Frequently Asked Questions – Part II
(Covers PH NN, PHFSS and ROSS NOFAs)

**FAQ Guidance does not replace the NOFA. It is for clarification purposes only.
The NOFA is the Controlling Document**

**The Technical Correction for the General Section was published on April 28, 2006
in the Federal Register and is available at www.grants.gov.**

FAQ – PH NN

Where it says "public housing residents" it is meant "residents of public and assisted
housing," as defined under Section III.C.4, Eligible Participants.

1. Q – I can't save some of the PDF forms with the Acrobat Reader. What should I do?

A – If you have the Full Adobe Professional, Version 6.0, you should be able to save the
forms. Otherwise, you can print the forms and fax them in using the fax cover sheet
provided or you can print and scan and attach them using the Attachments Form to your
electronic application. **PLEASE make sure if you save a PDF form that you go back
and open it up again before you attach it to make sure that what you entered has
been saved and that you haven't just saved the blank document. HUD recommends
that you review all attachments in your application submission to make sure you
have attached the final versions that you want in your submission.**

*2. Q - The PDF format for forms like the Consistency of the Consolidated Plan and
Certification of Consistency with RC/EZ/EC, require both dates and signatures on them.
The Pure Edge forms that require signature all say that this will be completed in
submission to grants.gov. Does this apply to the PDF files or do we need to scan in the
signatures & dates before we zip them and submit? Or do we need to fax all PDF files
because the general NOFA says we should not scan but fax documents?*

A - The PureEdge forms that require a signature are covered by the AOR that does the
submission for grants.gov. This does NOT cover any of the non-Pure-Edge attachments.
Any attachments that need signature should be scanned or faxed. The General Section
does say that the preferred method is faxing because applicants often have limited
memory on their computer and so faxing was the recommended method. However, if this
is not an issue for your organization, HUD allows you to scan and attach the files and
submit them as part of the application package. If you use the facsimile method, please
make sure you use the official cover sheet. If your fax machine automatically makes a
cover sheet, please turn off that feature and use the required HUD cover sheet.

3. Q – Do I need to include a statement on Affirmatively Furthering Fair Housing?

A – Yes, please include a statement on Affirmatively Furthering Fair Housing with your application. See the General Section (p3385) for more information. You may respond to 1,2 OR 3.

4. Q - On the logic model the program services (column 3) are many and varied. However the outcomes (column 5) don't always have a direct relationship.

A - Note that they are all in alphabetical order, so the top one doesn't necessarily coordinate with the top one on another drop-down. Pick the best corollary you can. If you use "other," explain in your narrative. Also, you may have one activity to many outcomes, or many activities to one outcome. If you want to put in spaces so that things line up across the page, just skip the boxes where you would not like to have data.

5. Q: Is space owned by the applicant eligible as a match?

A: yes

6. Q: Can I count my own (applicant) staff time as part of the match?

A: No, you may not.

7. Q: Do supervisors qualify as "direct services staff?"

A: No, supervisors do NOT qualify as "direct services staff" and therefore are not an eligible use of grant funds nor can they be counted as match from either the applicant or a partner.

8. Q: There seems to be several formatting issues with the HUD-52751
   1. Something funny happens when I fill out lines 2 and below on question D. My "Grant Amount" shows up twice!
   2. Question D asks for "Award Year" but then asks me to enter a dd/mm/yyyy format. What should I do?
   3. Question C asks for Unit Count. When I enter our unit count, a "$" appears. These are units, not dollars! What should I do?
   4. When I click to enter "Date of Last Board Election" a bunch of letters comes up. What should I do?

A: We are aware of the problems.
   1. Please just go ahead and leave it there twice.
   2. You could enter January 1 of the grant year. The year is the most important part.
   3. Enter your unit count. We will understand that these are units, not dollars.
   4. Delete the letters and enter a date in DD/MM/YYYY form.
OR go to www.Grants.gov and pull down the instruction download. A new form has been added to the file - the formatting has been rectified. If you have gone to HUDCLIPS, make sure that you got the 12/2005 version The 2004 version is out of date.

FAQ – PH FSS

1. Q – Form HUD – 52767 Question 9b asks for enrollment to the "application due date." The NOFA defines it as enrollment to the "application publication date." Which is it?

A – The NOFA is the controlling document. Your answer should reflect enrollment through the "application publication date."

2. Q – I'm a MTW participant. How do I know which funding category I fit in?

A - MTW participants that report into PHAS – If you are still reporting into PHAS, use your most recent PHAS score/designation to determine your funding category. MTW participants that are waived from PHAS – If your MTW Agreement waives the PHAS reporting requirements for your agency, your funding category willbe determined in accordance with the terms of your MTW Agreement. Please indicate your MTW designation, as established in your MTW Agreement, in your application. For example, some MTW participants' MTW Agreements state that the participant will maintain its High Performer designation for the duration of its MTW participation.

3. Q - On the logic model the program services (column 3) are many and varied. However the outcomes (column 5) don't always have a direct relationship.

A - Note that they are all in alphabetical order, so the top one doesn't necessarily coordinate with the top one on another drop-down. Pick the best corollary you can. If you use "other", since there are no narratives in this application with which to explain, you can include an attachment with the "other" explanation.

4. Q – The HUD-52767 won't give me enough space to fill in all of the annual salaries in question 7.d., won't let me put more than 3 numbers in 9.c. and won't let me enter a number larger than 4 digits in 9.e. What should I do?

A – You can go one of two ways. Either print out the form and fill it in by hand and then scan and attach or fax the form. Or, go to www.grants.gov and pull down the application instruction file. A revised form, which addresses these issues, has been placed in the instruction download on Grants.gov for the PH-FSS program. If you have gone to HUDCLIPS, make sure that you got the 12/2005 version. The 2004 version is out of date.

5. Q – When I fill in question 7a on the HUD-52767, it puts that data also in the line for "joint application name" and vice versa. What should I do?

A – We are aware of the problem. If you have no joint applicant, we will disregard the numbers (grant year) that will show up in the "joint applicant name" line. If you do have a joint applicant, please start the name of the joint applicant with the answer to 7a (year) and then add the name of the joint applicant, so that line will look like "2005 PHA XYZ."

We will treat the year number as the year and the name as the name. We apologize for the confusion. Or, go to www.Grants.gov and pull down the application instructions for the PH-FSS program, a revised form has been placed in the instruction download for the program. If you have gone to HUDCLIPS, make sure that you got the 12/2005 version The 2004 version is out of date.

6. Q – To calculate Positive Escrow Balance percentage, do I include all of the graduates of the program as having had positive escrow balances?

A – yes.

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FAQ – ALL ROSS

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