNDING  
Certification of Election  
of Resident Council Board**

**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 one hour 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:** Resident associations applying to the ROSS program must certify that the Board of their Resident Council has been duly elected as required by HUD (24 CFR Part 964). All resident associations applying to the ROSS program **must** complete this form and have it signed by an authorized official from the local PHA.

**Applicant Name:** \_\_\_\_\_  
**Grant to which you are applying:** \_\_\_\_\_ RSDM-Family \_\_\_\_\_ RSDM-Elderly  
\_\_\_\_\_ Homeownership Supportive Services \_\_\_\_\_ Neighborhood Networks

***Certification of Election of Resident Council Board***

I CERTIFY \_\_\_\_\_  
(name of organization)

located in \_\_\_\_\_ has duly elected all  
(city & state)

of our Resident Council Officers as required by the U.S. Department of Housing and Urban Development, 24 Code of Federal Regulations (CFR), Part 964.

Date of Most Recent Resident Council Board Election: \_\_\_\_\_

Name and Position of Resident Council officers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

By: \_\_\_\_\_  
*Housing Authority Executive Director or Other Authorized Representative*

For: \_\_\_\_\_  
*(Housing Authority Name, Address, and Telephone)*

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

**ROSS - LIST OF RESIDENT ORGANIZATIONS SUPPORTING NONPROFIT APPLICANTS**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**OFFICE OF PUBLIC AND INDIAN HOUSING**

**Instructions for completing this form:** All nonprofit applicants to the ROSS program must complete this form by listing contact information for each resident association supporting your application. Nonprofit applicants must have support from at least one resident association in order to receive funding. Nonprofit applicants can receive funding for working on behalf of one but no more than three resident associations. Attach letters of support to this form.

**Grant to which the applicant is applying:**

\_\_\_ RSDM-Family \_\_\_ RSDM-Elderly \_\_\_ Homeownership Supportive Services \_\_\_ Neighborhood Networks

List of Resident Organization(s)			
Name of the Resident Organization/TDHE	Contact Person, Title, and Telephone Number	Address, City, & State	Housing Authority/Tribe
1.			
2.			
3.			

*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*

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.

**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

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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

<b>I. APPLICANT STAFF</b>				
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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**ROSS**  
**Chart B: Applicant/Contract**  
**Administrator Track Record**  
**(Past Performance)**

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

**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

**SAMPLE ROSS  
Work 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

**Instructions for completing this form:** Applicants may use this form, a modification thereof, or their own form to indicate how major goals will be accomplished, the timeframe for accomplishing them, and the deliverables that will result.

GOALS	TASKS	ACTIVITIES	ESTIMATED TIME TO COMPLETE ACTIVITY	RESPONSIBILITY/ RESOURCES	Start	Complete	Deliverable
Sign up a minimum of 50 residents in your program.	Conduct outreach to residents.	<ol style="list-style-type: none"> <li>1. Distribute flyers to residents.</li> <li>2. Place information about training program in PHA newsletter.</li> <li>3. Work with staff and/or volunteers to conduct door-to-door marketing of your program.</li> <li>4. Create registration /sign-up procedure.</li> </ol>	<p>One week for initial outreach.</p> <p>Two weeks for follow-up and registering of residents.</p> <p>Three weeks total.</p>	<ol style="list-style-type: none"> <li>1. Project Coordinator -lead (name and phone number)</li> <li>2. Staff and/or volunteers (include name and phone number)</li> </ol>	9/01/04	9/19/04	Registration of 50 or more residents.

**SAMPLE ROSS Work Plan**

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

**Instructions for completing this form:** Applicants may use this form, a modification thereof, or their own form to indicate how major goals will be accomplished, the timeframe for accomplishing them, and the deliverables that will result.

GOALS	TASKS	ACTIVITIES	ESTIMATED TIME TO COMPLETE ACTIVITY	RESPONSIBILITY/ RESOURCES	Start	Complete	Deliverables
Determine participants' needs that are going unmet.	Create and administer assessment tool to survey participants' needs.	<ol style="list-style-type: none"> <li>1. Contact State or local agencies that specialize in working with your target population to determine whether they have a survey sample and/or whether they would be interested in assisting/partnering with you.</li> <li>2. Develop a survey to assess residents' needs.</li> <li>3. Administer the survey tool.</li> <li>4. Evaluate results.</li> </ol>	<p>One week to contact local agencies to obtain sample surveys.</p> <p>Two weeks to develop the survey.</p> <p>One week to administer the survey.</p> <p>One day to evaluate results.</p> <p>Three weeks total.</p>	<ol style="list-style-type: none"> <li>1. Project Coordinator -lead (name and phone number)</li> <li>2. State/local agencies.</li> <li>3. Staff/Volunteers.</li> <li>4. Other partners.</li> </ol>	9/01/04	9/19/04	<ul style="list-style-type: none"> <li>- Survey</li> <li>- Survey results</li> <li>- Necessary information to design program for residents.</li> </ul>



**SAMPLE ROSS Work Plan**

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

**Instructions for completing this form:** Applicants may use this form, a modification thereof, or their own form to indicate how major goals will be accomplished, the timeframe for accomplishing them, and the deliverables that will result.

GOALS	TASKS	ACTIVITIES	ESTIMATED TIME TO COMPLETE ACTIVITY	RESPONSIBILITY/ RESOURCES	Start	Complete	Deliverables

Public reporting burden for the collection of information is estimated to average four 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.