

**DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

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**ECONOMIC DEVELOPMENT AND  
SELF-SUFFICIENCY PROGRAMS**

RESIDENT OPPORTUNITY AND SELF-  
SUFFICIENCY (ROSS)  
ELERLY/PERSONS WITH DISABILITIES  
PROGRAM

**Resident Opportunity and Self-Sufficiency (ROSS)—Elderly/Persons With Disabilities Program**

*Overview Information*

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

B. Funding Opportunity Title: Resident Opportunity and Self-Sufficiency (ROSS)—Elderly/Persons With Disabilities Program (formerly known as Resident Services Delivery Model—Elderly/Persons With Disabilities).

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: FR-5100-N-17; OMB Approval Number is 2577-0229.

E. Catalog of Federal Domestic Assistance (CFDA) Number(s): 14.876, Resident Opportunity and Self-Sufficiency.

F. Dates: The application deadline date is July 19, 2007. Applications submitted through <http://www.grants.gov> must be received and validated by grants.gov no later than 11:59:59 eastern time on the application deadline date. Please note that validation may take up to 72 hours.

*G. Additional Information*

1. Purpose of Program: The purpose of the ROSS—Elderly/Persons With Disabilities 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 improve the living conditions of public and Indian housing residents who are elderly and/or disabled. Applicants should be aware that receipt of grant funds in no way guarantees further funding beyond the 3-year grant term and should be sure that services commenced pursuant to this grant will be sustained independently in the future or that the cessation of these activities will not negatively impact residents. This is especially important for any meal programs to meet residents' nutritional needs.

2. Funding Available. HUD expects to award a total of approximately \$20,000,000 in ROSS—Elderly/Persons With Disabilities grants in FY 2007.

This amount includes \$10,000,000 appropriated in FY 2007 and \$10,000,000 in rollover funds.

3. Award Amounts. Awards, depending on the grant category, unit count, and type of grantee will range from \$125,000 to \$450,000. Please see the funding breakdown chart below.

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 PHAs or tribes/TDHEs); and RAs. 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.

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 is 3 years from the execution date of the grant agreement.

Grant program	Total funding	Eligible applicants	Maximum grant amount (units refers to the number of units occupied by elderly/disabled, as indicated on ROSS Fact Sheet (HUD-52751))
ROSS—Elderly/Persons With Disabilities.	Approximately \$20 million	PHAs/Tribe/TDHE .....  Resident Associations ..... Nonprofit entities .....	\$250,000 for PHAs/Tribes/TDHEs with 1–217 units. \$350,000 for PHAs/Tribes/TDHEs with 218–1,155 units. \$450,000 for PHAs/Tribes/TDHEs with 1,156 or more units. \$125,000. \$125,000 per RA; up to \$375,000.

The applicant may use up to \$68,000 maximum per year and in accordance with local wage standards (see Funding Restrictions) for the salary and fringe benefits of a Project Coordinator. Additionally, the applicant may use funds for delivery of services.

**Full Text of Announcement**

**I. Funding Opportunity Description**

A. Purpose. The purpose of the ROSS—Elderly/Persons with Disabilities 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 improve the living conditions of public and Indian housing

residents who are elderly and/or disabled. Please note that no elderly individual or person with a disability may be required to take services.

*B. 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 and/or Indian housing residents eligible for the services provided.

3. *Contract Administrator (CA)* means an overall grant administrator and/or a financial management agent that oversees the implementation of the

grant and/or the financial aspects of the grant. (See the "Threshold Requirements" and "Program Requirements" sections for more information.) All nonprofit applicants, all RAs, and PHAs that are troubled at time of application must have a CA and are required, per the Threshold Section, to submit a signed Contract Administrator Partnership Agreement. The agreement must be for the entire grant term. The CA 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. CAs must also assist PHAs to meet HUD's reporting requirements. CAs may be: local housing agencies; community-based organizations such as

community development corporations (CDCs), churches, temples, synagogues, and mosques; nonprofit organizations; state/regional associations and organizations. Troubled PHAs are not eligible to be contract administrators. Grant writers who assist applicants in preparing their ROSS applications are also ineligible to be contract administrators. Organizations that the applicant proposes to use as the CA must not violate or be in violation of other conflicts of interest as defined in 24 CFR part 84 and 24 CFR part 85.

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 tribes to act on behalf of each such tribe authorizing or establishing the housing entity as defined by Section 4(21) of Native American Housing Assistance and Self-Determination Act (NAHASDA).

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 or any state-recognized tribe eligible for assistance under section 4(12)(C) of NAHASDA.

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 tribal housing (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 in that it 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 with their funding application. 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 the applicant is 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 one.

14. *Person with disabilities*: This NOFA uses the definition of person with disabilities found at 24 CFR 5.403.

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 who preferably has experience working with supportive services. Project Coordinators 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 (RCs), Resident Management Corporations (RMCs), City-Wide Resident Organizations, Regional Resident Organizations (RROs), Statewide Resident Organizations (SROs), Jurisdiction-Wide Resident Organizations, and National Resident Organizations (NROs), Resident Organization (RO) for tribal entities, Site-Based Resident Associations, and Tribal/TDHE Resident Groups. The NOFA will use "Resident Association" or "RA" to refer to all eligible types of resident organizations. See 24 CFR Part 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., it is not limited to HUD-defined regions;

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. Consists 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. Adopts written procedures providing for the election of specific officers on a regular basis; and

d. Has 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. *Supportive Services* means activities including, but not limited to:

a. Meal services adequate to meet nutritional need;

b. Wellness programs;

c. Job training;

d. Coordination of volunteer activities;

e. ESL or other educational classes; and

f. Congregate services.

23. *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 SRO's board of directors.

24. *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).

*C. Regulations Governing the ROSS Grant*

ROSS—Elderly/Persons with Disabilities is governed by 24 CFR part 964.

**II. Award Information**

*A. Performance Period and Award Type*

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 grant term must be submitted in writing 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 has been accomplished to date. Extensions may be granted only once by the field office or area ONAP for a period not to exceed 6 months and may be granted for a further 6 months by the Headquarters Program Office at the request of the Field Office or Area ONAP.

3. Type of Award. Grant agreement.

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

*B. Funding Amounts*

1. Total Funding. HUD expects to award approximately \$20,000,000 under this funding category of ROSS. This amount includes \$10,000,000 appropriated in FY 2007 and \$10,000,000 in rollover funds.

Awards will be made as follows:

a. PHAs must use the number of conventional public housing units occupied by elderly and disabled residents as of September 30, 2006, per their budget to determine the maximum grant amount they are eligible for in accordance with the categories in the chart above. On the Fact Sheet, PHAs should clearly indicate the number of conventional public housing units occupied by elderly and disabled residents under their Annual Contributions Contract.

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

c. Nonprofits are eligible applicants if they are representing or acting at the behest of an RA. Accordingly, nonprofit applicants must show support from that RA. Nonprofits that have support from an RA are limited to \$125,000 for each RA. A nonprofit organization may not receive more than \$375,000 in FY 2007 ROSS-Elderly/Disabled grant funding, but may propose to serve more than 3 RAs. In cases where nonprofit applicants are not able to obtain support from RAs, they must obtain letters of support from PHAs or tribes/TDHEs.

**Note:** All nonprofit applicants that do not include a letter of support from an RA must include a letter of support from a PHA or tribes/TDHE. Please see the Threshold Requirements section for more information. Support letters must indicate the developments to be served by the nonprofit organization. Funding for nonprofit applicants that do not receive letters of support from RAs will be determined as follows. Support letters must indicate the developments to be served by the nonprofit organization as well as the number of conventional public housing units occupied by elderly and persons with disabilities.

Number of conventional units occupied by elderly/disabled residents	Maximum Funding
1-217 units .....	\$125,000
218-1,155 units .....	250,000
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 occupied by elderly and persons with disabilities counted as Formula Current Assisted Stock for FY 2006, as defined in 24 CFR part 1000.316. 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, identified in their housing inventory as of September 30, 2006, and occupied by elderly/disabled residents. Tribes should clearly indicate the number of units under management occupied by elderly/disabled residents on the Fact Sheet.

**III. Eligibility Information**

A. Eligible Applicants. PHAs, tribes/TDHEs, RAs, and nonprofit organizations (supported by resident organizations or PHAs/tribes/TDHEs). PHAs that are recipients of the Elderly/Disabled Renewal Service Coordinator funding through Operating Subsidy are not eligible to apply for this ROSS funding category. If you are unsure if your organization falls into this category, please contact the Public and Indian Housing Information and Resource Center at 800-955-2232.

*B. Cost Sharing or Matching*

Information for All Applicants: Match is a threshold requirement. Applicants who do not demonstrate that they have a match of 25 percent of the total requested grant amount will fail the threshold requirement and will not receive further consideration for funding.

*C. Other*

1. Eligible Activities. Applicants should propose implementing comprehensive programs within the 3-year grant term, which will result in improved living conditions for the elderly/persons with disabilities population. Improved living conditions may mean, but is not limited to, aging-in-place or assistance to live independently. Proposals should 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 descriptive narrative and work plan and a Logic Model covering the 3-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 these populations. Eligible activities include, but are not limited to the following:

a. Hiring of a qualified Project Coordinator to run the grant program. A qualified Project Coordinator should have at least 2 years of experience managing programs and have experience working with supportive services. The Project Coordinator is responsible for:

(1) 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.);

(2) Designing, coordinating, referring to and delivering, as relevant, grant activities based on residents' needs, such as those activities listed below;

(3) Monitoring the progress of program participants and evaluating the overall success of the program. A portion of grant funds may be reserved to ensure that evaluations can be completed for all participants who received assistance through the program. This may include software for tracking and evaluation to meet HUD's reporting requirements. Project Coordinators and grantees are responsible for ensuring that all federal requirements are followed.

b. Coordination, referral to, and delivery of meal services adequate to meet nutritional needs (i.e., not related to entertainment activities);

c. Coordination, referral to, and delivery of transportation services including purchase, rental, or lease of a vehicle for the grantee and limited in use for program purposes and fuel for program activities;

d. Coordination, set-up, and referral to assistance with daily activities (ADLs);

e. Coordination, set-up, and referral to housekeeping assistance;

f. Coordination, referral to, and delivery of wellness programs including, but not limited to, health and nutrition programs, preventive health education, referral to rehabilitation services, structured programs to build social support, services for the disabled, and other community resources;

g. Coordination, set-up, and referral to personal emergency response;

h. Coordination, referral to, and delivery of congregate services. This

includes supportive services provided in a congregate setting at a conventional public housing development; and

i. Coordination, referral to, and delivery of case management;

j. Coordination and referral to health services (e.g., medical and dental check-ups);

k. Coordination, referral, and delivery of job training opportunities under Section 3 of the Housing and Urban Development Act of 1968;

l. Coordination and referral of residents to employment opportunities under Section 3 of the Housing and Urban Development Act of 1968;

m. Salary and fringe benefits of staff;

n. Lease or rental of space for program activities, but only under the following conditions:

(1) The lease must be for existing facilities not requiring rehabilitation or construction;

(2) No repairs or renovations of the property may be undertaken with Federal funds; and

(3) Properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with Federal Funds.

o. Administrative Costs, for all applicants, may include, but are not limited to, purchase of furniture, office equipment and supplies, local travel, utilities, printing, postage, administrative salaries, and lease or rental of space for program activities (subject to the lease restrictions in the preceding paragraph). To the maximum extent practicable, when leasing space or purchasing equipment or supplies, business opportunities should be provided to businesses under Section 3 of the Housing and Urban Development Act of 1968. Administrative costs must not exceed 10 percent of the total grant costs. All administrative costs should be delineated and allocated as direct costs—an indirect cost rate will not be accepted;

p. Other supportive services;

q. Staff training;

r. Long-distance travel (subject to funding restrictions); and

s. Evaluation costs for the grant program, including tracking or evaluation software to meet HUD's reporting requirements.

2. Threshold Requirements. The criteria below apply to all applicants unless otherwise indicated. Additional information about threshold requirements may also be found in the General Section. Applicants must respond to each threshold requirement clearly and thoroughly by following the instructions below. If the application fails any threshold requirement, it will

be considered a failed application and will not receive consideration for funding.

a. Match. All applicants are required to have in place firm match commitments, either in cash or in-kind, for 25 percent of the requested grant amount, as defined in this NOFA. Joint applicants must together have at least a 25 percent match of the requested grant amount. Applicants who do not demonstrate the minimum 25 percent match of the requested grant amount will fail this threshold requirement and will not receive further consideration for funding. If you are applying for more than one category of ROSS grant (i.e., ROSS—Family & Homeownership), you must use different sources of match donations for each grant application. Additionally, you must indicate which other ROSS grant(s) you are applying for by attaching a page to your application 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 (MOUs), or tribal resolutions 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 between the publication date of this NOFA and the application deadline published in this NOFA, or the amended deadline and indicate how the commitment will relate to the proposed program. The commitment must be available at the time of award. A match that is proposed for ineligible activities will not be accepted. Although ineligible as a use of grant funds for applicants, the direct delivery of ADLs, housekeeping, and personal emergency response will be accepted as match if provided by a partner. 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 for instructions for submitting the required letters with your electronic application.

Committed amounts in excess of the 25 percent of the requested grant amount may be considered as leveraged

funds for higher points under Rating Factor 4.

(1) The value of volunteer time and services shall be computed by using the normal professional rate for the local area or the national minimum wage rate of \$5.15 per hour (**NOTE:** PHA 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 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 or Indian Housing Block Grant (IHBG) funds; 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 under Rating Factor 1, 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 (ONAPs) 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 and respond to Rating Factor 1 to ensure their applications address each of the criteria. If applicants fail to address what is requested in Rating Factor 1, their applications will fail this threshold and will not receive further consideration.

c. Contract Administrator Partnership Agreement. All nonprofit applicants, all RAs, and troubled PHAs (troubled as of the application deadline) are required to submit a signed Contract Administrator Partnership Agreement. The agreement must be for the entire grant term. If an applicant that is required to have a Contract Administrator Partnership Agreement fails to submit one, or if it is incomplete, incorrect or insufficient,

this will be treated as a technical deficiency. See the General Section for more information on Corrections to Deficient Applications. Troubled PHAs are ineligible to be contract administrators. Grant writers who assist applicants in preparing their ROSS applications are also ineligible to be contract administrators.

d. Letters of Support for Nonprofit Applicants.

(1) All nonprofit applicants must include one or more letters of support from RAs. If the RAs are inactive, then a nonprofit applicant must submit an accompanying letter of support from the PHA or tribe/TDHE that is indicating support for the application. All letters of support must be signed by an authorized representative of the supporting organization and be dated between the publication date of this NOFA and the application deadline published in this NOFA, or the amended deadline.

(2) Nonprofit applicants that do receive support from RAs must also 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 must describe to what extent they are familiar with the nonprofit applicant and indicate their support and understanding of the nonprofit organization's application. Letters must include contact information and the name and title of the person authorized to sign for the organization and should be on letterhead. If RA letterhead is not available, the letter may be submitted on PHA letterhead.

(5) All nonprofit applicants that do not provide letters of support from RAs 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, certify the number of conventional units occupied by elderly/ persons with disabilities in those developments, and identify the ROSS funding 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.

(6) Applications from nonprofit organizations that 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 on 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. General Section Thresholds. All applicants will be subject to all Thresholds requirements listed in the General Section.

h. The Dun and Bradstreet Universal Numbering System (DUNS) Number Requirement. Refer to the General Section for information regarding the DUNS requirement. You will need to obtain a DUNS number to receive an award from HUD. See the General Section 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 grantees to meet HUD's reporting requirements. Contract administrators may be: local housing agencies; community-based organizations such as community development corporations (CDCs), churches, temples, synagogues, or

mosques; nonprofit organizations; and state/regional associations and organizations. Troubled PHAs are not eligible to be contract administrators. Grant writers who assist applicants to 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.

b. Requirements for All Applicants. All applicants, lead and non-lead, should refer to "Other Requirements and Procedures Applicable to All Programs" of the General Section 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. Applicants may desire to provide a broad range of services supported by grants from a number of ROSS funding categories. Applicants may submit more than one application only based on the criteria below:

a. General. Applicants may submit up to one application for each ROSS funding category (i.e., one application for ROSS-Elderly/Persons with Disabilities, one application for ROSS-Family, etc.), except for nonprofits. Nonprofit organizations may submit more than one application per ROSS funding category provided they will be serving residents of distinct PHAs or Tribes/TDHEs.

b. More than one application per development. Only one application per funding category will be funded for a particular development. For example, if multiple applicants apply for ROSS-Elderly/Persons with Disabilities for the same development, only the highest scoring application will be considered for award. If multiple applicants are interested in providing services to a development and the services are funded under the same ROSS funding category, it is suggested the applicants work together to submit one application on behalf of the development.

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 as outlined in Section III.C. of the General Section. 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 (the RA) or, if the RA is inactive, the RAB. (If the support letter is from the RAB, the applicant must also provide a support letter from the PHAs or tribes/TDHEs.) The PHA, tribe/TDHE, or RA that is part of a joint application may not also submit separate applications as sole applicants under this NOFA.

**Note:** Joint applicants may combine their eligible units to determine the maximum funding amount the applicants are eligible to receive. Please enter the total number of eligible units on the ROSS Fact Sheet.

5. Eligible Participants. All ROSS—Elderly/Persons with Disabilities program participants must be residents of conventional public housing or NAHASDA-assisted housing and must be elderly or disabled. See the Definitions Section for more information.

6. Eligible Developments. Only conventional public and Indian housing developments or NAHASDA-assisted housing may be served by ROSS grant funds. Other housing/developments, including but not limited to private housing, federally insured housing, federally subsidized or assisted (e.g., assisted under Section 8, Section 202, Section 811, or 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 in the affordable housing stock, and also to help protect the environment. Applicants providing housing assistance or counseling services are encouraged to promote Energy Star materials and practices, as well as buildings constructed to Energy Star standards, to both 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-STAR7-YES (888-782-7937). The hearing-impaired may call 888-588-9920 (TTY).

#### IV. Application and Submission Information

A. Application Components. Copies of the published NOFAs and application forms for HUD programs announced through NOFA may be downloaded from the grants.gov Web site at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp); if you have difficulty accessing the information, you may receive customer support from Grants.gov by calling their Support Desk at (800) 518-GRANTS, or by sending an e-mail to [support@grants.gov](mailto:support@grants.gov). You may request general information from the NOFA Information Center (800-HUD-8929) between the hours of 10 a.m. and 6:30 p.m. (Eastern Time) Monday through Friday, except on federal holidays. When requesting information, please refer to the name of the program you are interested in. The NOFA Information Center opens for business simultaneously with the publication of the SuperNOFA. Applicants should make sure to include all requested information, according to the instructions found in this NOFA and where applicable, in the General Section. This will help ensure a fair and accurate review of your application.

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

1. Application Format Information for All Applicants. Before preparing an application for any ROSS funding, applicants should carefully review the program description, ineligible activities, program and threshold requirements, and the General Section. Applicants should also review each rating factor found in the "Application Review Information" section before writing a narrative response. Applicants' narratives should be as descriptive as possible, to ensure that every requested item is addressed. Applicants should make sure to include all requested information, according to the instructions found in this NOFA and, where applicable, in the General Section. This will help ensure 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, that follow this section. Under some sections, applicants are also asked to complete and include provided forms. Applicants will be evaluated on whether their responses contained in the narratives and on the forms demonstrate that they have the necessary capacity to successfully manage the proposed program. Applicants should ensure that their narratives are written clearly and concisely so that reviewers, who may not be HUD staff, may fully understand their proposal. Also, if information provided on one of the grant forms is not self-explanatory, narrative should be provided to clarify.

#### b. Format of Application

(1) Applications may not exceed 40 narrative pages. Narrative pages must be typed in Times New Roman font style, double-spaced, numbered, with a font size 12, and with one-inch margins all around. Supporting documentation, required forms, and certifications will not be counted toward the 40-page 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 for instructions on how to submit supporting documentation with your electronic application.

(2) A checklist is provided here to help applicants ensure that 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. When submitting electronically, you do not need to submit these in TABS. Be sure to name each attachment clearly following the instructions in the General Section.) Copies of the forms may be downloaded with the application package and instructions from [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). You must use the forms that are included with the 2007 application so as to avoid using outdated forms that may be on HUDCLIPS or found from another source. Please include a header in your narrative pages and any other additional pages that includes the applicant name and the requirement being responded to.

TAB 1: Required Forms from the General Section 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-424);

3. SF-424 Supplement, "Survey on Ensuring Equal Opportunities for Applicants" ("Faith Based EEO Survey (SF-424-SUPP)" on Grants.gov);

4. HUD-27300, "Questionnaire for HUD's Removal of Regulatory Barriers" ("HUD Communities Initiative Form" on Grants.gov);

5. ROSS Fact Sheet (HUD-52751);

6. HUD-4247-CB, "Grant Application Detailed Budget" ("HUD Detailed Budget Form" on Grants.gov);

7. Grant Application Detailed Budget Worksheet (HUD-424-CBW)—please remember to include a separate HUD-424-CBW for any sub-contract of 10% or more of federal funds;

8. HUD-2880, "Applicant/Recipient Disclosure/Update Report" ("HUD Applicant Recipient Disclosure Report" on Grants.gov);

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), (for all applicants except for tribes/TDHEs and non-profits serving tribes/TDHEs);

11. Certification of Consistency with the Indian Housing Plan if applicable (HUD-52752) (for tribes/TDHEs and non-profits serving tribes/TDHEs);

12. Certification of Resident Council Board of Election (HUD-52753) (for RA applicants and non-profit applicants being supported by one or more RAs);

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

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

15. You Are Our Client Grant Applicant Survey (HUD-2994-A) (optional)

16. HUD-96011, "Third Party Documentation Facsimile Transmittal" ("HUD Facsimile Transmittal Form" on Grants.gov). (For use with electronic applications as the cover page to provide third-party documentation.)

17. Code of Conduct per General Section instructions;

18. Statement on Affirmatively Further Fair Housing per General Section instructions.

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 RAs/PHAs/tribes/TDHEs (Threshold requirement for all nonprofit applicants);

4. List of Resident Organizations Supporting Nonprofit Applicants (required only for nonprofit applicants) (HUD-52754);

5. IRS nonprofit determination letter proving 501(c)(3) status (this is a threshold requirement for all nonprofit applicants); and

6. Contract Administrator Partnership Agreement (required for all nonprofit organizations, RAs, and PHAs troubled at the time of application submission) (HUD-52755).

TAB 3: Narrative for Rating Factor 1 and ROSS Program Forms

1. Narrative for Rating Factor 1;

2. Chart A: Program Staffing (HUD-52756);

3. Chart B: Applicant/Contract Administrator Track Record (HUD-52757);

4. Resumes/Position Descriptions.

TAB 4: Narrative for Rating Factor 2.

TAB 5: Narrative and work plan for Rating Factor 3. See 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);

#### C. Submission Dates and Times

##### 1. Deadline Dates.

a. The application must be received and validated by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date. Please note the validation process may take up to 72 hours. If you submit a waiver request and it is approved, the notification of approval of the waiver request will provide instructions on where to submit the paper application. See the General Section and Section F. below for instructions regarding waivers to the electronic application submission requirement. If you receive a waiver of the electronic application submission, your application must be received by the application deadline date. See the General Section and Section F. below for waiver and mailing requirements.

D. Intergovernmental Review: Not applicable.

#### E. Funding Restrictions

1. Reimbursement for Grant Application Costs. Grantees are prohibited from using ROSS grant funds to reimburse any costs incurred in conjunction with preparation of their ROSS grant application.

2. Covered Salaries. Applicable to all applicants:

a. Types of Salaries. ROSS-Elderly/Persons with Disabilities funds may only be used for the types of salaries described in this section according to the restrictions described herein.

b. Project Coordinator. All applicants may propose to hire a qualified Project Coordinator to run the grant program.



The ROSS–Elderly/Persons with Disabilities program will fund up to \$68,000 in combined annual salary and fringe benefits for a full-time Project Coordinator. Applicants may propose a part-time Project Coordinator at a lesser salary. For audit purposes, applicants must have documentation on file demonstrating that the salary and fringe benefits of the Project Coordinator are comparable to similar professions in their local area.

c. Non-administrative 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 applicant personnel or subcontractors who, as their primary responsibility, provide services directly to residents that participate in the activities described in this application (e.g., case managers, and wellness program staff, among other positions.) Clerical, legal, finance, supervisory, executive and all other non-direct services staff may be paid for activities related to the grant, but subject to the 10% total administrative costs limit.

3. Administrative Costs. Administrative costs may include, but are not limited to, purchase of furniture, office equipment and supplies, local travel, utilities, printing, postage, administrative salaries, and lease or rental of space for program activities (subject to lease restrictions—See Eligible Activities section of this NOFA). Administrative costs, including administrative salaries, 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. All administrative costs should be delineated and allocated as direct costs—an indirect cost rate will not be accepted.

4. 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 be given consideration only for the maximum grant for which they are eligible. If awarded a grant, the grantee will work with the Field Office to re-apportion the grant funds for eligible activities proposed in the original application.

5. Ineligible Activities/Costs. Grant funds may not be used for ineligible activities. Match will not be counted if it is proposed to 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. Purchase of space;  
d. New construction, costs for construction materials;  
e. Rehabilitation or physical improvements;  
f. Entertainment costs;  
g. 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;  
h. Purchase of non-prescription or prescription medications;  
i. Costs, which exceed limits, identified in the NOFA for the following: Project Coordinator, administrative expenses, and long-distance travel;  
j. Cost of application preparation;  
k. Vehicle insurance and/or maintenance;

6. ROSS funds cannot be used to hire or pay for the services (salary, fringe benefits, etc.) of a Contract Administrator.

7. Other Budgetary Restrictions. Some long-distance travel may be necessary during the term of the grant in order for professional grant staff to attend training conferences related to program purposes or activities. 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.

#### F. Other Submission Requirements

1. All applicants are required to submit their applications electronically via Grants.gov, unless they request and are approved by HUD for a waiver of that requirement. Please refer to the General Section for information on how to submit your application and all attachments electronically via Grants.gov.

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

3. For Waiver Recipients Only. Applicants should submit their waiver requests in writing using mail. Waiver requests must be postmarked no later than 15 days prior to the application deadline date and should be sent to Anice Schervish, 451 Seventh Street, SW., Room 3236, Washington, DC 20410. Applicants who have received waivers to submit paper applications (see the General Section for more information), must submit their applications to: HUD Grants Management Center, Mail Stop: ROSS–Elderly/Persons with Disabilities, 501 School Street, SW., 8th floor, Washington, DC 20024. The waiver

approval will provide detailed instructions.

4. Number of Copies. When the waiver request is approved the applicant will be provided information on how many copies are needed and where to submit the copies. Only applicants receiving a waiver to the electronic submission requirement may submit a paper copy application. Any paper applications submitted without an approved waiver will be considered ineligible.

## 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 applications 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 listed above.

**Note:** Applicants should carefully review each rating factor before writing a response and completing forms. Applicants' narratives and forms should be as descriptive as possible, to ensure that every requested item is addressed. Applicants should make sure their narratives and forms thoroughly address the Rating Factors below. Applicants should include all requested information according to the instructions found in this NOFA. This will help ensure 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 (up to 7 Points).*

(a) *Staff Experience (up to 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 = 2,080 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 application.

An applicant will receive up to 4 points if the applicant provided the requested materials in sufficient detail to demonstrate an experienced and well-coordinated proposed staff. Documentation indicates that the project coordinator and proposed staff have recent (experience within the last 5 years), relevant (pertaining to the specific or similar activities being proposed), and successful (experience producing specific results) experience in conducting and completing similar activities.

(b) *Organizational Capacity (up to 3 Points)*. Applicants will be evaluated based on whether they 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. Provide resumes and position descriptions (where staff is not yet hired) for all key personnel. (NOTE: Resumes/position descriptions and other HUD forms do not count toward the page limit.)

An applicant will receive up to 3 points if the applicant shows its ability (in-house or with partners) to implement the proposed program and attaches resumes and position

descriptions (where staff is not yet hired) for all key personnel. Reviewers may also consult HUD-52756.

(2) *Past Performance of Applicant/Contract Administrator (up to 8 Points)*.

(a) Applicants' past experience may include, but is not limited to, running and managing programs aimed at improving living conditions for the targeted elderly/persons with disabilities population.

(b) Applications 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 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.

(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 impact on emergency care, improved living or health conditions of assisted population, and access to greater number of social services. Improved living conditions may mean, but is not limited to, aging-in-place or assistance to live independently.

(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 significant numbers of residents;

(iii) Description of timely expenditure of program funding throughout the term of past grants. Timely means drawdowns made commensurate with the level of activities completed and per the approved application. Timely expenditure also refers to fully expending all grant funds by the end of the grant term;

(iv) *Description of Past Leveraging*. Applicants must describe how they have created leveraging partnerships for funding or in-kind services for previous projects, the extent of the leveraging partnerships, and how the leveraging and partnerships benefited participants. The applicant will receive up to 8 points if the following is shown:

- Achievement of specific measurable outcomes and objectives;
- A description of success in attracting and keeping residents involved in past grant-funded training

programs and documentation that shows that the grant activities benefited a significant number of residents;

- A description of timely expenditure of program funding throughout the term of past grants. Timely means regular draw-downs throughout the life of the grant, i.e., quarterly draw-downs, with all funds expended by the end of the grant term;

- A description of how the applicant has leveraged funding or in-kind services beyond amounts that were originally proposed for past projects.

An applicant will receive up to 6 points if the applicant fully addressed at least 3 of the 4 items of review criteria listed above. An applicant will receive up to 4 points if the applicant fully addressed at least 2 of the 4 items of review criteria listed above. An applicant will receive 2 points if the applicant fully addressed 1 of the 4 items above. An applicant will receive 0 points if the applicant failed to address all of items 1 through 4.

(3) *Program Administration and Fiscal Management (up to 10 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 will report to the Project Coordinator and other senior staff. Applicants should also include:

(a) A complete description of an applicant's 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., PHAS troubled PHAs, resident associations, and nonprofit applicants); and

(b) any of an applicant's audit findings or material weaknesses in the past five years (HUD Inspector General, management review, fiscal, etc.), and what has been done to address them.

An applicant will receive up to 10 points if the applicant provides a comprehensive narrative description of (i) the project management structure and program accountability, including the use of a contract administrator, if applicable; the narrative (ii) describes staff's roles and responsibilities, and (iii) details how staff and partners will report to the project coordinator and other senior staff, as well as (iv) the lines of accountability among all components of the proposed program, and (v) if applicable, a list of any audit findings in the past 5 years (HUD IG, management review, fiscal, etc.),

material weaknesses and what the applicant has done to address them.

An applicant will receive up to 8 points if the applicant has fully addressed three of (i)–(iv). An applicant will receive up to 6 points the applicant has fully addressed two of (i)–(iv). An applicant will receive up to 4 points if the applicant has adequately fully addressed one of (i)–(iv). If an applicant provides audit findings or material weaknesses but does not provide what the applicant has done to address them, the applicant will lose two points. An applicant will receive 0 points if all of (i)–(v) are missing or inadequate.

b. Rating Factor 2: Need/Extent of the Problem (up to 20 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.

(1) *Socioeconomic Profile (up to 5 points)*. A thorough socioeconomic profile of the eligible residents to be served by the program, including education levels, income levels, health statistics, economic statistics for the local area, etc. Applicants may either provide data for the local area and show that the residents reflect the local area or may provide resident-specific data.

An applicant will receive up to 5 points if the applicant provided a thorough socioeconomic profile of the eligible residents to be served by the program, including education levels, income levels, health statistics and economic statistics that show a need for services. An applicant will receive up to 3 points if the applicant provided a basic socioeconomic profile of the area, but did not show that the residents to be served reflect that profile. An applicant will receive 0 Points if the applicant failed to provide the socioeconomic data on the community and/or profiles of the eligible residents.

(2) *Demonstrated Link Between Proposed Activities and Local Need (up to 15 points)*. Applicant's narratives 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. The applicant must, in the narrative for this rating factor, describe the service needs of the targeted residents, show which service needs are already being met by local resources and which service needs the applicant is unable to meet using existing resources, and demonstrate that these services are of a high-priority for the targeted elderly/disabled residents.

The applicant may also indicate a need for a Project Coordinator, which it may pay up to the \$68,000 maximum per year from grant funds for salary and fringe benefits in accordance with local wage standards (see Funding Restrictions).

An applicant will receive up to 15 points if the applicant narrative demonstrates a direct, clear relationship between the proposed activities, community needs and the purpose of the program funding. The applicant has described the service needs of the targeted residents, shown which service needs are already being met by local resources and which service needs the applicant is unable to meet using existing resources, and demonstrated that these services are of a high priority for the targeted elderly/disabled. An applicant will receive up to 10 points if the applicant's narrative demonstrates a strong relationship between the proposed activities, community needs and the purpose of funding, but does not show which services are already being met by existing local resources. An applicant will receive up to 5 points if the applicant's narrative shows a tenuous relationship between the need and proposed activities and does not show existing local resources or lack thereof. An applicant will receive 0 Points if the applicant failed to demonstrate a clear relationship among the proposed activities, community needs and the purpose of the program funding.

c. Rating Factor 3: Soundness of Approach (up to 30 points)

This subfactor addresses both the quality and cost-effectiveness of an applicant's proposed program and/or work plan. The narrative and work plan must indicate a clear relationship between proposed activities, the targeted population's needs, and the purpose of the program funding. Applicant's proposed program must address HUD's policy priorities outlined in this Rating Factor.

In rating this factor HUD will consider:

(1) *Quality of the Work Plan (up to 20 points)*. This factor evaluates both the applicant's proposed program and/or work plan and budget which will be evaluated based on the following criteria:

(a) *Specific Services and/or Activities (up to 10 points)*. Applicants' narrative must describe the proposed program (i.e., specific services, course curriculum, and activities) they plan to offer and who will be responsible for each. In addition to the narrative, applicants may also provide a work plan, which should list the specific

services, activities, and outcomes they expect. The proposed program narrative and work plan must show a logical order of activities and must tie to the outcomes and outputs applicants identify in the Logic Model (see Rating Factor 5). Applicants' narrative must explain how their proposed activities will:

(i) Involve community partners in the delivery of services (up to 5 points).

An applicant will receive up to 5 points if the applicant's narrative describes the involvement of partner organizations to deliver or support its proposed programs. An applicant will receive up to 3 points if the applicant narrative describes the existence of other community-based organizations in the area, but does not describe firm connections between program activities and the delivery or support of the proposed program. An applicant will receive 0 points if the applicant does not intend to involve any community partners in the delivery or support of its proposed program.

(ii) Offer comprehensive services (versus a small range of services) geared toward achieving the enhancement of the residents' quality of life. If the proposed program activities are part of a more comprehensive plan funded through other resources, please provide a description of the comprehensive program clearly delineating those proposed activities to be funded by the ROSS-Elderly/Persons with Disabilities grant category. (up to 5 points).

An applicant will receive up to 5 points if the applicant narrative describes the specific services and activities they plan to offer through their whole program (HUD-funded and not) and who will be responsible for each and the narrative shows how the applicant will provide a range of services and activities that are intended to enhance the residents' quality of life. An applicant will receive 3 points if the applicant fully describes the proposed program, but the program does not address a spectrum of activities that will be provided by the applicant. An applicant will receive 0 points if the applicant failed to provide sufficient information to determine if the proposed program will contain a range of services and no outcomes are identified.

(b) *Feasibility and Demonstrable Benefits (up to 5 points)*. This subfactor examines whether an applicant's work plan is logical, feasible, and likely to achieve its stated purpose during the term of the grant. HUD seeks to fund applications that will quickly produce demonstrable results and advance the purposes of the ROSS program. The

applicant's work plan should demonstrate that their project is ready to be implemented shortly after the grant award, but not to exceed three months following the execution of the grant agreement. The work plan must indicate time frames and deadlines for accomplishing major activities and show the ability to complete all activities within the period of performance for the proposed budget.

An applicant will receive up to 5 points if the work plan and supporting narrative are logical and feasible, and demonstrates that the proposed project is ready for implementation within three months of execution of the grant agreement. The work plan also indicates timeframes and deadlines for accomplishing major activities within the period of performance and how well the proposed activities address the needs described in Rating Factor 2. The applicant will receive up to 3 points if the work plan and supporting narrative are logical and feasible, but do not demonstrate that the project is ready for implementation within 3 months of grant agreement execution and can be completed within the period of performance. An applicant will receive 0 points if the applicant failed to provide sufficient information to determine that the project is logical and feasible or whether the project would be ready for implementation within three months of execution of the grant agreement, or can be completed within the period of performance.

(c) *Budget Appropriateness/Efficient Use of Grant (up to 5 Points)*. The score in this sub-factor will be based on the following:

(i) *Justification of expenses*. Applicants will be evaluated 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.

(iii) Please note that the budget form HUD-424CBW requires that a separate 424-CBW form be submitted for each sub-contract of 10 percent or more of the requested grant amount. If an application proposes to sub-contract 10 percent or more of the requested grant amount and does not include a separate 424-CBW for each 10 percent or more sub-contract, all points for Budget Appropriateness/Efficient Use of Grant will be lost (5 points). If 424-CBWs for sub-contracts for 50 percent or more of the requested grant amount are not

included, the application will lose 10 points.

An applicant will receive up to 5 points if expenses are reasonable, thoroughly explained, support the objectives of the proposal and are commensurate with the level of effort necessary to accomplish the goal. An applicant will receive up to 3 points if the expenses somewhat support the objectives of the proposal or are only somewhat commensurate with the level of effort necessary to accomplish the goals. An applicant will receive 0 points if expenses are not reasonable and/or the requested funds are not commensurate with the goals and anticipated results of the proposed program.

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

(2) *Addressing HUD's Policy Priorities (up to 8 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 HUD's policy priorities listed below.

(a) *Improving the Quality of Life in Our Nation's Communities (2 points)*. The applicant's narrative and work plan must indicate the types of activities, service, and programs applicants will offer which can help residents to continue to live independently.

An applicant will receive up to 2 points if the work plan and supporting narrative indicate the types of activities, services and programs that will be offered to help residents successfully continue to live independently. An applicant will receive 0 points if the application did not provide sufficient information to determine whether the types of activities, services and training programs that will be offered will help residents continue to live independently.

(b) *Providing Full and Equal Access to Grassroots Faith-Based and Other Community-Based Organizations in HUD Program Implementation (up to 4 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 and

other supportive services. In order to receive points under this subfactor, applicants' narrative and work plan must describe how applicants will work with these organizations and what types of services they will provide. An applicant will receive up to 4 points if the applicant's narrative and work plan clearly name the grassroots organizations with whom they will be working, describes what types of services will be provided by those organizations, and describes how these partnerships will contribute to the achievement of the goals and proposed outcomes for the program. An applicant will receive up to 2 points if the applicant indicates that it will work with grassroots organizations, but does not indicate the types of services that will be provided by these organizations. An applicant will receive 0 points if neither the work plan or narrative provide a description of how the applicant will work with grassroots organizations (civic organizations, faith-based and/or other community-based organizations) and the types of services that will be provided.

(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 must complete form HUD-27300 ("Questionnaire for HUD's Initiative on Removal of Regulatory Barriers"). A copy of HUD's Notice titled "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/offices/adm/grants/fregbarrier.pdf>. The information and requirements contained in HUD's regulatory barriers policy priority apply to this FY 2007 NOFA. A description of the policy priority and a copy of form HUD-27300 can be found in the application package posted on [http://www.Grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.Grants.gov/applicants/apply_for_grants.jsp). Applicants are encouraged to read the Notice as well as the General Section to obtain an understanding of this policy priority

and how it can impact their score. A 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, Web site address, 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. Applicants can attach the required documentation, URL references, and contact information using the attachment capability at the bottom of the electronic form. Reference material/documentation can be scanned and attached to the form HUD-27300 and submitted with the application or faxed to HUD following the facsimile submission instructions. When providing documents in support of your responses to the questions on the form, please provide the applicant name and project name and whether you were responding under column A or B, then identify the number of the question and the URL or document name and attach using the attachment function at the end of the electronic form.

(3) *Economic Opportunities for Low- and Very Low-Income Persons (Section 3) (2 Points).*

You will receive 2 points if your application demonstrates that you will implement Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Economic Opportunities for Low- and Very Low-Income Persons in Connection with Assisted Projects) and its implementing regulations at 24 CFR part 135 in connection with this grant, if awarded. Information about Section 3 can be found at HUD's Section 3 Web site at <http://www.hud.gov/offices/fheo/section3/section3brochure.cfm>. Your application must describe how you will implement Section 3 through the proposed grant activities. You must state that you will, to the greatest extent feasible, direct training, employment, and other economic opportunities to:

- (a) Low- and very low-income persons, particularly those who are recipients of government assistance for housing, and
- (b) Business concerns which provide economic opportunities to low- and very low-income persons.

An applicant will receive 2 points if the applicant describes how it will implement Section 3 through the proposed grant activities and states that it 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). An applicant will receive 0 points if the applicant does not describe implementing Section 3 through proposed grant activities and does not state that it will direct training, employment and other economic opportunities to Section 3 interests.

d. Rating Factor 4: Leveraging Resources (up to 10 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. 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. Leveraging in excess of 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. A match will not be accepted if it is proposed to be used for ineligible activities. Please see the section on Threshold Requirements in this NOFA 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—4 points (with partnerships) 2 points (without partnerships);
- 26—50—6 points (with partnerships) 4 points (without partnerships);
- 51—75—8 points (with partnerships) 6 points (without partnerships);

76 or above—10 points (with partnerships) 8 points (without partnerships).

e. Rating Factor 5: Achieving Results and Program Evaluation (up to 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. Outputs should produce outcomes for your program. Examples of outputs are the number of elderly persons referred to for social or health care services, the number of persons equipped with emergency response resources, etc. "Outcomes" are benefits accruing to the residents, families, and/or communities during or after their participation in the ROSS program. Applicants must clearly identify the outcomes to be achieved and measured. Outcomes are not the development or delivery of services or program activities but the results of the services delivered or program activities—the ultimate results of the program. Examples of outcomes are: the number of persons able to live independently and have avoided long-term care placement, the number of persons that have had improved living conditions or quality of life as a result of receiving increased social services, etc.

(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.

Applicants will be evaluated based on how comprehensively they propose to measure their program's outcomes. The applicant will receive up to 15 points if the applicant provided a work plan, narrative and Logic Model that (a) describes the goals, objectives, outcomes, and performance measurements to be achieved over the term of the program; (b) includes short, intermediate and long term goals; (c) indicates what will be measured and (d) how it will be measured and (e) shows steps to be taken if performance targets are not met within the established timeframes. An applicant will receive up to 12 points if the applicant has fully addressed at least 4 of the 5 items of review criteria (a–e). The applicant will receive up to 9 points if the applicant has fully addressed at least 3 of the 5 items of review criteria (a–e). The applicant will receive up to 6 points if the applicant has fully addressed at least 2 of the 5 items of review criteria (a–e). The applicant will receive up to 3 points if the applicant has fully addressed at least 1 of the 5 items of review criteria (a–e). An applicant will receive 0 points if the applicant did not provide the Logic Model or enough information to determine the program goals, outcomes and/or performance measurements.

## B. Review and Selection Process

1. **Review Process.** Four types of reviews will be conducted: a screening to determine if you are eligible to apply for funding under the ROSS-Elderly/Persons with Disabilities grant; a review of 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.** Twenty-five percent (25%) of funds will be set aside for Resident Associations and all qualifying Resident Association applications will be funded first, up to 25 percent of the funding amount. 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 ONAP for funding. After this "round," HUD will select the second-highest-ranked application in each of the ten federal regions and ONAP 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 ONAP 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 ranked order (by score), regardless of region and ONAP and will fully fund as many as possible with remaining funds. If remaining funds in one program are too small to make an award, they may be transferred to another ROSS program.

3. **Tie Scores.** In the event of a tie score between two applications in the ROSS-Elderly/Persons with Disabilities funding category that 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.

## VI. Award Administration Information

### A. Award Notices.

1. 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 on 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.

2. **Debriefings.** All applicants may request a debriefing. Applicants requesting to be debriefed must send a written request to: Iredia Hutchinson, Director, Grants Management Center, 501 School Street, SW., Suite 800, Washington, DC 20024. See the General Section for more information on debriefings.

### B. 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 lead and non-lead applicants are subject to the requirements specified in Section III.C. of the General Section. Grantees are subject to regulations and other requirements found in:

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

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

c. 24 CFR Part 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 that provide economic opportunities to low- and very low-income persons.

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

### C. Reporting

1. **Semi-Annual Performance Reports.** Grantees must submit semi-annual performance reports to the field office or area ONAP. These progress reports must include financial reports (SF–269A) and a Logic Model (HUD–96010) showing achievements to date against outputs and outcomes proposed in the application and approved by HUD. Each quarterly report must identify any deviations (positive or negative) from outputs and outcomes proposed and

approved by HUD, by providing the information in the reporting TAB of the approved Logic Model. Grantees must use quantifiable data to measure performance against goals and objectives outlined in their program and/or work plan. Performance reports are due to the field office or Area ONAP 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. For FY 2007, HUD is considering a new concept for the Logic Model. The new concept is a Return on Investment (ROI) statement. HUD will be publishing a separate notice on the ROI concept.

2. Final Report. All grantees must 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 program and/or work plan. Grantees must use quantifiable data to measure performance against goals and objectives outlined in their program and/or work plan. The final report must also include responses to the management questions found in the Logic Model and approved for your program. The financial report must contain a summary of all expenditures made from the beginning of the grant agreement to the end of the grant agreement and must include any

unexpended balances. The final narrative, Logic Model, and financial report are due to the field office 90 days after the termination of the grant agreement.

3. Final Audit. Grantees that expend \$500,000 in federal funds in a given program or fiscal year are required to obtain a complete final close-out audit of the grant's financial statements by a Certified Public Accountant (CPA), in accordance with generally accepted government audit standards. A written report of the audit must be forwarded to HUD within 60 days of issuance.

4. Racial and Ethnic Data. HUD requires that funded recipients collect racial and ethnic beneficiary data. HUD has adopted the Office of Management and Budget's Standards for the Collection of Racial and Ethnic Data. In view of these requirements, funded recipients should use form HUD-27061 (Racial and Ethnic Data Reporting Form).

#### **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 Information Relay Service at 800-877-8339.

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

A. Code of Conduct. Please see the General Section for more information.

B. Transfer of Funds. If transfer of funds from any of the ROSS programs does become necessary, HUD will consider the amount of unfunded qualified applications in deciding to which program it will transfer the extra funds.

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 49.5 hours per respondent for the application. This includes the time for collecting, reviewing, and reporting the data for the application. 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.