ROSS Family & Homeownership NOFA

For Fiscal Year 2006

CFDA # 14.870

REQUEST

- PLEASE READ THE ENTIRE NOFA SEVERAL TIMES AND READ THE GENERAL SECTION.
- WATCH THE LOGIC MODEL AND GRANTS.GOV WEBCASTS
 - http://www.hud.gov/offices/adm/grants/nofa 06/broadcasts.pdf

PROGRAM PURPOSE

Create programs that will help public housing residents achieve economic selfsufficiency. The homeownership component provides funds to deliver homeownership training, counseling and other supportive services.

FUNDS AVAILABLE

• \$18 million

APPLICATION DEADLINE

August 8, 2006 11:59:59pm Eastern No exceptions Received AND validated (which may take 24-48 hours)

Application Deadline

- If there is something wrong with your application, you will get an email telling you that validation failed.
- Extra days were built into the deadline for this process
- PLEASE start your submission at least 3 days before the deadline. Earlier is better!
- Make sure that someone will be available for that time to cure the deficiencies!

Application Deadline Date/Waivers

Unlikely that any waivers will be granted authorizing submission of paper applications.

Application Deadline Date:

However, if such a waiver is obtained:

- The application must *reach HUD* by the deadline date.
- There will be no 15-day grace period for HUD to receive the application.
- See the General Section of the SuperNOFA.

ELIGIBLE APPLICANTS

- PHAs and Tribes/TDHEs
- Non-profit organizations that have resident support or the support of tribes or PHAs
- Resident Associations/Resident Councils in several different iterations

ELIGIBLE APPLICANTS

- In general Applicants may submit up to one application for each ROSS funding category (e.g. family, elderly, PH FSS, PH NN)
- Non-profits may submit more than one application per category provided they will be serving residents of distinct PHAs/Tribes
- Only one application in each category will be funded per development.

JOINT APPLICANTS

- Joint Applicants must designate a lead applicant.
- Lead applicant must be registered with Grants.gov and must submit the application
- Lead applicants are subject to all threshold requirements

Joint Applicants

- Non-lead applicants are subject to the following threshold requirements as applicable
 - Letters of support for nonprofit applicants
 - evidence of Nonprofit status, as outlined in *Threshold Requirements*
 - Threshold Requirements outlined in Section III.C. of the General Section
- All parties to the joint application must be eligible applicants

ELIGIBLE DEVELOPMENTS & PARTICIPANTS

- Only conventional Public and Indian housing developments may be served by ROSS grant funds.
- All participants must be residents of conventional public housing or NAHASDA-assisted housing.
- Participants in PH FSS are also eligible to participate in activities funded
- HCV residents are not eligible.

MAXIMUM FUNDING AMOUNTS

• <u>RSDM-Family</u>:

-PHAs and Tribes:

- 1-780 units: \$150,000
- 781-2,500 units: \$250,000
- 2,501-7,300 units: \$350,000
- 7,301 or more units: \$600,000
- -RAs: \$100,000 max
- Nonprofits: \$100,000 for each RA, max of \$300,000.

Funding Restrictions

- Requests in excess of maximum grant amount.
 Don't do it.
 - Applicants will only be given consideration for the funds for which they are eligible. *If the proposed program looks like it will be compromised by smaller grant funds, application will be marked down.*
 - Budget will be re-worked with Field Office after award.
 - Only eligible activities proposed in the original application will be allowed

Regulations and Requirements

- ROSS programs must be administered in accordance with HUD regs in
- 24 CFR Part 964.

GRANT TERM

- All grants are for three years from the date of Grant Agreement
- Grant begins when the HUD-1044 is signed by both grantee and HUD
- ONE extension of no more than 6 months may be granted by the Field Office with at least 60 days notice and one further extension of not more than 6 months may be granted by HQ

CHANGE FROM LAST YEAR

- Family and Homeownership are merged.
- 30% restriction for Program Coordinator removed
- Logic Model is excel spreadsheet with drop-down menus – use the numbering scheme in the General Section to identify Strategic goals

- Comprehensive programs over three years
- Involve partnerships

Five Categories, basic to advanced
1. Life skills training

Credit, banking,
"real life issues" – taxes, voting, insurance, etc.
Literacy, GED
College prep
mentoring

2. Job training, job search and placement assistance

-Skills assessment,

- -Job application assistance
- -Soft Skills training
 - »workplace norms, interviewing
- -resume writing
- Employer linkage

–Career advancement programs

• 3. Post-employment Follow-Up

- 4. Support Career Advancement and Long-Term Economic Self-Sufficiency
 - ISAs
 - To purchase home
 - Post-secondary education
 - Start local business
 - Housing Counseling

• 5. Homeownership

- Show linkage to existing homeownership program such as HCV Homeownership, Section 32, Mutual Help Homeownership, Section 184, etc.
- This is more than just homeownership counseling this takes the place of the voucher requirement from the old HSS grant.
- If proposing these activities, must provide a statement in RF3... eligible for 2 points – PLEASE BE CLEAR.

Hiring Project Coordinator

- one person, up to full time, up to \$65,000 salary and benefits (removed the 30% restriction)
- Staff training
- Long distance travel for program purposes (up to \$5,000)

 Leasing/rental of space for program activities (subject to restrictions in the NOFA)

-Stipends for participants

- No more than \$200/participant/month
- Hiring Residents to provide services

No more than 5% grant

Supportive services

- After school program, child care, transportation, ESL, etc.
- Hiring or otherwise retaining other direct services staff
- **Evaluation**

• Admin (10%)

 Office furniture, office equipment and supplies, program outreach, postage and printing, local travel, utilities, lease or rental of space for program activities

-No salaries ****

- No salaries under admin means that you cannot pay for book-keepers, accountants, executive directors, finance managers, etc.
- These are not eligible for match, either.

Threshold Requirements

- All applicants must clearly demonstrate at least a 25% firmly committed match
 - If you are applying for more than one grant, you must have different sources of match for each one.

Threshold Requirements

- Past Performance
 - Evaluated by the Field Office or Area ONAP
 - Rating Factor 1 plus personal knowledge of program history

THRESHOLD REQUIREMENTS

Contract Administrator partnership agreement

- for all non-profits, RAs and troubled PHAs
- Under NO circumstances will you be allowed to pay for a contract administrator

THRESHOLD REQUIREMENTS

For Non-Profit applicants:

- Nonprofit applicants must demonstrate support from Resident Associations, RABs, civic organizations, or units of local government or tribes/TDHEs or PHAs
- 501(c)(3) status must be documented with IRS designation letter – this must be submitted!!

THRESHOLD REQUIREMENTS

- Minimum score of 75 in order to be funded
- All General Section requirements
- Code of Conduct

FUNDING RESTRICTIONS

- Project Coordinator Salary up to \$65,000 for salary and fringe benefits
 - May hire 1 part-time person at proportional lesser salary
 - May not propose more than one part-time positions to make up project coordinator
 - Must have documentation on file that the salary is comparable to similar professions in local area

Funding Restrictions

- Resident Salaries no more than 5% of total grant funds
- Other salaries direct services personnel ONLY.
- Long Distance Travel \$5000

Funding Restrictions

- No grant funds may be used to pay for fee or salary of contract administrator
- Administrative costs max 10% of grant
- ISAs matching max 20% of grant
- Stipends \$200 per month per resident who is satisfactorily completing training and who has valid receipts.

INELIGIBLE ACTIVITIES

- Payment of wages/salaries to participants

 just for participating (different from stipends or hiring a resident to help implement program)
- Purchase, lease, rental of land
- New construction, rehab
- Vehicle insurance

Ineligible Activities

- Entertainment costs
- Food
- Payment of wages/salaries to doctors/nurses for medical services
- Prescriptions/medications
- Down payment assistance (ISAs may be used for this purpose.)

Ineligible Activities

- Revolving loan funds
- Scholarships for degree programs
- Cost of application preparation
- Salaries for non-direct services staff
- Purchase of space
- Hiring a contract administrator

APPLICATION FORMAT

- All applications must be submitted electronically unless a waiver has been obtained.
- It is very unlikely that waivers will be given.
 See the General Section for request procedures and justifications

Application Submission

- In the Grants.gov application package only the "PureEdge" forms, such as the SF-424, are identified as "mandatory documents."
- HOWEVER, the Logic Model and other application forms ARE ALSO REQUIRED of all applicants. These forms are included in the "optional documents" section or in the Instructions Download.

Application Submission

 Please see p.11935 for a list of required application content for ROSS-Family & Homeownership

Application Submission

 Application forms in the Instruction Download should be saved to your hard drive, completed and then attached to your electronic application package for submission to Grants.gov.

SF-424 – DO THIS FIRST – it will fill in sections of other forms automatically
 – Found in mandatory forms

 SF-424 Supplement, Survey on Ensuring Equal Opportunity for Applicants

 Found in "optional documents" called "Faith-Based EEO Survey"

- HUD-27300 Questionnaire of HUD's initiative on Removal of Regulatory Barriers
 - Found in "optional documents" called "HUD Community Initiative Form"
 - Fill this out this gets you points

- HUD-52751 ROSS Fact Sheet
 - Found in "Instructions Download"
 - Called "Fact Sheet"

- Grant Application Detailed Budget HUD-424-CB
 - Found in "Optional Documents"
 - Called "HUD Detailed Budget Form"

- Grant Application Detailed Budget Worksheet – HUD-424-CBW
 - Found in "Instructions Download"
 - Called "HUD 424 CBW"
 - Excel File

IMPORTANT!!!! – Any/All sub-grants for more than 10% are REQUIRED to have a separate HUD-424-CBW.

- HUD-2880 Applicant/Recipient Disclosure/Update Report
 - Found in "Optional Documents"
 - called "HUD Applicant-Recipient Disclosure Report"

- HUD-2990 Certification of Consistency with RC/EZ/EC-II Strategic Plan (if applicable)
 - Get this signed it gets you points
 - Found in "Instruction Download"
 - called "HUD-2990"

 HUD-2991 – Certification of Consistency with Consolidated Plan (if applicable)
 – Found in Instructions Download
 – called "HUD-2991"

- HUD-52752 Certification of Consistency with Indian Housing Plan (if applicable)
 - Found in Instructions Download
 - called "HUD-52752"

- HUD-52753 Certification of Resident Council Board of Election (not required for tribes/non-profits working on behalf of tribes)
 - Found in "Instructions Download"
 - Called "HUD 52753 Certification of Resident Council BOE"

- SF-LLL Disclosure of Lobbying Activities (if applicable)
 - Found in "Optional Documents" called "Disclosure of Lobbying Activities"
- SF-LLL-A Disclosure of Lobbying Activities Continuation Sheet (if applicable)
 - Somehow did not make it in to the package.
 You can either download it from
 HUDCLIPS or make one up yourself. It's basically a blank piece of paper.

- HUD-2994-A "You are Our Client Applicant Survey" (optional)
 - Found in Instruction Download called "HUD-2994"
 - This is where you tell us about your application experience. PLEASE take the time to fill this out and include comments.

- HUD-96011 Facsimile Transmittal
 - Required of all applicants even if not transmitting any faxes
 - Found in Mandatory Documents called "HUD Facsimile Transmittal"

Side note on Faxes

- Use HUD-96011 as the cover sheet if you submit any fax attachments or they will NOT be read.
- Entire applications submitted by fax will NOT be accepted
- Use a separate HUD-96011 cover sheet for each document and fax separately

- HUD-52754 List of Resident Organizations Supporting Non-profit Applicants (mandatory for non-profit applicants)
 - Found in "Instruction Download"
 - Called HUD-52754 "Chart of Resident Association Participating"

Application Requirements

 Non-Profit applicants must submit their 501(c)(3) IRS determination letter as an attachment.

Application Requirements

- Contract Administrator Partnership Agreement (if applicable)
 - Mandatory for All Troubled applicants, RAs and non-profits
 - Found in Instructions Download called "HUD-52755 Administrator Partnership Agreement"

- Chart A Program Staffing (HUD-52756)
 Found in "Optional Documents"
 Called "HUD ROSS"
- Chart B Applicant/Contract Administrator Track Record (HUD-52757)
 - Found in "Instruction Download"
 - Called "HUD-52757 Applicant Administrator Track Record"

- Sample ROSS Work Plan (HUD-52764)
 - Found in Instructions Download.
 - Called HUD-*52763* somehow the wrong one got into the package. They are essentially the same.

Application Requirements – Logic Model

- Logic Model HUD 96010
 - Found in Instructions Download
 - Excel File
 - Please watch the archived webcast from March 16, 2006 on the Logic Model

Application Requirements – Logic Model

– Drop down menus

Short, intermediate and long term on separate sheets

Application Requirements – Logic Model

- HUD's Strategic Goals (column 1 left side) can be found on p3394 of the General Section
 - Logic Model instructions use "1,2,3" while General Section uses "A,B,C."HUD is doing a technical correction to follow the General Section a, b,c .
- HUD's Policy Priorities (column 1 right side) can be found on p.3394-3395 of the General Section
 - Logic Model instructions use "1,2,3" while General Section uses "A,B,C." Use A,B,C.
- PLEASE do not just pick all of them

Application Requirements -Attachments

- Please label your attachments clearly Word and Excel will let you put spaces in the names of documents – please name it EXACTLY what it is and who you are if you can.
- Please use the Logic model Naming conventions in the Logic Model instructions in the form

REVIEW PROCESS

Four Types of Review:

- Eligibility;
- Complete, meets deadline and threshold;
- Past performance; and
- Technical review (Rating Factors)

Rating Factors

- Narrative for each rating factor
- Please be as specific as possible
- 35 pages, double spaced, single-sided, Times New Roman Font size 12
- Lay out your narratives according to the format established in the rating factors, e.g. Rating Factor 1 is broken down into subparts. Respond to each subpart and label each response accordingly.

Bonus Points

 Signed, Dated RC/EC/EZ Certification Form

RATING FACTOR 1 Capacity of the Applicant & Relevant Organizational Staff

- 1. Proposed Program Staffing
 - a. Staff experience
 - Recent, relevant and *successful*
 Use HUD-52756

- b. Organizational capacity
 Applicant staff and Partners
 Begin within 3 months
 - Include resumes or job descriptions (these do not count towards 35 pages)
 - But not JUST resumes and job descriptions

2. Past Performance of Applicant/Contract Administrator

- Receiving and successfully managing other grants with similar intended outcomes
- Measurable outcomes (see p11937 for examples)
- Success in attracting and keeping residents in past programs

- Documentation that past programs benefited a significant number of residents
- Timely expenditure of old grants; regular drawdowns, etc.
- Description of going above and beyond proposal on leveraging funds in old grants

- 3. Program Administration and Fiscal Management
- a. Program Administration and Accountability
 - Description of program management structure and lines of accountability
 - Contract administrator, if applicable
 - Staff roles and responsibility
 - Lines of reporting and accountability with partners and staff

b. Fiscal Management

- a complete description of fiscal management structure, including fiscal controls in place,
- Contract Administrator if applicable
- if applicable, a list of any audit findings in the past 5 years, material weaknesses and what you've done to address them
- description of the skills and experience the Contract Administrator has in managing federal funds (for applicants who are required to have a Contract Administrator).

- Need/Extent of the Problem
- 1. Socio-economic Profile
 - thorough socioeconomic profile of the eligible residents to be served by the program, including education levels, income levels, the number of single-parent families, and economic statistics for the local area.

- 2. Demonstrated Link Between Proposed Activities and Local Need
 - strong, clear relationship between the proposed activities, community needs and the purpose of the program funding.

- Soundness of Approach
- 1. Quality of the Work Plan
 - a. Specific Services and/or Activities
 - i involve community partners in the delivery of services
 - describe the involvement of partner organizations to deliver or support your proposed programs

ii. Offer Comprehensive Services

- describe the specific services, course curricula, and activities you plan to offer and who will be responsible for each.
- Propose a program that involves a comprehensive range of services and activities that are intended to move participants along a continuum towards economic selfsufficiency.
- shows a logical order and progress and identify outcomes

- b. Feasibility and Demonstrable Benefits
 i Timeliness
 - Show project is ready for implementation within three months of execution of the grant agreement.
 - Show timeframes and deadlines for accomplishing major activities

• ii. Description of Problem and Solution

show a strong connection between the proposed services and the needs outlined in Rating Factor 2.

- C. Budget Appropriateness/Efficient Use of Grant
- i. Justification of Expenses & ii. Budget Efficiency
 - thoroughly explain all expenses. Don't be afraid to reiterate the budget. Do NOT say "see budget."
 - Do A BUDGET NARRATIVE
 - Expenses are commensurate with the level of effort necessary to accomplish the goal.

- HUD-424-CB AND HUD-424-CBW are required.
- Any and ALL sub-grants of more than 10% require a separate HUD-424-CBW
- Find instructions on HUDCLIPS HUD-424-CBW-I
- Be as detailed as possible. Break expenses down.

Ineligible Activities

- 2 points off for each ineligible activity proposed including going over funding restriction limits.
- Check your Admin look at definition admin may be found on several lines, so make sure you don't go over the 10% limit

- 2. Addressing HUD's Policy Priorities
- i. Improving the Quality of Life in Our Nation's Communities
 - indicate the types of activities; services and training programs that will be offered to help residents successfully transition from welfare to work and earn higher wages.

- ii. Providing Increased Homeownership Opportunities for Low-Mod Income Persons
 - ONLY for those proposing category 5 activities.
 - READ CAREFULLY!!!
 - indicate existing linkages to an existing
 homeownership program (not just homeownership training) programs AND provide a specific statement indicating the minimum number of homeownership opportunities that will be provided annually.

- iii. Providing Full and Equal Access to Grassroots FB & CBOs
- clearly describe how you will work with grassroots organizations (civic organizations, faith-based and/or other community-based organizations), and what types of services will be provided by those organizations.

- iv. Removal of Regulatory Barriers
 - Complete the form HUD-27300 and provide documentation or back-up where necessary

Section 3

- Describe how you will implement Section 3 through the proposed grant activities.
- State that you will, to the greatest extent feasible, direct training, employment, and other economic opportunities to Section 3 interests (low and very low-income persons, particularly those who are recipients of government assistance for housing and business concerns which provide economic opportunities to low-and very low-income persons.)

Leveraging Resources

- At least 25%
- See NOFA for chart
- More is better 25% only gets you the minimum points
- Leverage from partners is better than just providing cash leverage yourself

Leverage letters

- On letterhead (even applicant match)
- Dated between March 8, 2006 and August 8, 2006 (or any revised deadline)
- Signed
- Indicates it is for 2006 ROSS-Family & Homeownership (not another program)

Leverage Letters

- DETAILED description of what will be provided and value of EACH with a TOTAL
 - Example: \$200 for three years does this mean \$200 per year for a total of \$600, or does this mean \$200 total?
- If only a total is provided and there is one ineligible activity proposed and the reviewer can't figure out the value of the ineligible activity, ALL funds in that letter will be not counted.
- Letters of support with no \$\$ don't help.

Leverage

- NOTE: Applicants MAY NOT count THEIR STAFF TIME toward the match.
- Match for ineligible activities DOES NOT COUNT.

Achieving Results and Program Evaluation
Narrative AND Logic Model
Narrative provides opportunity to further explain the logic model

Electronic Registration and Application

- For information on registration and application processes see:
- 12/9/05 Federal Register Notice on early registration
- 1/20/06 Federal Register SuperNOFA General Section
 - Lots of tips (see esp. p3393)
 - E.g. MEC error is not a grants.gov error... it's a configuration error with your system

Electronic Registration and Application

Additional information sources:

- Registration checklist and other information at www.grants.gov/GetStarted
- View archived 3/14/2006 webcast on electronic registration and application submission on HUD website.

Central Contract Registration Process

Registration and submission are separate processes.

- Five step registration process for first time registration takes approximately 10 days.
- Update/renewal required for applicants that successfully registered last year.

Central Contract Registration Update

Applicants that successfully registered last year are required to update/renew their Central Contract Registration (CCR) this year.

This will be an annual requirement.

First Time Registration Process

- 1. Obtain Data Universal Number System (DUNS) Number.
- 2. Register with the Central Contractor Registration (CCR)
- **3. Register with the Credential Provider**
- 4. Authorized Organization Representative (AOR) must register with Grants.gov
- 5. E-Business Point of Contact authorizes the AOR to submit grant application.

Registration Process

If you aren't already registered, BEGIN YOUR REGISTRATION PROCESS IMMEDIATELY!

Incomplete registration was the most common error and resulted in applicants not receiving funding.

Renewal/Update Registration Process for CCR POCs

- You must renew your CCR Registration annually
- At <u>www.ccr.gov</u> click on Update or Renew Registrations Using TPIN
- Enter your DUNS Number and TPIN and click submit
- If there are any changes, make the changes and click submit.
- If you don't know the TPIN, you can ask for the TPIN number. It will be emailed to CCR POC

Registration Process

If you aren't already registered, BEGIN YOUR REGISTRATION PROCESS IMMEDIATELY!

If your Authorized Representative has left, follow registration steps 3-5 to have a new one registered and authorized to submit the application.

Incomplete registration was the most common error and resulted in applicants not receiving funding.

Application Submission

Instructions on how to submit an electronic application to HUD on the web site www.grants.gov/Apply.

A full set of instructions on how to complete a grant application is at:

www.grant.gov/CompleteApplication

Application Submission

Download application AND Instructions packages from Grants.gov and save to your hard drive.

- Upon successful submission, applicants will receive an e-mail notification confirming receipt and indicating that the application is being validated.
- The validation process will be completed in approximately 24 to 48 hours.

- If the application does not pass the validation check, it will be rejected and the applicant notified of the reason for the rejected application.
- DO NOT ASSUME that the application has been successfully submitted until you receive the validation notice.

If a rejection notice is received, you must correct the error and resubmit.

- SAVE every email correspondence, email validation, the log number/call number every time you call the help desk, etc. These may become crucial if there is a problem.
- SAVE all fax transmission sheets that your fax machine produces.

Electronic Application Help

- Help with Grants.gov process, please call
 1-800-518-GRANTS or send an email to support@grants.gov
- Please do not call the Program office with Grants.gov questions

Application Info

 When you download the application (or at another time) register to be notified of changes. Read these notices carefully when they happen – they may or may not require a new download of the application or instructions.

Application Info

- Check the Federal Register for any Technical Corrections
- If you have signed up for the Grants.gov notification service you will receive an email when a Technical Correction is issued.

Application Info

• Check

http://www.hud.gov/offices/adm/grants/fu ndsavail.cfm for updates, FAQs, Tips, Guidance, etc.

- This is the "Funds Available" page
 - HUD.gov Grants Funds Available then go to your program page

APPLICABLE REGULATIONS

- Code of Federal Regulations (CFR):
 - <u>Administrative requirements for</u> <u>Nonprofits</u>: 24 CFR Part 84
 - <u>Administrative requirements for</u>
 <u>State, Local and Tribal governments</u>:
 24 CFR Part 85
 - <u>ROSS program uses the CFRs for TOP</u>
 <u>-</u>24 CFR part 964
 - The CFR can be found at: http://www.gpoaccess.gov/cfr/index .html

APPLICABLE REGULATIONS

- OMB Regulations:
 - -<u>State, Local, Tribal Governments</u>: OMB Circulars A-87 and A-133.
 - -<u>Nonprofits</u>: OMB Circulars A-110, A-122, and A-133.
- OMB Circulars can be found at: http://www.whitehouse.gov/ omb/ circulars/index.html

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