

RESIDENT OPPORTUNITY AND SELF-SUFFICIENCY (ROSS) SERVICE COORDINATORS 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) Service Coordinators program.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: FR 5200-N-14; OMB Approval Number 2577-0229.

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

F. Dates: The application deadline date is **August 14, 2008**. 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. The validation process may take up to 72 hours.

G. Additional Overview Content Information:

1. Purpose of Program. The purpose of the Public and Indian Housing Resident Opportunity and Self Sufficiency (ROSS) program is to provide grants to public housing agencies (PHAs), tribes/tribally designated housing entities (TDHEs), Resident Associations (RAs), and nonprofit organizations (including grassroots, faith-based and other community-based organizations) for the provision of a Service Coordinator to coordinate supportive services and other activities designed to help Public and Indian

housing residents attain economic and housing self-sufficiency. This program works to promote the development of local strategies to coordinate the use of assistance under the Public Housing program with public and private resources, for supportive services and resident empowerment activities. These services should enable participating families to increase earned income, reduce or eliminate the need for welfare assistance, make progress toward achieving economic independence and housing self-sufficiency, or, in the case of elderly or disabled residents, help improve living conditions and enable residents to age-in-place. A Service Coordinator ensures that program participants are linked to the supportive services they need to achieve self-sufficiency or remain independent. Funds in this program will no longer be allowed to be used for the direct provision of these services. This program is similar to the Public Housing FSS program (PH FSS), however, the PH FSS program is open only to PHAs and Tribes/TDHEs, has a requirement of an escrow account for its participants and is one-year funding. The ROSS SC program is open to non-profit and Resident Association applicants, is three-year funding, includes admin expenses and training as eligible uses of the funds and requires a 25% match by statute. A PHA or Tribe may receive grants in both programs.

2. **Funding Available.** A total of approximately \$28 million is available for the ROSS Service Coordinator program in fiscal year 2008, plus any carryover or recaptured funds from prior ROSS appropriations that may become available.

3. **Award Amounts.** Awards will pay for the annual salary and fringe benefits of Service Coordinators. Awards may be for up to three coordinators, depending on size and type of applicant and each coordinator salary must not exceed \$68,000. Awards will also include funds for training and for administrative expenses. Total awards for 3-year

Grant Program	Total Funding	Number of SCs	To Serve	Maximum Grant Amount
ROSS– Service Coordinators	\$28 million	1 SC	50-1000 units	\$240,000
		2 SCs	1001-2500 units	\$480,000
		3 SCs	2501 + units	\$720,000

grant term will range from approximately \$240,000 to \$720,000. Please see the program description for more specific information about funding amounts.

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

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. Match may also be made up of self-sufficiency and supportive services/programs provided to participants in the ROSS-Service Coordinators program. The match is a threshold requirement.

6. **Grant term.** The grant term for each funding category is 3 years from the execution date of the grant agreement.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

A. Purpose. The purpose of the ROSS Service Coordinator program is to provide funding to hire and maintain Service Coordinators who will assess the needs of residents of conventional Public Housing or Indian housing and coordinate available resources in the community to meet those needs. The ultimate goal of a Family Service Coordinator is to assist families to increase earned income and move towards economic and housing self-sufficiency. The ultimate goal of an Elderly/Disabled Service Coordinator is to ensure that residents can maintain independent living and age-in-place in their units and avoid placement in a full-care facility to the greatest extent possible. Applicants will indicate if their Service Coordinators will serve families, elderly residents, or a mix of both.

B. Number of Positions for Which Eligible Applicants May Apply

1. For PHA and Tribe/TDHE applicants, the number of positions is determined by number of ACC units. (Tribes/TDHEs should use the number of units counted as Formula Current Assisted Stock for FY 2007 as defined in 24 CFR 1000.316). Tribes that have not previously received funds from the Department under the U.S. Housing Act of 1937 should count housing units under management that are owned and operated by the Tribe and that are identified in their housing inventory as of September 30, 2007. Applicants may apply for up to 3 Service Coordinators depending on the size and type of the applicant. Program ratio for number of eligible Service Coordinators is in the table above under “Award Amounts.”

The Service Coordinator does not have to serve all residents in a particular PHA or development however each Service Coordinator must serve a minimum of 50 units. Service Coordinators generally serve an average of between 75 - 400 residents. Part of the Service Coordinator's role is to convene a Program Coordinating Committee, similar to that required in the Family Self-Sufficiency program, to coordinate services for families and/or elderly residents. HUD expects that all entities wishing to serve residents at a particular PHA will have coordinated their grant-seeking efforts. If more than one application proposing to serve the same development/Asset Management Project (AMP) is received, they will both be reviewed and if both are deemed to enter the lottery, the first chosen will be funded.

2. Non-Profit Applicants may apply with the support of a PHA or with the support of one or more RAs. A non-profit applicant with support from a PHA may apply to serve a PHA/Tribe/TDHE using the same ratio as above. A non-profit applicant applying with the support of an RA(s) may apply for up to one Service Coordinator per RA (or set of RAs if combining RAs is required to achieve the minimum number of units to be served) for a total of not more than three SCs per PHA. (This may serve more than three RAs per PHA, if more than one RA needs to combine in order to meet the minimum number of residents required for an SC position.)

A non-profit applicant may apply to serve as many as 3 PHAs (up to 9 SCs), but must submit a separate application for each PHA to be served unless they are proposing to split one SC's time between PHAs. In this case, one application may be submitted, but a letter of support from each PHA (or RA at each PHA) is required and the PHA listed first on the HUD-52768 will be considered the lead PHA.

- 3. Local Resident Association Applicants** may apply for one coordinator each, provided that the minimum number of units will be served.
- 4. State-wide and National and other Resident Associations** with non-profit status should apply using the eligibility guidelines for non-profit applicants.
- 5. Joint Applicants** – more than one PHA/Tribe/TDHE or RA may combine their eligible units and share the number of Service Coordinators for which they are eligible together. In this case, a lead applicant must be identified.

C. Definition of Terms

- 1. City-Wide Resident Organization** consists of members of 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. Contract Administrator** means an overall grant administrator or a financial management agent (or both) that oversees the implementation of the grant and/or the financial aspects of the grant.
- 3. Elderly person** means a person who is at least 62 years of age.
- 4. 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.

5. **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 NAHASDA.

6. **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 the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA).

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

8. **NAHASDA-assisted resident** means a member of a tribe (as defined above) who has been assisted by NAHASDA.

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

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

b. It has the capacity to provide start-up and capacity-building training to residents and resident organizations; and c. Public housing residents representing different geographical locations in the country are members of the board of directors.

10. **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. 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. Applicants who are in the process of applying for nonprofit status, but have not yet received nonprofit designation from the IRS by the deadline date, will not be considered nonprofit organizations. All nonprofit applicants must submit their IRS determination letter to prove their nonprofit (e.g. 501(c)(3)) status. Please see the section on Threshold Requirements for more information. Nonprofit applicants must also provide letters of support as described in the Threshold Requirements section.

11. **Past Performance.** HUD's field offices will evaluate applicants for past performance to determine whether an applicant has the capacity to manage the grant for which it is applying. The area Office of Native American Programs (ONAP) will review past performance for tribal/TDHE submissions. Field offices will also evaluate the past performance of contract administrators for applicants required to have a contract administrator. New applicants will be evaluated using their narrative responses to the Past Performance requirement below.

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

- a. Has a condition defined as a disability in section 223 of the Social Security Act; or
- b. Has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act.

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

The definition of a person with disabilities contained in section 504 of the Rehabilitation Act of 1973 and its implementing regulations must be used for purposes of reasonable accommodations and program accessibility. Please see 24 CFR 5.403.

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

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

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

- b. The RRO has experience in providing start-up and capacity-building training to residents and resident organizations; and
- c. Public housing residents representing different geographical locations in the region must comprise the majority of the Board of Directors.

15. **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.

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

- a. It shall consist of residents only, and only residents may vote;
- b. If it represents residents in more than one development or in all of the developments of the tribal/TDHE community, it shall fairly represent residents from each development that it represents;
- c. It shall adopt written procedures providing for the election of specific officers on a regular basis; and
- d. It shall have an elected governing board.

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

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

- a. The SRO has statewide jurisdiction;

- b. The SRO has experience in providing start-up and capacity-building training to residents and resident organizations; and
- c. Public housing residents representing different geographical locations in the state must comprise the majority of the Board of Directors.

19. **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).

D. Regulations Governing the ROSS Program. ROSS 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 three-year grant term must be submitted in writing to the local HUD field office or area ONAP at least 60 days prior to the expiration of the grant term. Requests must explain why the extension is necessary, what work remains to be completed, and what work and progress was accomplished to date. Extensions may be granted only once by the field office or area ONAP for a period not to exceed 6 months and may be granted for a further 6 months by the HUD Headquarters program office at the request of the Field Office or area ONAP. Required extensions may be considered as part of future Past Performance reviews.
3. **Type of Award.** Grant agreement.

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

5. **Total Funding.** HUD expects to award \$28,000,000 under this funding category of ROSS.

III. Eligibility Information

A. Eligible Applicants.

1. Eligible applicants are PHAs, tribes/TDHEs, RAs, and nonprofit organizations supported by PHAs, tribes/TDHEs or RAs.
2. PHA applicants that are currently eligible to receive funding for one or more Elderly/Disabled Service Coordinators (EDSC) through the Operating Subsidy and that are granted ROSS Service Coordinator funding to serve Elderly residents through this NOFA will forgo all future eligibility for EDSC Renewal Funding through the Operating Subsidy.
3. Nonprofits are eligible applicants if they are representing or acting at the behest of an RA or PHA/Tribe/TDHE. Accordingly, nonprofit applicants must show support from one or more RAs or PHAs/Tribes/TDHEs. Applicants should see the **General Section** for instructions on submitting support letters and other documentation with their electronic application.

B. Cost Sharing or Matching. The required match is 25 percent of requested funds. Match is a threshold requirement. Therefore, applicants who do not demonstrate the minimum 25 percent match will not receive further consideration for funding. Match may be cash or in-kind and may also be made up of self-sufficiency and supportive

services/programs provided to participants in the ROSS-Service Coordinators program. Please see the section below on threshold requirements for more information on what is required for the match.

C. Other

1. **Eligible Program Activities.** Funds awarded to applicants under this NOFA may be used for:

a. Salaries and fringe benefits of one or more Service Coordinators. A part-time Service Coordinator may be retained where appropriate, however, the minimum units served remains the same. One or more PHAs may share a full-time position if that is deemed most appropriate for the applicant's program. Although the exact role for the SC shall be designed to meet the needs of the project's community, below is a listing of recommended functions for an SC:

(1) Coordinate a Local Program Committee with local service providers to ensure that program participants are linked to supportive services needed to achieve self-sufficiency. The Service Coordinator will act as a liaison between the residents/PHA and local service providers.

(2) Market the program to residents.

(3) Provide general case management which includes intake, assessment, education, and referral of residents to service providers in the general community.

(4) Coordinate and oversee the delivery of services, ensuring services are provided on a regular, ongoing, and satisfactory basis.

(5) Coordinate and sponsor educational events, which may include subjects relating to health care, job search seminars, life skills training, etc.

(6) Assist the PHA, Tribe/TDHE or RA to create a resident group to promote self-sufficiency efforts and/or encourage residents to build informal support networks with other residents, family, and friends.

(7) Facilitate the formation of Self-Help Groups with residents and faith-based and/or other community-based groups if a particular need is evident. The formation of small groups will assist in fostering a sense of community and encourage residents' efforts to support and assist each other.

(8) Monitor the ongoing provision of services including supportive services from community agencies and keep the case management and provider agency current with the progress of the individual. Monitor the provision of supportive services where appropriate.

(9) Track and report to HUD on the progress of residents enrolled in the program

(10) Evaluate the overall success of the program.

b. Training and travel pursuant to training related to professional and/or program development. All training must be approved by the HUD Field Office or Area ONAP. HUD anticipates providing Start-Up training for all new SCs after awards are made.

c. Administrative Costs may be used for activities including but not limited to the list contained in Section IV.E of this NOFA.

d. Supportive services to which residents might be connected will vary with need and community resources. However, the spectrum of services offered should be as broad and as responsive to residents' needs as possible. PLEASE NOTE: These services cannot be paid for using funds from this grant (except where allowed under Admin costs.) SCs

might connect residents to organizations providing the following types of services. The provision of these and similar services would qualify as match.

(1) Life-Skills Training, including:

(a) Financial Literacy/Credit Repair/Banking and Money Management

(b) Real Life Issues. Information on tax forms, leases, car insurance, health insurance, long-term care insurance, etc.

(c) Literacy training and GED preparation/Basic Education/ESOL.

(d) Mentoring.

(2) Job Training, Job Search, and Placement Assistance, including;

(a) Skills assessment of participating residents.

(b) Applying for a job. How to complete employment forms; highlighting skills employers are looking for, researching job opportunities in the area, and calculating net wages.

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

(d) Resume writing.

(e) Interviewing techniques.

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

(4) Provision of professional clothing or uniforms related to new employment.

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

(a) Set career goals;

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

(c) Reinforce welfare-to-work programs and focus efforts on increasing residents' earning capacity. Activities can include job counseling, helping residents secure better paying jobs or jobs in better work environments, preparing for work in a new job category, obtaining additional job skills, and other job-related or educational training.

(d) Working with local employers to create opportunities that combine education and skills training with jobs. Strategies that promote work-based learning can offer the most effective method for giving new workers the tools they need to move onto a career ladder and achieve upward mobility.

(6) Post-Employment Follow-up and Activities to Support Career Advancement and Long-Term Economic Self-Sufficiency;

(a) Individual Savings Accounts (ISAs).

(b) Housing Counseling and Homeownership readiness programs. This can include information to help residents move to market-rate rental housing and/or "pre-purchase" homeownership counseling and training. This may include training on such subjects as credit and financial management, credit repair, housing search, how to finance the purchase of a home, including use of FHA mortgages or other mortgage vehicles, fair housing, fair lending, Individual Savings Accounts, the Real Estate Settlement

Procedures Act (RESPA), energy efficiency measures/Energy Star appliances, and home maintenance. Applicants are strongly encouraged to refer residents to HUD-approved housing counseling agencies. For a list of HUD-approved housing counseling agencies, go to: <http://www.hud.gov/offices/hsg/sfh/hcc/hccprof14.cfm>. This type of training could include:

- (i) Asset building;
 - (ii) Credit counseling and credit scoring;
 - (iii) Financial literacy and management;
 - (iv) Selecting a real estate broker;
 - (v) Choosing a lender;
 - (vi) Appraisals;
 - (vii) Home inspections;
 - (viii) Avoiding delinquency and predatory lending;
 - (ix) Foreclosure prevention;
 - (x) Home maintenance and financial management for first-time homeowners;
 - (xi) RESPA; and
 - (xii) Fair Housing and fair lending Counseling.
- (c) Community Safety.
 - (d) Health Coordination and Outreach.
 - (e) Resident Empowerment/Capacity Building.
 - (f) Computer Skills.
 - (g) Coordinating Services necessary for elderly or disabled residents to age-in-place.

(h) Good Neighbor Programs.

(i) After-school and or summer programs for school-age children to include tutoring, remedial training, and using computers.

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

(k) Transportation to enable residents to participate in program activities, find and maintain employment, maintain independent living, etc.

(l) Child Care to enable residents to work or participate in program activities.

(m) Parenting Courses.

(n) Nutrition courses.

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

(p) Resident Business Development.

(q) Assistance with Activities of Daily Living for Elderly/Disabled Residents.

(r) Meal services to meet nutritional need for Elderly/Disabled Residents.

(s) Disability Services Counseling.

(t) Personal Emergency Response Resources.

(u) Wellness Programs.

SCs may also create and maintain linkages to other local social service agencies such as employment agencies, health departments, transportation agencies, economic/community development agencies, community colleges, recreational and cultural services, and other

community organizations such as Boys & Girls Clubs, 4H Clubs, Boy Scouts, Girl Scouts, etc.

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

a. **Match.** All applicants are required to have in place a firmly committed 25 percent of the total grant amount in match of cash or in-kind donations as defined in this NOFA. Match does not have to be for only the eligible activities under this grant (e.g. salary, fringe, admin and training). The intention is that the match will be either cash or, if in-kind, made up of services provided to participants in the ROSS-Service Coordinators program. Activities eligible to be counted for match may be both the activities eligible for federal funding under this program as well as self-sufficiency and supportive services/programs provided to participants in the ROSS-Service Coordinators program.

Applicants are not required to submit match commitment letters with their application, but they must be kept on file. The match certification on the HUD-52769 Needs/Partners Form must be signed by the applicant's Executive Director, Resident Association Board President, Tribal Chairman or other person authorized to make the stated commitment, attesting to at least 25% match for activities pursuant to this grant. Please note that all forms with signatures must be scanned and attached to your application or submitted by fax, using the facsimile cover sheet provided with your application.

Joint applicants must together have at least a 25 percent match. Applicants who do not demonstrate the minimum 25 percent match will fail this threshold requirement and will not receive further consideration for funding.

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. 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 for this NOFA and indicate how the commitment will relate to the proposed program. If the commitment is in-kind, the letters should explain exactly what services or material will be provided. The commitment must be available at time of award. Applicants proposing to use their own, non-ROSS grant funds to meet the match requirement, in whole or in part, must also have a letter of commitment indicating the type of match (cash or in-kind) and how the match will be used.

(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 per hour

(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) that by statute allow those funds to be used for matching purposes, including, for example, Community Development Block Grant (CDBG) funds; 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 as well as applicants' past performance to determine whether applicants have the capacity to manage the grant for which they are applying. The area ONAP will review past performance for tribal and TDHE submissions. Field offices will evaluate the contract administrators' past performance for applicants required to have a contract administrator. In evaluating past performance HUD will look at the applicant's record of completing grant activities on time, within budget, and the results achieved. Using the narrative provided by the applicant, the field office/area ONAP will evaluate applicants' past performance. Applicants should carefully prepare their Past Performance statement to ensure it addresses the criteria requested therein.

c. Letters of Support for Nonprofit Applicants.

(1) All nonprofit applicants must include a letter of support from either the Public Housing Authority/Tribe/TDHE(s) or the particular Resident Association(s) they intend to serve. 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. Please be advised that all letters with signatures will need to be scanned and attached to the application or faxed using the facsimile cover sheet included with the application package.

(2) Nonprofit applicants that receive support only from Resident Associations must submit form HUD-52753 (Certification of Resident Council Board of Election) for each RA from which the non-profit is receiving support. Submitting this form is not applicable where non-profits submit letters of support from the PHA/Tribe/TDHE .

(3) PHA/RA Letters of support must indicate the number of eligible units at the PHA (or the number of eligible units represented by the RA, in the case of RA support letters) and list the names of the developments to be served. The letter should also describe to what extent the PHA/RA is familiar with the nonprofit applicant and indicate their support of the nonprofit application. Letters must include contact information and the name and title of the person authorized to sign for the organization. Please see the **General Section** for instructions for submitting the required letters with your electronic application.

HUD expects that all entities wishing to serve residents at a particular PHA will have coordinated their grant-seeking efforts. If more than one application proposing to serve the same development/AMP is received, they will both be reviewed and if both are deemed eligible to enter the lottery, the first chosen will be funded.

d. **General Section Thresholds.** All applicants will be subject to all Threshold requirements listed in the **General Section** including the **Dun and Bradstreet Universal Numbering System (DUNS) Number Requirement**. You will need to obtain a DUNS number to receive an award from HUD. Obtaining a waiver to submit a paper application does not release an applicant from this requirement. Refer to the **General Section** for more information.

3. Program Requirements

a. **Contract Administrator.** All RA and PHAS Troubled PHA applicants must have 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 parts 84 or 85, as appropriate. 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. Contract administrators 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 in meeting HUD's reporting requirements. Contract Administrators may be: local housing agencies; community-based organizations such as community development corporations (CDCs), churches, temples, synagogues, mosques; nonprofit organizations; state/regional/local associations, agencies and organizations. Troubled PHAs are not eligible 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. **Nonprofit status.** All nonprofit applicants must submit their IRS determination letter to prove their nonprofit (e.g., 501(c)(3)) status. Please see the **General Section** for instructions for submitting the required documentation with your electronic application.

c. **Requirements Applicable to 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.

d. **Affirmatively Furthering Fair Housing.** The **General Section** of the SuperNOFA directs applicants to submit a statement of their plans to affirmatively further fair housing if they receive funding or, if directed in the particular program NOFA, to demonstrate otherwise that they will affirmatively further fair housing. Successful applicants for this program will certify in their grant agreement/other funding arrangement that they will take reasonable steps to affirmatively further fair housing and maintain records of these steps and their impacts. Reasonable steps include: (1) advertising for the Service Coordinator position widely in the community, (2) marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency, (3) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD's rule on *effective communications* at 24 CFR 8.6), (4) providing fair housing counseling services or referrals to fair housing agencies, (5) informing participants of how to file a fair housing complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777, and (6) if the program has a goal of homeownership or housing mobility, recruiting landlords and service providers in areas that expand housing choice to program participants. Record-keeping covers, but is not limited to, the race, ethnicity, familial status, and disability status of program participants. Prior to execution of the grant agreement/other funding arrangement, the successful applicant will submit a statement to HUD outlining the reasonable steps it plans to take affirmatively further fair housing and how it proposes to maintain records of such activities and their impact.

4. Number of Applications Permitted.

a. PHA/Tribe/TDHE Applicants may submit only one application each. PHAs may propose to serve their own developments. Local RAs may propose to serve their own residents and may submit one application each. Non-Profit Organizations (including state and national non-profit Resident Associations) may be funded to serve residents at as many as three (3) PHAs/Tribes/TDHEs, but must submit a separate application for each PHA to be served unless they will be serving more than one PHA with only one SC. If this is the case, one application is acceptable, but a letter of support from each PHA (or an RA from each PHA) to be served must be included in the application and the PHA listed first on the HUD-52768 will be considered the lead PHA. Each application should be complete in and of itself and will be evaluated independently. If an applicant submits more than one application, separate, non-duplicative match letters must be kept on file.

b. **More than one application per development.** *HUD expects that all entities wishing to serve residents at a particular PHA will have coordinated their grant-seeking efforts. If more than one application proposing to serve the same development/AMP is received, they will both be reviewed and if both are deemed eligible to enter the lottery, the first chosen will be funded.*

c. **Joint applications.** Two or more applicants may join together to submit a joint application for proposed grant activities. However, joint applications must designate a lead applicant. The PHA listed first on the HUD-52768 will be considered the lead PHA. In addition, 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) Letter(s) of support from each PHA or RA to be served for nonprofit applicants;
- (2) Evidence of nonprofit status as outlined under the section covering threshold requirements for nonprofit applicants; and
- (3) Threshold requirements outlined in Section III.C. of the **General Section**.

Applicants that are 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. However, if more than one PHA is to be served by a non-profit applicant, a letter of support from each PHA (or an RA at each PHA) to be served is required in the application. *Also, a Certification of Consistency with the Consolidated Plan is required for each PHA to be served.*

5. Eligible Participants. All residents assisted by ROSS Service Coordinators must be residents of conventional public housing or NAHASDA-assisted housing

6. Eligible Developments. Only conventional Public and Indian housing developments and NAHASDA-assisted developments may be served by ROSS grant funds. Other housing/developments, including, but not limited to private housing, federally insured housing, federally subsidized, or assisted (i.e., assisted under Section 8, Section 202, Section 811, Section 236), and others are not eligible to participate in ROSS.

IV. Application and Submission Information

A. Address to Request an Application Package. Copies of the published NOFAs and application forms for HUD programs announced through NOFAs may be downloaded from the grants.gov website at 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 its Support Desk at (800) 518-GRANTS, or by sending an email to support@grants.gov. You may request general information from the NOFA Information Center (800-HUD-8929) or 800-HUD-2209 (TTY) 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. You can also obtain information on this NOFA from HUD's website at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

B. Content and Form of Application Submission

1. **Application Format Information for All Applicants.** Applicants should make sure to include all requested information, according to the instructions found in this NOFA and in the **General Section**. This will help ensure a fair and accurate review of your application.

2. Content and Format for Submission

a. Content and Format of Application

Narrative pages must be typed, double-spaced, numbered, be in Times New Roman, 12-point font, and have one-inch margins. Please see the **General Section** for instructions on how to submit supporting documentation with your electronic application.

A checklist is provided here to ensure applicants submit all required forms and information. (NOTE: Applicants who receive a waiver to submit paper applications must meet the requirements for submission specified in their waiver notification.) Copies of the forms may be downloaded with the application package and instructions from

http://www.grants.gov/applicants/apply_for_grants.jsp. You must use the forms that are included with the 2008 application so as to avoid using outdated forms that may be on HUDClips or found from another source.

General Forms

(1) Acknowledgement of Application Receipt (HUD-2993), (paper application submissions only. You must have an approved waiver to submit a paper application);

(2) Application for Federal Financial Assistance (SF-424) - The Federal Identifier requested in 5a. is the PHA number of each applicant (e.g., MD035 or AK002).;

(3) SF-424 Supplement, Faith Based EEO Survey (also known as the Survey on Ensuring Equal Opportunity for Applicants) (SF-424 SUPP) (non-profit applicants only);

(4) Applicant/Recipient Disclosure Report (HUD-2880);

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

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

(7) You Are Our Client Grant Applicant Survey (HUD-2994-A) (Optional);

(8) Facsimile Transmittal Form (HUD-96011) (MUST be used as the cover sheet for any faxes pursuant to an electronic application. Must also be included in the application even if faxes are not sent. See **General Section** for more information.);

(9) Code of Conduct per **General Section** Instructions

If any of the above requirements are missing, incomplete or incorrect in your application, they may be requested through the technical deficiency process.

Program Required Submissions:

(1) HUD-52768 - ROSS SC Application Form (This serves as the budget form – a separate budget form is NOT required in this application.)

(2) Narrative on Capacity/Past Performance

(3) HUD-52769 Needs/Partners Form with Signed Certification from Executive Director, Resident Association Board President, or Tribal Chairman or other person authorized to make stated commitment attesting to at least 25% of the entire amount of grant funds requested in match for administrative support or services pursuant to this grant. (The actual match letters or MOUs should be kept on file with the applicant and be made available in case of review or audit.)

(4) Logic Model (HUD-96010) showing proposed performance measures. See the **General Section** for information on the Logic Model. .

(5) Letter(s) of Support from PHA or RA (Nonprofit applicants)

(6) IRS nonprofit determination letter proving non-profit status (nonprofit applicants)

(7) Certification of Consistency with the Consolidated Plan (HUD-2991) (for all applicants except for tribes/TDHEs and non-profits serving tribes/TDHEs). If more than one PHA is to be served, there must be one for each PHA.

(8) Certification of Consistency with the Indian Housing Plan (HUD-52752) (for tribes/TDHEs and non-profits serving tribes/TDHEs). If more than one tribe/TDHE is to be served, there must be one for each tribe/TDHE;

(9) Certification of Resident Council Board of Election (HUD-52753) (for RA applicants and non-profit applicants supported by an RA only. One Certification is required from each RA applying or submitting a letter of support. If RA applicants are submitting a joint application, one is needed for each RA applying);

(10) Contract Administrator Partnership Agreement (required for all Resident Associations, and PHAS-troubled PHAs. NOT required for Non-Profit applicants.) (HUD-52755).

Please note that all forms that are not grants.gov electronic forms requiring a signature must be actually signed and then faxed or scanned and attached to your application. ONLY the grants.gov electronic forms are electronically signed.

If any of the above requirements are missing, incomplete or incorrect in your application, they may be requested through the technical deficiency process.

C. Submission Dates and Times

1. **Deadline Dates.** The application must be received and validated by Grants.gov no later than 11:59:59 p.m. eastern time on the deadline date of **August 14, 2008**. Please note that the validation process may take up to 72 hours. If a waiver request is approved, the notification of approval of the waiver request will provide instructions on where to submit the paper application. Applicants should submit their waiver requests in writing using mail or email. Waiver requests must be postmarked (or for email, dated) no later than 15 days prior to the application deadline date and should be sent to Anice Schervish, 451 Seventh Street, SW, Room 4130, Washington, DC 20410 or Anice.M.Schervish@hud.gov. If an applicant receives a waiver to the electronic

application submission requirement, the application must be received by the application deadline date.

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 application.

2. **Covered Salaries.** Service Coordinator. This program will fund up to \$68,000 in combined annual salary and fringe benefits for each eligible full-time Service Coordinator. Applicants may propose a part-time coordinator at a lesser salary. However, the minimum number of units still must be served. 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.

3. **Training/Travel.** This program will cover up to \$2,000 per year, per Service Coordinator position for pertinent training and associated travel. All training must be approved by the local HUD Field Office or Area ONAP. HUD anticipates providing a Start-Up training after awards are made. A part-time SC will be entitled to the full amount of training/travel funds.

4. **Administrative Costs.** Administrative Costs will be approved up to \$10,000 per year per SC position. A part-time position will be entitled to the full amount of administrative funds. These funds may be used for activities including but not limited to:

a. Administrative staff support.

- b. Local transportation by the SCs.
- c. Stipends for reasonable out-of-pocket costs incurred by the residents for such things as local transportation to and from job training and job interviews, supplemental educational materials, and child care expenses.
- d. Tracking and evaluation.
- e. Purchase of office furniture or office equipment and supplies.
- f. Program outreach, printing and postage.
- g. Utilities.
- h. 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 except for minimal alterations to make the facilities accessible for a person with disabilities;

(2) No repairs or renovations of the property may be undertaken with ROSS 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.

5. Funding Requests in Excess of Maximum Grant Amount. Applicants that request funding in excess of the maximum grant amount that they are eligible to receive will be given consideration only for the maximum grant for which they are eligible. If a grant is awarded, the grantee will work with the field office or area ONAP to re-apportion the

grant funds for salaries, travel/training and/or administrative costs, within allowable limits, up to the maximum grant amount for which the applicant is eligible.

6. **Ineligible Activities/Costs.** Grant funds may not be used for ineligible activities.

a. Funds may not be used for any other activities other than the salary and fringe of ROSS Service Coordinators and related administrative and training activities.

b. Funds under this NOFA may not be used to pay the salary of an FSS coordinator for a Housing Choice Voucher (HCV) or Public Housing (PH) FSS program. The funding for PH and HCV FSS program coordinators is being made available through a separate NOFA included in the FY 2008 Super NOFA.

c. If, upon review, the Field Office or Area ONAP finds that funds have been used for ineligible activities, these funds may be recaptured.

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

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.** If HUD grants a waiver, the applicant will be notified of the application submission requirements for paper copy applications. Paper copy

applications must be received by the appropriate HUD office no later than the application deadline date to meet the deadline submission requirements.

All paper applications must be received by the deadline date. Any paper applications submitted without an approved waiver will be considered ineligible and will not receive funding consideration.

V. Application Review Information

A. Criteria

1. Factors for Award Used to Evaluate Applications to the ROSS program.

Eligibility for this program will be evaluated on three factors – Past Performance, Demonstrated Link between Partners and Local Need, and Match. All three requirements must meet the stated eligibility standards in order to be considered for funding. The Logic Model is also required in order to be funded.

a. Past Performance - Capacity of the Applicant and Relevant Organizational Staff

Please include with your application a narrative statement of no more than ten pages (12 point, Times New Roman, double spaced, 1” margins) addressing the factors below. This will be used by the Field Office or Area ONAP in conjunction of their knowledge of the applicant’s (and/or service coordinator’s) past performance to evaluate the Past Performance. The Field Office or Area ONAP will evaluate this requirement on a pass/fail basis.

This factor addresses whether the applicant has the organizational capacity and resources necessary to successfully implement the proposed activities within the grant period. The narrative should include:

(1) Past Performance of Applicant/Contract Administrator and proposed Staff

Applicants' narratives must describe how the applicants (or Contract Administrator) successfully implemented past grant programs designed to promote resident self-sufficiency or assisted elderly or disabled residents to remain independent and age-in-place. This should include the recent, relevant and successful knowledge and experience of the applicant, proposed Service Coordinator(s) and/or partners in planning and managing Service Coordinator or similar programs. You may provide resumes or position descriptions (where staff is not yet hired) for Service Coordinators that will be on applicant staff or contracted. (Resumes/position descriptions and other HUD forms do not count toward the page limit. Please do not include any Social Security numbers.)

The applicant must provide the requested materials in sufficient detail to demonstrate the applicant's capacity to manage a Service Coordinator program. The narrative or other documentation should show that the applicant and/or the Service Coordinator(s) on staff or proposed to be hired have (or will have)

- (a) recent experience (within the last 5 years),
- (b) relevant experience (pertaining to having provided or coordinated supportive services) and
- (c) successful experience (attracted a significant number of residents, kept them involved, and produced specific results) in conducting and completing similar activities.

(2) Program Administration and Fiscal Management

Applicants should include (applicants required to have a Contract Administrator should provide relevant data regarding their Contract Administrator as well):

(a) A list of self-sufficiency grants received in the last five years, the grant amounts, and grant terms (years) of the grants, which are being counting toward past experience;

(b) 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;

(c) A description of how the applicant has leveraged funding or in-kind services equal to or beyond amounts that were originally proposed for past projects;

(d) The project management structure and program accountability, including the use of a contract administrator, if applicable, including how partners will report to the Service Coordinator and how the Service Coordinator(s) will work with other senior staff; and

(e) 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.

b. Demonstrated Link Between Partners and Local Need

Applicants should use the HUD-52769 Needs/Providers Form to identify local needs. Applicants *must identify a minimum of ten (10) need categories*. If less than 10 are identified, this requirement will not be considered to have been met. Then, applicants should identify a partner in the community who will meet each need category. *In order to be considered for funding, applicants will need to show that they have partners in the community that can meet at least 50% of the service categories identified as being needed.* It will be a part of the role of the Service Coordinator to continue to build upon

the partnerships that are in place at the time of the application and to expand the services available to residents. The applicant itself may be listed as meeting the service need if the funding for the service/program comes from funding other than a current or previous ROSS grant and will continue for the three-year grant term.

c. Match

Applicants must use the HUD-52769 Needs/Providers Form to identify the in-kind or cash match that will be provided pursuant to this grant. All providers listed are not required to provide a letter attesting to match. However, if applicants list match, be it in-kind or cash, on the HUD-52769, a letter attesting to that match commitment must be on file with the applicant and available for review upon request. Applicants must show, and have letters to attest to, a match of at least 25% of the grant amount requested in order to be considered for funding. This match percentage is to be shown on the HUD-52769 as well. On the HUD-52769, the Executive Director, Tribal Leader, Board President or other person authorized to make such certification must certify that this match has been firmly committed to the applicant. Match can be for any type of service that meets the needs indicated on the HUD-52769 or other eligible grant activities. See Threshold section on match for additional information.

d. Achieving Results and Program Evaluation

(1) An important element in any supportive service program is the development and reporting of performance measures and outcomes. This factor emphasizes HUD's determination to ensure that applicants develop performance and outcome measures that are focused on residents' achieving economic and housing self-sufficiency – reducing and eliminating dependency on any type of subsidized housing or welfare assistance.

Additionally, achieving outcomes and accurate evaluation will assist HUD in meeting its commitment to federal requirements for accountability. 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. The narrative describes how the measurement tools are used to collect and verify reported data and to modify the program if goals are not being met.

(3) Applicants must establish interim benchmarks, or outputs, for their proposed program that lead to the ultimate achievement of outcomes. "Outputs" are the direct products of a program's activities. Examples of outputs are: the number of eligible families that participate in supportive services, the number of new services provided the number of residents receiving counseling, or the number of households using a technology center. Outputs should produce outcomes for your program. "Outcomes" are benefits accruing to the residents, families, and/or communities during or after participation in the ROSS program. 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. Applicants must clearly identify the outcomes to be achieved and measured. Examples of outcomes are: increasing homeownership rates, increasing residents' financial stability (e.g., increasing assets of a household through savings), or increasing employment stability (e.g., whether persons

assisted obtains or retains employment for one or two years after job training completion).

(4) This program requirement requires that applicants identify program outputs, outcomes, and performance indicators that will allow applicants to measure the outcomes achieved by themselves and their partners. Performance indicators should be objectively quantifiable and measure actual achievements against anticipated achievements.

Applicants' Logic Models 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 must include the standards, data sources, and measurement methods they will use to measure performance. If an applicant proposed to refer residents to homeownership counseling, the applicant should report on the homeownership-related policy priorities listed as options for activities and outcomes in the Logic Model.

B. Review and Selection Process

1. **Review Process.** Three types of reviews will be conducted: An initial screening to determine if your application is on time, you are eligible to apply for funding under this grant program, and whether your application submission is complete; a review by the field office or Area ONAP to evaluate past performance, and a threshold review.

2. **Selection Process for All Grant Categories and All Applicants.** All qualified applications will be awarded based on a lottery. Per statute, 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.

Even if applying as non-profits, state, national, and other incorporated non-profit Resident Associations will be included in this set-aside. To be included in this Resident Association Category, you must indicate your status on the HUD-52768. If there are more qualified resident organizations than 25% of the available funding, there will be an initial lottery for all resident organizations, then the remaining resident organizations will be put together with the rest of the qualified applicants for a second general lottery.

If there are remaining funds in any ROSS program after all qualifying applications have been awarded, those funds may be transferred to another ROSS program.

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

VI. Award Administration Information

A. Award Notices. HUD will make announcements of grant awards after the review 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.

B. 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.

C. Administrative and National Policy Requirements

1. Environmental Impact. In accordance with 24 CFR 58.34 (a)(3) or (a)(9), 58.35(b)(2), (b)(4) or (b)(5), 50.19(b)(3), (b)(9), (b)(12), (b)(14), or (b)(15), activities under this ROSS

program are categorically excluded from the requirements of the National Environmental Policy Act of 1969 and are not subject to environmental review under related laws and authorities.

2. **Applicable Requirements.** Unless specifically enumerated in this NOFA, all applicants (lead and non-lead) 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).**

Grantees must 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. For this program, this applies to the hiring of ROSS Service Coordinators.

4. **Fair Housing and Civil Rights Laws.** Grantees and their sub-recipients 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 III.C(2)(c)** for more information.

D. Reporting

1. **Annual Performance Reports.** Grantees must submit 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. A narrative describing milestones, work plan progress, and problems encountered and methods used to address the problems to support the data in the Logic Model is optional. HUD anticipates that some of the reporting of financial status and grant performance will be through electronic or Internet-based submissions. Grantees must use quantifiable data to measure performance against goals and objectives outlined in their work plan. Performance reports are due to the field office on 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 2008, 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) and a final Logic Model. A narrative describing milestones, work plan progress, and problems encountered and methods used to address the problems to support the data in the Logic Model is optional. Grantees must use quantifiable data to measure performance against goals and objectives outlined in their work plan. 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 report is 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. Grant recipients must comply with the requirements of 24 CFR part 84 or 24 CFR part 85, as stated in OMB Circulars A-87, A-110, and A-122, as applicable.

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 (OMB) 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)

A. For Technical Assistance. For answers to your questions, you may contact the Public and Indian Housing Resource Center at 800-955-2232. Prior to the application deadline staff at the number given above will be available to provide general guidance, but not guidance on actually preparing the application. Following selection, but prior to award, HUD staff will be available to assist in clarifying or confirming information that is a prerequisite to the offer of an award by HUD. For persons with hearing or speech impairments, please call the toll-free Federal Information Relay Service at 800-877-8339.

B. Satellite Broadcast. HUD will hold an information broadcast via satellite for potential applicants to learn more about the ROSS SC program and preparation of an application. For more information about the date and time of this broadcast, you should consult the HUD website at www.hud.gov.

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 the extra funds will be transferred.

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 7 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.