

2013 ROSS-SC NOFA Webcast

CFDA #14.870

THE BASICS

- **Due Date:** April 30, 2013, received by Grants.gov no later than 11:59:59 p.m. eastern time
- **NOTE:** Deadline may change depending on when HUD receives its budget.
- **Another Technical Correction** will be issued to inform applicants how much funding is available to fund the ROSS-SC program. This may or may not change the deadline date.
- If you have already submitted, **NO NEED TO RESUBMIT!**

THE BASICS

- **Applications must be RECEIVED and VALIDATED** by the deadline date and time
 - This may take 24-48 hours
 - DUNS number and SAM (used to be CCR) registration are still required
- **Funding Available:** Approximately \$35 million was available in 2012. If we are funded through a CR we expect the same amount, however:
 - Sequester will affect this amount. We expect that this amount will be reduced by 5%.

THE BASICS

- **Eligible Applicants:**
 - PHAs
 - Tribes/TDHEs
 - Resident Associations (RA)
 - Federally-designated Nonprofit associations supported by an RA or PHA/Tribe/TDHE
- **Applicants must propose to serve residents of conventional public housing or NAHASDA-assisted housing.**

REQUEST

- Please read the following carefully:
 - The NOFA;
 - Technical Correction(s); and
 - The General Section.

Purpose of the ROSS Program

- 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.

Number of Applications

- **PHAS/TRIBES/TDHEs (chart on p. 6 of the NOFA):**
 - One: New OR Renewal, but not both
- **Site-based Resident Associations (RAs):**
 - One per RA
 - Three max per PHA
- **Nonprofits:**
 - Up to three
 - May serve 3 separate PHAs (and/or RAs affiliated with 3 PHAs)

Number of Positions

- *Each SC must serve AT LEAST 50 units annually*
- **PHAs** may apply for up to 3 SCs depending on number of ACC Units:
 - 50-1000 units – 1 SC
 - 1001-2500 units – 2 SCs
 - 2501+ units – 3 SCs

Number of Positions

- **Site-based Resident Associations: One SC**
 - Local RAs may apply for 1 SC for the project that they represent.
 - RAs may apply jointly if necessary to add up to at least 50 units
 - only 3 RAs from any one PHA may be funded – for NEW OR RENEWAL

Number of Positions

- **Nonprofits may apply for:**
 - 1 SC per supporting RA (up to 3 at one PHA); OR
 - If supported by a PHA, may apply for the number of SCs determined by the number of ACC units
- Nonprofits may submit up to 3 separate applications for up to 3 PHAs for a total of up to 9 SC positions
- A letter of support (and other information) is required from every RA or PHA that a nonprofit intends to serve

Eligible Participants

- All program participants must be residents of conventional public housing or NAHASDA-assisted housing.
- Section 8 residents are not eligible to be served by this grant.

Who Will You Be Serving?

- Applicants can designate whether each SC position will serve Families, Elderly or both
 - This is designated on p. 2 of the HUD-52768 (“ROSS-Service Coordinator Funding Request”)

Important Note On EDSC

- PHAs that are recipients of the Elderly Disabled Service Coordinator (EDSC) add-on from the Operating Fund should not propose to serve elderly/disabled populations **unless they are willing to forgo, IN PERPETUITY**, their EDSC funding. For a list of EDSC recipients please go to:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/edscp2013
- If serving elderly/disabled residents IS proposed and the ROSS-SC funding is granted, PHAs with EDSC would permanently give up their EDSC funding eligibility.
- EDSC-eligible PHAs may apply to serve FAMILIES through the ROSS-SC grant with no impact on their EDSC funding.

Coordination

- HUD expects that all entities wishing to serve residents at a particular PHA will have coordinated their efforts prior to applying.
- However, if more than one application for the same project is received, the first to be chosen from the lottery will be awarded.
- HUD also expects that grantees who have other grants that provide service coordination or case management, will also coordinate their efforts so that ROSS-SC grants do not serve the same residents as PH FSS, HOPE VI, Choice Neighborhoods, etc.

Coordination

- A note on “services” and “fairs” – if you have a health fair or a job fair, you can invite residents across housing programs – even non-assisted! The only restrictions are on the people you actually count as being “service coordinated” by the ROSS grant.
- The same is true for classes you coordinate that may have extra spaces... anyone can benefit.

NOFA Overview

- 2010 Grantees = Renewal Applicants
- Applicants with grants from 2009 or before would be considered “new”
- Applicants with grants from 2011 or 2012 who apply for funds for a different project would be placed in the 3rd lottery category
- 25% of funding is reserved by statute to qualified resident organizations

NOFA Overview

- The grant pays for the salaries of Service Coordinators (SCs), **NOT** for the provision of services
- The grant also will pay for administrative costs and training for SCs

Funding Structure

For Each Coordinator:

- Salary – up to \$70,000 *per year* in salary and fringe
- \$10,000 *each year* for administrative expenses
- \$2,000 *each year* for training/travel

THREE YEAR GRANTS

- Total approximate funding: \$246,000-\$738,000

NOTE: Applicants may propose a part-time coordinator at a lesser salary. However, the minimum number of units must still be served.

Information for Renewal Applicants

- If you received funds under the FY2010 NOFA you are considered a “Renewal” applicant. The list of 2010 grantees is in the Grants.gov instructions download as an Excel document: *“Copy of FY2010 ROSS-SC Previously Funded Development Report.”*
- You may:
 - Apply to serve the same projects; entirely different projects; or a mix thereof;
 - Change your budget, number of SCs, population to be served, logic model goals, etc.

Information for Renewal Applicants

- **PHA/TDHE/nonprofit applicants:** If the number of ACC/NAHASDA units has changed, you may be eligible for more SC positions (or less) depending on unit count
- **Renewal PHA and RA Applicants** may not submit “new” applications

Information for RAs

- By statute, 25% of funds must go to qualified Resident Association applications
- All RAs (including those applying as nonprofits) should indicate their RA status on p. 1 of the HUD-52768
- RAs funded in 2010 can only apply to renew their 2010 grant.
- RAs with grants from 2009 or prior can apply for new funding.
- RAs with grants from 2011 or 2012 cannot apply for additional funding.
- **REMINDER:** RAs can only apply for 1 SC.

I was funded last year (or the year before) – Am I eligible?

- **Yes!** (except site-based RAs) You would be considered a “new” applicant and could apply with the following caveats:
 - Serve properties that are **not** currently being served by a prior grant **UNLESS**:
 - The grant serving these properties has expired or was from FY2009 or before.
- PHAs/Tribes/TDHEs and nonprofits would be placed in funding category #3.

Eligible Activities

- Service Coordinator salary/fringe – up to \$70,000/yr
 - Coordinate local program committee with local service providers
 - Market program
 - Ensure AFFH compliance
 - General case management (intake, assessment, education and referral)
 - Coordinate and oversee delivery of services
 - Coordinate and sponsor educational events (e.g. life skills, etc.)
 - Assist in creating a resident group to promote efforts and network
 - Facilitate self-help groups
 - Monitor, track, evaluate and report outcomes

Eligible Activities

- **Administrative Expenses** - \$10,000/SC/year
 - Admin staff support
 - Local transportation by SCs
 - Stipends for reasonable out-of-pocket costs incurred by residents including transportation and child care related to program activities
 - Tracking and evaluation
 - Office supplies, equipment
 - Program outreach, printing, postage, utilities
 - Lease/rental of space

Eligible Activities

- **Training/Travel** - \$2,000/SC/year
 - All training and travel must be approved by FO or ONAP (not at application)

Ineligible Activities

- Direct Services
- Salary of PH FSS Coordinator
- Costs associated with preparing your application
- Work and expenses outside the scope and intent of this program
- Funds awarded for the ROSS program can only be used for the ROSS program.
- Grantees may not pay the SC less than the salary/benefit amount granted by HUD.

Putting Your Application Together

1. Applicants must show they have a high quality program
 - On the HUD-52769 Needs/Providers Form
 - Identify at least 10 need categories
 - Show that there are services available for at least 50% of the needs
 - Applicant may be the service provider if the funding comes from sources other than current or prior ROSS grants and will last for the 3-year grant term – **INDICATE THE SOURCE OF FUNDING**
 - Each provider is not required to commit match

Putting Your Application Together

2. Applicants must show that they have 25% match (see p. 19 of NOFA for examples)
 - Each partner that is providing match is indicated on the HUD-52769
 - Match is certified to by the ED/Board President/Etc. on the HUD-52769 - **SIGN THE FORM**
 - Match can be cash or in-kind and **can be** for services provided to participants in this program or for other program eligible activities
 - Match letters are NOT REQUIRED to be sent in with the application
 - Match letters must be kept on file and available for review

Putting Your Application Together

3. Applicants must show they have capacity. A Past Performance/Capacity narrative of no more than 10 pages is **required for new applicants**. It is NOT required for renewal applicants **unless PHAS troubled or have been notified of problems by the field office**.
 - Check NOW with your FO or Area ONAP to see if this is going to be a problem.
 - See the NOFA for required information (Past Performance will be assessed by the Field Office or Area ONAP (starts on p. 19))
- **More information on this later**

How Does the Lottery Work?

- If an applicant passes 1, 2, and 3 described in the previous slides, they will be entered into a lottery.

Order of Funding Priority (p.37)

1. Qualified RA renewal applicants that meet policy priority (PP) status.
2. Qualified RA renewal applicants that do not meet PP status.
3. New RA applicant **lottery 1a** with PP status.
4. New RA applicant **lottery 1b** w/o PP status.
5. Qualified **Renewal** applications with PP status.
6. Qualified **Renewal** applications w/o PP status.

Order of Funding Priority

- **NOTE:**
- If there are more qualified resident organizations than 25% of the available funding, then the remaining Resident Association applications will be put together with the rest of the qualified applicants for a **second** general lottery.
- Nonprofit applicants with Resident Association designation, even if funded in prior ROSS-SC competitions, will be placed in the Lottery Category 1 as long as they are applying to serve PHAs that are not currently being served by prior ROSS-SC grantees.

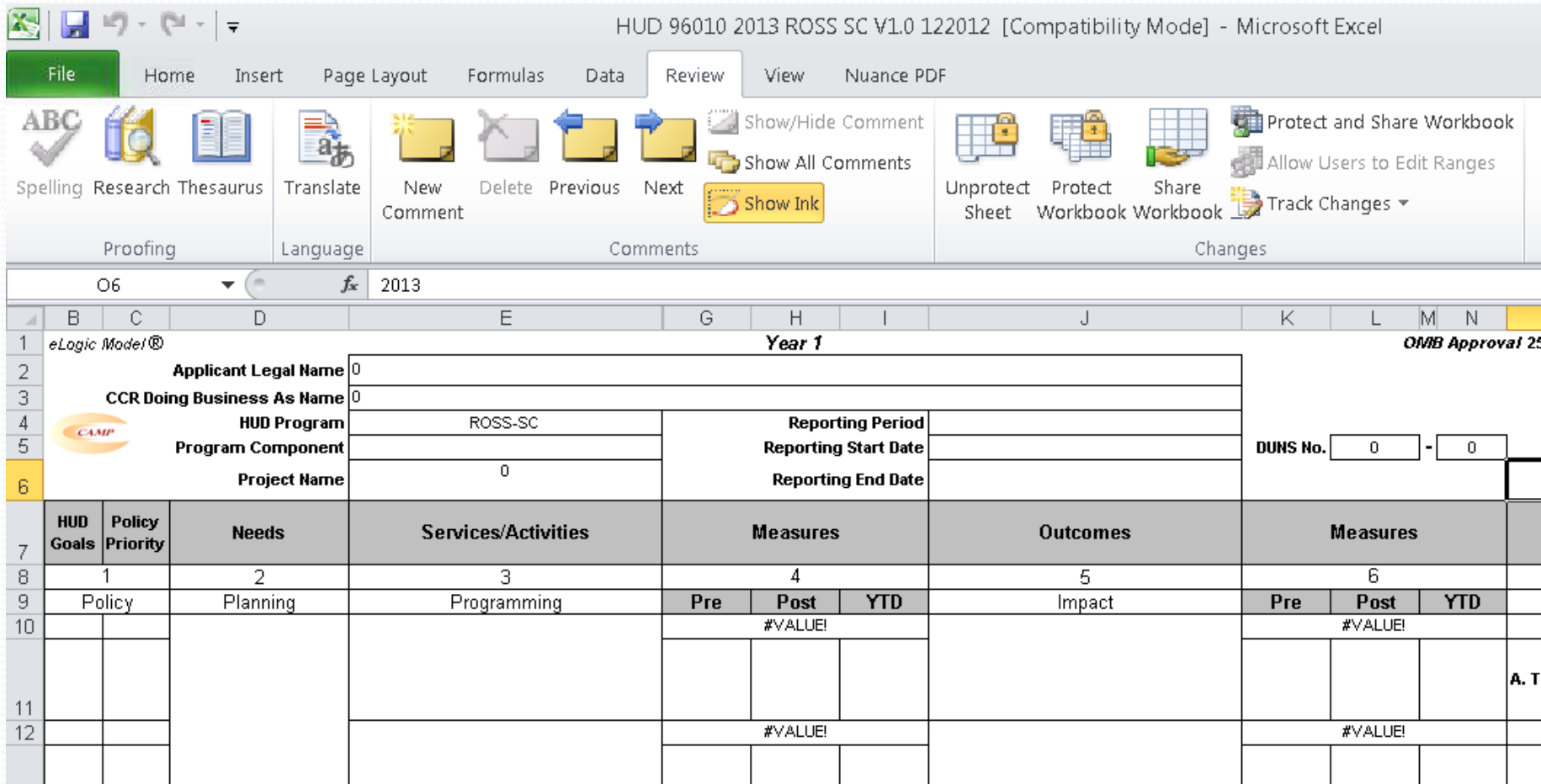
Order of Funding Priority (p. 37)

7. **General lottery 2a** - to serve PHAs/Tribes without prior ROSS funds with PP status
8. **General lottery 2b** - to serve PHAs/Tribes without prior ROSS funds w/o PP status
9. **General lottery 3a** - to serve PHAs/Tribes already being served by ROSS with PP status
10. **General lottery 3b** - to serve PHAs/Tribes already being served by ROSS w/o PP status

What Are the Policy Priorities?

- They support HUD's Strategic Plan
- The Policy Priorities that are relevant to ROSS:
 - **POLICY PRIORITY 1 – Job Creation/Employment**
 - **POLICY PRIORITY 4 – Knowledge Sharing and Capacity Building**
 - **POLICY PRIORITY 5 – Using Housing as a Platform for Improving Other Outcomes.**
- **You must pick 2 in order to qualify for Policy Priority Status**

- You do this using the Logic Model (form 96010)



How to Qualify for Policy Priorities

- Example: Policy Priority #1 - Job Creation/
Employment
 - **Step #1**, Select Under “Services/Activities” (column 3):
- Activity/output of “Policy Priority- Job Creation/Employment- Partnership with Workforce Investment Board (WIB) to establish apprenticeship programs and/or job opportunities”

AND/OR

- Activity/output of “Policy Priority-Job Creation/Employment- Partnerships with local unions to establish apprenticeship programs and/or job opportunities”

How to Qualify for Policy Priorities

STEP #2– Select Under “Outcomes” (column 5):

- “Policy Priority- Job Creation/Employment-Number of job placements as a result of partnerships with the Workforce Investment Board”

AND/OR

- “Policy Priority- Job Creation/Employment-Number of job placements as a result of partnerships with local unions”

AND/OR

- “Policy Priority-Job Creation/employment-Number of new apprenticeship programs established as a result of partnership(s) with Workforce Investment Board”

AND/OR

- “Policy Priority-Job Creation/employment-Number of new apprenticeship programs established as a result of partnership(s) with local unions.”

What Else Is Required?

- HUD-52768 – ROSS SC Application Form p.1
 - Name of applicant
 - PHA/Tribe/TDHE to be served
 - Name *and* PHA Code
 - Number of ACC Units/Formula Currently Assisted Stock
 - Are you eligible to receive EDSC Funding?
 - Are you an RA applicant?

52768 (continued)

- **EDSC** - PHA applicants: Are you currently eligible to receive funding for one or more Elderly/Disabled Service Coordinators (EDSC) through the Operating Subsidy? (NOT ROSS-Elderly/Persons with Disabilities)
YES ____ **NO** ____ If YES and you request and are granted an *SC to serve Elderly Residents* through this NOFA, you will forgo any future EDSC Renewal funding.
- **RA Applicant?** **YES** ____ **NO** ____ (State and National Resident Associations applying as non-profits should check YES)

52768 (continued)

- Do you (the applicant) have a current ROSS-SC grant?

YES ____ NO ____

- All renewals should check YES. ONLY FY10 grantees qualify as renewals. If you have an FY11 or FY12 grant and are applying, check yes, and you will be in the 3rd lottery.
- Are you applying to serve ONLY projects that are NOT served by current ROSS-SC grant(s)? YES ____ NO ____
 - Renewal applicants may check YES or NO for this. The answer for all new applicants *should be* YES because if you are applying to serve projects that are already served, those projects will not be eligible for funding.

52768 (continued)

- HUD-52768 – ROSS SC Application Form p.2
 - ***Name AND PROJECT NUMBER of Project to be served***
 - Number of units to be served (minimum 50 for each SC)
 - This is where you indicate if you will serve Family, Elderly or both
 - This chart serves as your budget – each position, each year
 - Total Grant Request at bottom – should be the same as on HUD-52769 and SF-424

SC Position Requested	Project(s) to be served (list name and/or number as applicable) (if different PHAs, list PHA as well)	Number of Units to be Served by this SC (See NOFA for minimum)	SC will serve Family, Elderly or Both?	Year	Salary/Fringe (See NOFA for limits)	Admin (See NOFA for limits)	Training (See NOFA for limits)
1	Steuben Village NY006000002 Humphrey Gardens NY006000009	100	both	1	\$64,000	\$10,000	\$2,000
				2	\$66,000	\$10,000	\$2,000
				3	\$68,000	\$10,000	\$2,000
2	Duplex Homes/Gilmore Village MNY006000003	50	families	1	\$60,000	\$10,000	\$2,000
				2	\$62,000	\$10,000	\$2,000
				3	\$64,000	\$10,000	\$2,000
3				1	\$	\$	\$
				2	\$	\$	\$
				3	\$	\$	\$
				TOTAL	\$384,000	\$60,000	\$12,000
TOTAL GRANT REQUESTED \$ <u>456,000</u>							

HUD-52769

- You can list more than one service provider for a particular need.
- However, at least 10 needs must still be identified
- 50% of all needs should have at least one service provider to meet that need.
- If the applicant is the service provider, you must list the source of funding for three years.

Snapshot of HUD-52769

NEEDS	NEED? YES/NO	SERVICE PROVIDER/PARTNER(s) (list all)	Value of Match*
Life Skills Training	no		
Financial Literacy/Credit Counseling/Credit Repair	yes	Comm credit union	\$25,000
Literacy Training	yes		
ESL	no	App PHA	\$2,000 – XYZ foundation grant 2012- 2014
GED/High School Equiv.	yes	Community college	\$34,500
Mentoring	no		
Job Soft Skills Training	yes	County WIB	
Job Hard Skills Training/Certification	yes	Laborer's Union	
Job Search and Placement	yes		
Job Retention/Promotion	yes		
ISAs/IDAs	yes	Comm credit union	\$5,000
Homeownership Counseling	44		

52769 (continued)

*I _____, certify that the match recorded here is supported by letters on file from community or other partners which certify to this amount of match funding (cash or in-kind) and that this represents the total match for the term of the grant.

Total Grant Requested \$_____

Total Match Documented \$_____

Match is _____ % of Grant Requested (must be at least 25% to qualify)

Signature of Authorized Representative

What Else Is Required?

- **Narrative on Past Performance Related to Capacity–
New Applicants** (see p. 20):
 - It's a threshold
 - Specific format, i.e. max 10 pages, 12 Times New Roman font
 - Capacity of Applicant
 - Recent, relevant, and successful experience
 - Program Administration and Fiscal Management
 - There's a list of five criteria to be included such as a list of past self-sufficiency grants in the last five-year grants, description of timely expenditure of grant funds (see p. 21 for complete list)

What Else Is Required?

- **New Applicants:**

- CA's capacity will be evaluated for applicants required to have a CA.
- If a new applicant has had previous HUD awards, the review will also take into account information in HUD's records regarding adherence to reporting requirements, applicant's past history in providing timely responses to HUD inquiries and meeting program requirements under past awards for which it has been funded.
- The Past Performance Review will be conducted on a Pass/Fail Basis.

What Else Is Required?

- **Renewal Applicants :**
 - Review of the forms/materials submitted with this application as well as the Logic Model and budgetary reporting received by the Field Office/Area ONAP.
 - FOs/Area ONAPs will evaluate the following (p. 19-20):
 - Were the minimum number of units served?
 - Were at least 50% of the LM goals achieved?
 - Were drawdowns done on a timely basis?
 - Were reports submitted on time?

What Else Is Required?

- **Renewal Applicants:**

- Renewal applicants need not submit anything extra – i.e. no narrative – pertaining to their capacity or past performance in this application UNLESS they are PHAS troubled or the field office has informed them of deficiencies.
- PLEASE contact your field office to find out whether there any issues with your performance so you can address it accordingly in the application.

What Else Is Required?

- **HUD-52753 – Certification of Resident Council Board Election**
 - For each RA applicant
 - For nonprofit applicants serving an RA (one for each RA the nonprofit will serve)

What Else Is Required?

LETTERS OF SUPPORT:

- Nonprofit applicants are required to submit a letter of support from each RA or PHA they propose to serve
- Letters from RAs must be accompanied by a HUD-52753 (Certification of Resident Council Board of Elections) from each RA
- Letters **must** include:
 - Number of eligible units in PHA/RA
 - List of Projects to be served
 - Describe to what extent the PHA/RA is familiar with the nonprofit applicant
 - Indicate support of nonprofit applicant
 - Contact information, signature, name and title of person authorized to sign

What Else Is Required?

Contract Administrator Partnership Agreement (if applicable)

- Required for All PHAS-Troubled PHAs and all RA applicants.
- *NOT required for nonprofit applicants*
- NOT required for non-troubled PHAs
- Found in Instructions Download called “HUD-52755 Administrator Partnership Agreement”
- Must indicate that the contract will span the entire length of the grant.
- *If you are PHAS troubled in any area by the deadline date for this NOFA, you MUST have a CAPA... even if you will not be troubled soon!!
– IF the GMC sends a deficiency for this – DO ONE!*

What Else Is Required?

- **Non-Profit Status**

- All non-profits must submit their IRS determination letter to prove their non-profit status

What is NOT Required?

- No separate budgets (other than HUD-52768)
- No narratives other than the Capacity/Past Performance (unless applicable)
- Match letters (not required to be submitted, still required to be kept on file)

Grants.gov

Download Opportunity Instructions and Application - Windows Internet Explorer

http://apply07.grants.gov/apply/jsf/downloadApplicationPackage.faces

Download Opportunity Instr...

GRANTS.GOVSM

Contact Us SiteMap Help RSS Home

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the application for the following opportunity:

CFDA Number: 14.870: Resident Opportunity and Supportive Services - Service Coordinators
Opportunity Number: FR-5700-N-07: Resident Opportunity and Self-Sufficiency - Service Coordinators Program
Competition ID: ROSSC-07
Competition Title: Resident Opportunity and Self-Sufficiency - Service Coordinators Program
Agency: US Department of Housing and Urban Development
Opening Date: 01/02/2013
Closing Date: 04/30/2013

Since you did not subscribe, you will not be notified of any future changes to this opportunity. If you would like to receive notifications, [please click here](#).

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

Error on page.

Internet | Protected Mode: On

150%

2:28
3/14/

Grants.gov – Application Download

http://apply07.grants.gov/apply/opportunities/packages/oppFR-5700-N-07-cfda14.870-cidROSSC-07.p - Windows Internet Explorer

http://apply07.grants.gov/apply/opportunities/packages/oppFR-5700-N-07-cfda14.870-cidROSSC-07.pdf

1 / 1 197%

Please fill out the following form. You can save data typed into this form.

preparing the application For programmatic questions

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, tribal government, academia, or other type of organization.

* **Application Filing Name:**

Mandatory Documents

Application for Federal Assistance (SF-424)
HUD Facsimile Transmittal

Optional Documents

Attachments
Disclosure of Lobbying Activities (SF-LLL)
HUD Applicant-Recipient Disclosure Report
Faith Based EEO Survey

Move Form to Complete
=>

Move Form to Delete
<=

Move Form to Submission List
=>

Move Form to Delete

Mandatory Documents for Submission

Optional Documents for Submission

Open Form

To open a form, move it from the left box to the right box. It will open below the main application – SCROLL DOWN.

If you have moved a form to the right, the system will assume you want to submit it and will not let you until you fill in all of the mandatory (yellow) fields. If you do not want to submit it, move it back to the left.

If a form is optional in the NOFA and does not apply to you (e.g. SF LLL, FB EEO Survey) DO NOT SUBMIT IT.

The screenshot shows a web browser window with the URL <http://apply07.grants.gov/apply/opportunities/packages/oppFR-560>. The browser tabs include "HUD PORTAL...", "Grants.gov - F...", "grants.gov", and "hud.gov". The page has a purple header with a search bar and a "Highlight Fields" button. Below the header, a message states: "Please fill [Click to search across one or more PDF files] to this form." The main content area is titled "Preparing the application - For programmatic questions." and contains the following text: "This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization." Below this, there is a field for "Application Filing Name:" with a red border. The interface is divided into four sections: "Mandatory Documents" (containing "Application for Federal Assistance (SF-424)" and "HUD Facsimile Transmittal"), "Optional Documents" (containing "HUD Applicant-Recipient Disclosure Report", "Faith Based EEO Survey", "Disclosure of Lobbying Activities (SF-LLL)", and "Attachments"), "Mandatory Documents for Submission", and "Optional Documents for Submission". Between the left and right boxes are buttons for "Move Form to Complete" (=>), "Move Form to Delete" (<=), "Move Form to Submission List" (=>), and "Move Form to Delete" (<=). A button labeled "Open Form" is located below the "Mandatory Documents for Submission" box.

Application Submission

- In the Grants.gov application package only the Adobe forms, such as the SF-424, are identified as “mandatory documents.”
- HOWEVER, the Logic Model and other application forms ARE ALSO REQUIRED of all applicants. These forms are included in the “optional documents” section or in the Instructions Download.
- If the HUD52768 and/or HUD52769 are missing in their entirety from the application that is processed in the competition, the application will be considered non-responsive to the NOFA and determined ineligible and not considered for funding.

Application Requirements: Form SF-424

- SF-424 – DO THIS FIRST – it will fill in sections of other forms automatically
 - **Found in mandatory forms box**
 - #2 – “Type of Application” – new or renewal – **Remember, only FY10 grantees are eligible for renewal!**
 - **Federal Identifier 5a = PHA code**
 - 5b “Federal Award Identifier” is only for renewals – enter your current FY10 grant number. If it doesn’t end in 10, you are not eligible. (SAMPLE: SA001**RPS**002A0**10**)

Application Requirements:

Form SF-424

- 9 – “Applicant Type” is where the GMC will look to determine how to process this application
 - L – Public/Indian Housing Authority
 - Tribes/TDHEs may be I or K
 - M - Nonprofits with 501C3 Status (if you check this, you will be processed as a nonprofit even if you ALSO check “Resident Association” on the 52768)
 - X – Other (for RA applicants)
- 10, 11, 12 and 13 are pre-populated. Don’t change them!

Application Requirements:

Form SF-424

- 15 - “Descriptive Title of Applicant’s Project” can be “Any town PHA ROSS-SC”
- 16 – Congressional District of Applicant... only fill in 16b if the project where you plan to implement the program is in a different congressional district from the main office. This is used to notify Congress so they can brag.
- 17 – Project proposed start and end date – Estimate a three year period. September 29, 2013-September 30, 2017 is fine. If you are a renewal, you may use the end date of your FY10 grant as the start date.

Application Requirements: Form SF-424

- **18 – Estimated Funding –**
 - 18a is THE AMOUNT YOU ARE REQUESTING
 - 18b is the amount of your match
 - All others can be left blank
 - On your Grants.gov confirmation/validation, you may see the amount from line 18g “TOTAL” next to the words “Amount Requested.” Don’t worry. It’s OK.
- 19 - State review is not required by HUD

SF-424 Supplement

- SF-424 Supplement – Faith Based EEO Survey - for non-profit applicants only
- If you are not a nonprofit, DO NOT SUBMIT IT.

Application Requirements:

Form SF-LLL

- **SF-LLL – Disclosure of Lobbying Activities** (if applicable)
 - Found in “Optional Documents” called “Disclosure of Lobbying Activities”
- **SF-LLL-A – Disclosure of Lobbying Activities Continuation Sheet** (if applicable)
 - You can either download it from HUDCLIPS or make one up yourself. It’s basically a blank piece of paper.
- *IF IT IS NOT APPLICABLE, DO NOT MOVE IT OVER, DO NOT SEND IT IN*

Application Requirements

HUD-2880

HUD-2880 – Applicant/Recipient Disclosure/Update Report

- Found in “Optional Documents” box
- called “HUD Applicant-Recipient Disclosure Report”
- Signature “signs” upon submission

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☒ Yes ☐ No

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD) , involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR Sec. 4.9

☐ Yes ☒ No

If you answered " No " to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

However, you must sign the certification at the end of the report.

The HUD-2880 (continued)

- **Answer to question 1** “Are you applying for assistance for a specific project or activity?” is YES
- **Answer to question 2** “Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 -Sep. 30)?” should only be YES if you are requesting more than \$200,000 for THIS grant for the FIRST YEAR. MANY OF YOU WILL BE “NO” (This question in Threshold Determination applies only to THIS grant application.
- **IF YOU ANSWER “YES” TO BOTH YOU MUST FILL OUT PARTS II OR III.**
- **Most of you that need to enter ANYTHING in parts II or III will enter N/A.**

Application Requirement: Facsimile Transmittal

- **HUD-96011 Facsimile Transmittal**
 - Required of all applicants even if not transmitting any faxes (indicate “no faxes with this submission” and “1” for number of pages)
 - Found in Mandatory Documents box called “HUD Facsimile Transmittal”
 - ***FAX NUMBERS (same as 2012)***
 - 1-800-HUD-1010 – toll free
 - 215-825-8798 - non-toll free

Additional Note on Faxes

- Use HUD-96011 as the cover sheet if you submit any fax attachments or they will NOT be read.
- Entire applications submitted by fax will NOT be accepted
- Use a separate HUD-96011 cover sheet for each document and fax separately
- If you downloaded the application more than once, make sure that you use the fax cover sheet that came with the version of the application that you ultimately submit
- *If you re-submit electronically, you must wait for validation, then re-fax all faxes!*

Grants.gov

Application Instructions Download

WinZip Pro - oppFR-5700-N-07-cfda14.870-cidROSSC-07-instructions[1].zip

File Actions View Jobs Options Help

New Open Favorites Add Extract Mail Encrypt View CheckOut Wizard View Style

Name	Type	Modified	Size	Ratio	Pac...	Path
HUD 2993 ...	Adobe ...	10/3/2011 ...	14,0...	21%	11,...	
5700-N-01...	Adobe ...	11/8/2012 ...	208,...	12%	18...	
FY 2013 Ge...	Adobe ...	8/22/2012 ...	743,...	14%	64...	
FY 2010 R...	Microso...	12/18/2012...	39,4...	10%	35,...	
ph_develo...	Microso...	12/20/2012...	2,93...	84%	46...	
HUD52753...	Adobe ...	12/20/2012...	35,9...	27%	26,...	
HUD52755...	Adobe ...	12/20/2012...	42,5...	43%	24,...	
HUD-5276...	Microso...	12/20/2012...	48,6...	78%	10,...	
HUD-5276...	Microso...	12/20/2012...	57,8...	82%	10,...	
HUD 5275...	Adobe ...	12/20/2012...	178,...	11%	15...	
HUD 9601...	Microso...	12/20/2012...	2,92...	82%	53...	
FY2013 RO...	Adobe ...	1/2/2013 5:...	478,...	12%	42...	
HUD 2991 ...	Adobe ...	3/2/2011 1...	92,3...	12%	81,...	
Technical C...	Adobe ...	2/14/2013 ...	336,...	4%	32...	

Application Requirements: Form 2991

- **HUD-2991 – Certification of Consistency with Consolidated Plan** (for all applicants except tribes/TDHEs and nonprofits serving them)
 - Found in Instructions Download
 - called “HUD-2991”
- Everyone needs either this one or the HUD-52752
- *One is required for each PHA to be served*
- *It is NOT signed by the PHA, so GET STARTED on this process... Signed by whoever develops the Con Plan for CDBG – usually a city/county planning office*

Application Requirements: Form 52752

- **HUD-52752 – Certification of Consistency with Indian Housing Plan** (if applicable)
 - Found in Instructions Download
 - called “HUD-52752”
- Everyone needs either this one or the HUD-2991
- *One is required for each Tribe/TDHE to be served.*
- *Signed by the office that manages the I-CDBG funding*

Application Requirements

Logic Model

- **Logic Model – HUD 96010**
 - Found in Instructions Download
 - Excel File (don't make into a PDF)
 - Enable macros; read directions re: security settings
 - Drop down menus
 - Year 1, Year 2, Year 3 and TOTAL need to ALL BE FILLED OUT. TOTAL should reflect all three years.
 - Priorities/needs/activities/outcomes DO NOT need to be 1:1

Reporting

- Logic Model reporting is ANNUAL instead of semi-annual.
 - Reports will be due 30 days after the anniversary of your Grant Execution.

Reminder!

- All applicants must submit a Code of Conduct that has been approved by their Field Office
- **UNLESS** – your organization is listed on the Code of Conduct page
<http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm> **and** none of the following have changed:
 - Executive Director
 - Address
 - Organization name

AFFH

Affirmatively Furthering Fair Housing statement

- No Affirmatively Furthering Fair Housing statement/certification. Instead the NOFA identifies actions that must be taken by the ROSS-SC. (p.24)
- Be sure to document compliance in program records

Section 3

- ROSS is subject to Section 3 requirements.
- There are separate reporting requirements that have been required in the past which include an annual HUD-60002 paper or online submission
- Section 3 is getting serious about this and may in the future impose penalties for non-reporting that may include in-eligibility for future funding.
- Do not send reporting with your ROSS application.

First Time Registration Process

1. Obtain Data Universal Number System (DUNS) Number.
2. Register with the SAM.gov to designate E-Biz Point of Contact
3. When creating or updating your profile at SAM, identify the E-Biz Point of Contact (**E-Biz POC**). The person completing the profile also has the opportunity to create or modify the Marketing Partner Identification Number (MPIN). You may be asked to create a password to use in lieu of the MPIN.
4. The person submitting the application through Grants.gov, is the “**Authorized Organization Representative**” (AOR). The AOR must register with Grants.gov (using the organization’s DUNS #).
5. When AOR registers with Grants.gov, the E-Biz POC receives an email.
6. The E-Biz POC must log into Grants.gov using DUNS and MPIN (at E-Biz login) to confirm that the AOR is authorized to submit an application on behalf of the organization.
7. AOR will receive email from Grants.gov informing them when they’ve been approved.
8. Everyone involved in this process should add: **@grants.gov**, **@sam.gov**, and **@fsd.gov** to their safe senders list in their email program.

First Time Registration Process

- If you aren't already registered, BEGIN YOUR REGISTRATION PROCESS IMMEDIATELY!
- If your AOR has left, follow registration steps 4-6 to have a new one registered and authorized to submit the application.
- Incomplete registration has been a common error and resulted in applicants not receiving funding.

Renewal/Update Registration Process for SAM POCs

- You must renew your Systems for Award Management (SAM, formerly CCR) Registration annually
 - Registrations in SAM are active for one year.
 - The SAM registrant is notified by email 60, 30, 15 days prior to the registration expiration
 - Please go to: www.sam.gov for more information
 - Problems with SAM? Call the Federal Service Desk at 334-206-7828.
-
- ******NO FEE TO REGISTER OR RENEW******

Registration Process

- If you changed your eBusiness Point of Contact in the SAM Registration, make sure that the new eBusiness Point of Contact has also granted permission to the person submitting the application to be the Authorized Organizational Representative (AOR)

This IS SAM.gov


System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/

General Services Ad...

Favorites Web Slice Gallery HUD HUD@Work

System for Award Management

 **SAM**
SYSTEM FOR AWARD MANAGEMENT

USER NAME PASSWORD

[Forgot Username?](#) [Forgot Password?](#) [Create an](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [GENERAL INFO](#) [HELP](#)

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

[Create User Account](#)

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

[Register/Update Entity](#)

SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

[Search Records](#)

WHAT IS SAM?

The **System for Award Management (SAM)** is a Federal Government owned and operated free web site that consolidates the capabilities in CCR/FedReg, ORCA

[Need Help](#)

This IS NOT SAM.gov



Application Submission

- Please see the NOFA for a checklist of required application content (see p. 28)
- You do not have to submit this checklist

Tips for Application Submission

- Application forms in the *Instructions Download* section should be saved to your hard drive, completed, and then attached to your electronic package for submission to Grants.gov.
- DO NOT download the application and save to or attempt to upload from a USB flash drive. Applicants have had problems with this in the past. Save and upload from your hard drive.
- If more than one person is working on the application package, everyone should be using the same software version.

Application Requirements - Attachments

- Please label your attachments clearly – see General Section for more information – please name it EXACTLY what it is and who you are if you can.
- *Please use the Logic model Naming conventions in the Logic Model instructions*
- File Names must be less than 50 characters (HUD recommends 32). NOTE: Special characters or spaces will result in a rejection, due to a “VirusDetect” error
- Failure to follow attachment naming requirements may result in rejected applications.

Submission through Grants.gov

- HUD is using Adobe Forms in the Grants.gov application packages. They are compatible with Microsoft Windows Vista operating system, Apple Macintosh computers and Microsoft Office 2007.
- Before you can view and complete the application you MUST have a compatible Adobe Reader installed (you can download it from Grants.gov).
- Some forms are only fillable and not saveable unless you have Adobe Professional 8.0 or higher, some are not fillable.
- If you have Adobe Professional, you may need to re-set your DEFAULT – please see Appendix D of the General Section for more information.

Submitting Your Application

- When attaching documents use ONLY the formats indicated in the General Section
- Grants.gov recommends using Internet Explorer to submit applications.
- If you zip your attachments, use only WINZIP
- See Appendix D in the General Section for more information.

Submitting Your Application

- Most PDF forms are fillable but not “saveable” unless you have Adobe Professional 8.0 or higher.
- If you do not have Adobe Professional, fill out the form and PRINT IT OUT and FAX IT IN with the FAX COVER SHEET
- The fax number was mentioned in an earlier slide and is in the General Section. DO NOT fax to program office!
- I recommend faxing everything that you attach, just in case.

Submitting Your Application

- If you choose to attach saved PDF files, please, after you save them, open them back up again to see if what you entered is really saved.
- If you just have the free version of Adobe READER, you WILL NOT BE ABLE TO SAVE... you will probably just be saving a blank form.

More Application Tips

- General Section publication also has LOTS of information on registering
- Tip – when you are at the Grants.gov “Download Application Package” page, enter *only the CFDA number*. Do not put anything in the other boxes.
- Register for updates with Grants.gov
 - You will be given the option when you go to download the application/instructions.
- Check the “Funds Available” page for updates such as Technical Corrections

Grants.gov

- **Register EARLY**
 - If you haven't already registered with SAM.gov or Grants.gov, do it now.
- Registration checklist and other information at grants.gov under “Get Registered” on left-hand menu bar.

Electronic Application Submission

- Upon successful submission, applicants will receive an e-mail notification confirming receipt and indicating that the application is being validated.
- The validation process will be completed in approximately 24 to 48 hours.
- You will then get a validation email. It is only at this point that you can breathe.
- You do not have to resubmit your application, but if you decide to do so the last validated submission will be reviewed.
 - If you re-submit electronically, you must re-submit your faxes.

Electronic Application Submission

- If the application does not pass the validation check, it will be rejected and the applicant notified of the reason for the rejected application.
- DO NOT ASSUME that the application has been successfully submitted until you receive the validation notice.
- If a rejection notice is received, you must correct the error and resubmit.
- If you are rejected and you receive the rejection after the deadline, you will have a 24 hour “grace period” from your rejection notice to re-submit.

Application Status

- You can check on Grants.gov to see the status of your application
 - Click on “Track My Application” and enter the Grant Tracking Number you received on the upload confirmation screen (you should print this out).
- HUD has received the application you submitted when it says “Your application has been reviewed by the Grantor agency and assigned an Agency Tracking Number.” That means it’s been received and validated. There’s nothing else that Grants.gov can tell you after this. Now, you wait.

Application Tip

- If your application is not validated by Grants.gov (meaning there was a problem with your submission), an email will be sent to the person designated in your REGISTRATION, not in your APPLICATION because we will not have been able to read your application yet.
- Make sure that the person designated in your REGISTRATION is checking his/her email in anticipation of a validation email.

Another Application Tip

- Make sure that someone will be available to cure deficiencies, both at time of application submission and during the competition processing time!
- This could be a while after submission... if the point of contact for the application goes on vacation, designate someone to cover for them.
- GMC will notify applicants with deficiencies via email and fax. However, regular mail may also be used if necessary.

Other Tips

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

Help with Grants.gov

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

Important Resources

- Funds Available Page – lots of good stuff here
<http://www.hud.gov/offices/adm/grants/fundsavail.cfm>; or
- Go to www.hud.gov - grants – funds available

On this page, scroll down to find links to program NOFAs.

Reminders from the GMC – Non-Curable Deficiencies

- Non-Curable Deficiencies
 - 52768 missing
 - 52769 missing
 - Capacity/Past Performance Narrative missing
- If 52768 or 52769 are not included in the application package, the application will be considered *non-responsive* to the NOFA and will be determined *ineligible* and *will not be considered for funding*.

Reminders from the GMC – Common Mistakes

52768

- Enter Total number of ACC units
- Project Name AND 11-digit project number (from PIC) – List can be found in the instructions download – the document is: PH_Development_Detail_Report _ 12/20/2012)
 - DO NOT indicate the name of the PHA for the Project Name. If the PHA only has one project and everyone just calls it “Johnson Housing Authority” please note that.
- Number of UNITS TO BE SERVED for EACH SC
- Choose family, elderly or both for EACH SC (Remember EDSC provision)
- Budget line amounts for EACH SC for EACH year
 - If you enter only one year, you will get only one year of funding and that won’t change your eligibility for future funding. GMC will not ask for a “cure” for requesting only one year of funding
- Total Grant Requested on 52769 must equal Total Grant Requested on 52768 and Estimated Funding (Federal) on SF-424 (18a)

Reminders from the GMC

Common Mistakes

52769

- If you list yourself as the provider, indicate FUNDING SOURCE AND TIME PERIOD - GMC will not request a “cure” but the match may not be counted, which may result in ineligibility
- Value of match (total) must equal “Total Match Documented”
- Total Grant Requested on 52769 must equal Total Grant Requested on 52768 and Estimated Funding (Federal) on SF-424 (18a)

Reminders from the GMC – Common Mistakes

Logic Model

- Year 1, Year 2, Year 3 AND Total
- Complete all columns, including column 7 (evaluation tools) Sections A-E

2880

- Part I – if you answer “YES” to both Question 1 and Question 2, you MUST complete Part II and Part III.
- If you indicated YES to both questions in Part I and have no information to report in Part II and Part III, you must indicate N/A.

Reminders from the GMC

Common Mistakes

Certification of Consistency with the Con Plan (2991) or Indian Housing Plan (52752)

- ALL applicants are required to have one or the other – or acceptable alternative
- Indicate ROSS-SC program for the name of the Federal Program to which you are applying
- MUST have signature and date

How to Find Me

- Via email: Dina.Lehmann-Kim@hud.gov
- Via telephone: 202-402-2430
- When leaving a voicemail, try to leave your specific question so I can leave you a specific answer!
- Back-up: Ron Ashford, Director, Public Housing Supportive Services
- Ronald.T.Ashford@hud.gov, or 202-402-4258.
- Thank you!