

**INFORMATIONAL BROADCAST  
FOR THE FISCAL YEAR 2024  
NOTICE OF FUNDING OPPORTUNITY FOR THE  
RESIDENT OPPORTUNITY & SELF-SUFFICIENCY  
SERVICE COORDINATOR GRANT PROGRAM**

---

[ROSS-PIH@hud.gov](mailto:ROSS-PIH@hud.gov)



# Today's Agenda

- Application Basics
- Program Overview & Purpose of the Program
- Core Functions of a ROSS Service Coordinator
- Types of Services to be Coordinated
- Existing Training Resources
- Changes from Previous NOFOs
- Budget Line Items
- Award Information
- Eligible Use of Funds
- Eligible Applicants
- Threshold Requirements
- Application Requirements and Assembling Your Application and more!

# RESIDENT OPPORTUNITY & SELF-SUFFICIENCY SERVICE COORDINATOR (ROSS-SC) **PROGRAM OVERVIEW**

---

# PROGRAM OVERVIEW



- ROSS is a **place-based program** that targets the entire resident community in the project(s) to be served.
- Your program should address the areas of need at both the **individual and community level**.
- The **ROSS-SC must work with residents, PHA/tribe staff, Multifamily Owners, local partners, and other stakeholders** to develop local strategies to address the needs of residents and remove barriers to self-sufficiency/aging in place.

# PROGRAM OVERVIEW

- **The Resident Opportunity & Self Sufficiency Service Coordinator (ROSS-SC) program is designed to assist residents of Public and Indian Housing (or residents of certain PBV and PBRA housing) make progress towards economic and housing self-sufficiency.**
- **The ROSS-SC assesses resident needs and links them to supportive services and activities,** enabling residents to make progress towards economic self-sufficiency.
- **The ROSS-SC links elderly/disabled residents to services to assist with aging/remaining in place.**
- **NEW: Started in FY2021:** ROSS grantees may provide some direct services (with prior HUD approval).

# CORE FUNCTIONS OF A ROSS-SC



**RESIDENT NEEDS  
ASSESSMENT**



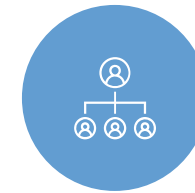
**PARTNERSHIP  
BUILDING/COORDINATION**



**RESIDENT  
ENGAGEMENT**



**CASE MANAGEMENT**



**DIRECT SERVICES**



**EVALUATION**

# TYPES OF SERVICES TO BE COORDINATED

- Child Care Services
- Adult Basic Education/Literacy Classes
- After-school programming for K-12
- High School/ GED Program
- Programs to assist with FAFSA completion
- Job Training and Skills
- Digital Inclusion Activities
- Credit Counseling/Financial Literacy
- Health Care Coordination
- Assistance with activities of daily living for elderly and persons with disabilities

# TYPES OF SERVICES TO BE COORDINATED

- Congregate Services/Meal Delivery Services
- Employer Linkage and Job Placement
- Nutrition Courses
- Transportation
- Expunging, sealing, or correcting criminal records or securing certificates of rehabilitation
- Substance Use Treatment
- Civil Legal Assistance



# EXISTING TRAINING RESOURCES

- **ROSS Technical Assistance Website:**  
<https://www.hudexchange.info/programs/ross/>
- **Running ROSS Step-by-Step** – Very comprehensive and self-paced
- **ROSS-SC Data Webinars** – there are 4, two are highlighted:
  - [How to Use and access the ROSS Data Dashboard](#)
  - [Frequently Asked Questions](#)
- **ROSS Data Guide 4.0** – this link takes you to the latest ROSS Data Guide, a list of data elements, and a webinar.
- **Data Quality Quick Reference Guide** – a useful two-pager to help you understand how to improve the quality of your data

# Changes From Previous NOFOs

---

# CHANGES FROM PREVIOUS NOFOs

## Salary Updates for ROSS-SC Position:

- **U.S. Bureau of Labor Statistic Job Title.** Under this NOFO, salary and fringe will use information provided by the U.S. [Bureau of Labor Statistics \(BLS\)](#) for the job title “Social Worker: Other” occupation at the median level in your ZIP code. This change also increases the comparable median salary by 30 percent. See section II.C.1 for more information.
- **Modification Requirement for Awarded Salary and Fringe Adjustment.** Grantees that will pay their service coordinator(s) less than 25 percent than the awarded amount for salary and fringe, must submit a budget modification and explanation to HUD.
- **Increased Funding Flexibility for Salary and Fringe Benefits.** In previous NOFOs, the maximum amount allowed for salary and fringe benefits was \$80,000. Under this NOFO, applicants may request up to the maximum grant amount (\$272,250), that they can designate for the salary, fringe, and administration/training/travel costs of the ROSS program for their service coordinator(s). *NOTE: In cases where applicants are requesting 100 percent of ROSS funds for salary and fringe, they are forfeiting funds for administrative and training and travel costs.*

# CHANGES FROM PREVIOUS NOFOs

- **Salary Comparability Information.** Under this NOFO, salary comparability information is NOT required to be submitted with your application. Instead, HUD will use the median salary information from the U.S. Bureau of Labor Statistics (BLS) locality pay data, with 30 percent added for fringe benefits
- **Salary Location.** Under this NOFO, your salary location is based upon your entity's ZIP Code that you submit in your application. See sections II.C.1 and IV.B.2.c for more information.
- **Increased Funding Flexibility for Direct Service Costs.** Under this NOFO, grantees may submit a budget modification request to use anticipated unexpended funds from the salary/fringe budget line item (BLI) to pay for direct services, for up to 20 percent of the grant. The amount allocated for direct services may only exceed 10 percent of salary/fringe and travel/training for grantees if a budget modification has been successfully submitted and approved by HUD. However, administrative costs that are not related to direct services costs may not exceed 10 percent of salary/fringe and travel/training. Please note that prior to incurring any costs associated with the provision of direct services, grantees must consult and obtain approval from HUD headquarters by submitting their requests to: [ROSS-PIH@hud.gov](mailto:ROSS-PIH@hud.gov).

# CHANGES FROM PREVIOUS NOFOs

- **Standard Definitions.** The following definitions are added to this year's NOFO: Environmental Justice, Equity, Minority-Serving Institutions, Racial Equity, Resilience, and Underserved Communities. The following definition is removed: DUNS.
- **Rating Factor Criteria.** The rating factor criteria have been revised to improve comprehensibility for applicants and providing more guidance on the criteria. In addition, HUD adjusted the point maximums for the criteria. See section V.A.1 for more information.
- **Advancing Racial Equity Narrative.** Under this NOFO, applicants must submit an Advancing Racial Equity Narrative with their application. This is a curable deficiency. See section IV.B. for more information.

# CHANGES FROM PREVIOUS NOFOs

- **Experience Promoting Racial Equity.** Under this NOFO, applicants must submit an Experience Promoting Racial Equity narrative with their application. This is a curable deficiency. Please see section III.F and IV.B for more information.
- **Affirmatively Furthering Fair Housing (AFFH) Narrative.** Under this NOFO, applicants must submit a narrative describing how their proposed NOFO activities are aligned with Affirmatively Furthering Fair Housing (AFFH) requirements. This is a curable deficiency. Please note Tribes and TDHEs are not required to submit the AFFH narrative. Please see Section III.F and Section IV.B. for more information.
- **Affirmative Marketing and Outreach.** Under this NOFO, applicants must submit a narrative describing how their proposed NOFO activities are aligned with Affirmative Marketing Outreach requirements. This is a curable deficiency. Please note that Tribes and TDHEs are exempted from the requirement to submit this narrative. Please see Section III.F and Section IV.B. for more information.

# CHANGES FROM PREVIOUS NOFOs

- **Renewal Applicant Definition.** Under this NOFO, renewal applicants are FY19, FY20, and FY21 ROSS grantees. See section I.A.3 for more information.
- **RAD PBV and RAD PBRA Residents.** Under this NOFO, PHAs and Multi-Family Owners may apply to serve residents of a project with assistance converted from public housing to RAD PBV or RAD PBRA, respectively, if the public housing project was previously included in properties served by a prior ROSS grant. See section I.A.3 for more information.

# CHANGES FROM PREVIOUS NOFOs

- **PHA affiliates or instrumentalities, that are not applying as a Multifamily Owner, and therefore applying to serve public housing residents are ineligible for funds under this NOFO if:**
  - (1) the PHA they intend to serve is also applying to serve public housing residents; or
  - (2) would not be an eligible applicant either because the PHA has a current ROSS grant (funded under the FY22 or FY23 NOFO competition) to serve public housing residents; or
  - (3) because the PHA has a high unexpended balance of a prior ROSS award. If such an entity is eligible to apply and is serving public housing residents, it may only submit one application.
- **PHAs are ineligible for funds if their PHA affiliate or instrumentality is:**
  - (1) applying for funds to serve public housing residents or
  - (2) would not be an eligible applicant because the PHA affiliate or instrumentality has a current ROSS grant (funded under the FY22 and FY23 NOFO competition) to serve public housing residents or
  - (3) because the PHA affiliate has a high unexpended balance of a prior ROSS award. See section III.B for more information.
    - Note: PHA Affiliates and Instrumentalities that are not applying as a Multifamily Owner may only serve public housing residents. Additionally, PHA Affiliates and Instrumentalities, that are not applying as a Multifamily Owner, must either be a locally-incorporated nonprofit organization or a federally-designated 501(c)(3) tax exempt nonprofit organization by the application deadline of this NOFO. See section III.D. for more information.



# CHANGES FROM PREVIOUS NOFOs

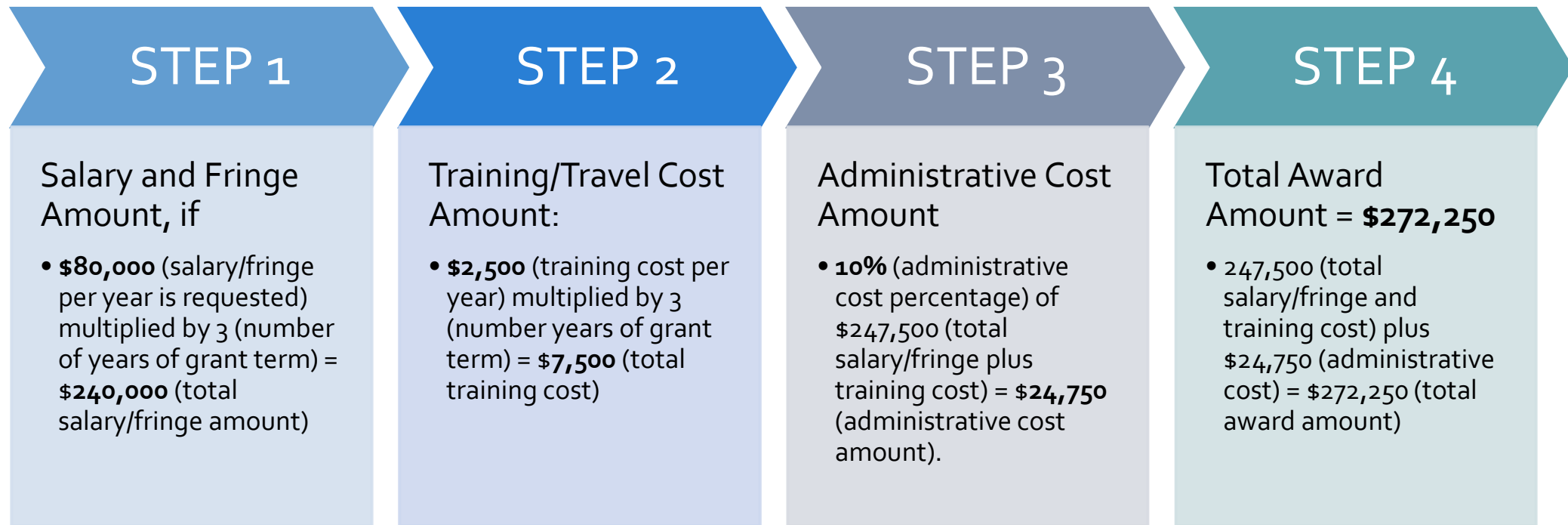
- **Joint Applications that include Resident Associations.** RAs that apply as a joint applicant with a PHA, PHA Affiliate/Instrumentality, tribe, Tribal Designated Housing Entity (TDHE), or non-RA nonprofit organization will not be eligible for the 25 percent set-aside for RAs. See section III.F.7 for more information.
- **Provision of Direct Services.** Under this NOFO, ROSS-SCs may either provide direct services themselves or use grant funds from the administrative budget line item to subcontract for the provision of direct services to support residents' needs. See section III.F.13.b. for more information.
- **Digital Inclusion** added as an Area of Need. Under this NOFO, applicants may select digital inclusion as one of their areas of need. See section III.F.11.a for more information.

# BUDGET LINE ITEMS

# BUDGET LINE ITEMS AMOUNTS

- **Salary Increase** - Applicants may request up to the maximum grant amount (\$272,250) to be designate for the salary and fringe. In cases where applicants are requesting 100 percent of ROSS funds for salary and fringe, they are forfeiting funds for administrative and training and travel costs.– (NEW)
- **Training and Travel Costs** - Applicants can request up to \$2,500 per SC position.
- **Administrative Costs** - The maximum funding for administrative costs can't exceed 10% of the **combined** salary/fringe **and** training/travel amounts per position.

# DETERMINING ELIGIBLE AMOUNT FOR ADMINISTRATIVE COSTS



# IMPORTANT APPLICATION REMINDERS

---

# IMPORTANT APPLICATION REMINDERS

- **HUD-52768** – The HUD-52768 form continues to be a required document that all applicants must complete and submit. This mandatory form has been revised to include added areas of need, expanded applicant types, and eligible projects that may be served. See section IV.B.2.b.
- **The HUD-52768 form must be submitted by the application due date**, if form is missing or information on the form is missing, application will be deemed ineligible for funding.

# IMPORTANT APPLICATION REMINDERS

- **Unexpended Balance Threshold** - Renewal applicants that have an unexpended balance of 60% or more of their FY19-21 funds by the application deadline **are ineligible for FY24 funding.**
- **Narrative Requirement** – All applicants, new and renewal, must submit a narrative statement. **Follow the NOFO outline and answer only what is being asked.**
- **Rating Criteria** – Applicants' applications (narratives, capacity, and past performance) will be evaluated using a point system. Applicants that earn less than 30 points are not eligible for FY24 ROSS funding.

# IMPORTANT APPLICATION REMINDERS

- **Resident Needs Assessment** - All applicants are required to complete a resident needs assessment with a minimum response rate of 20% of the residents living in the project(s) you intend to serve. A sample is provided in the FY2024 NOFO.
- **Narrative Requirement for Tribes Subject to Special Conditions pursuant to 2 CFR 200.208.** In addition to meeting the requirements outlined above, a tribe or TDHE applicant must submit a detailed narrative that clearly addresses the corrective actions that have been put in place in response to any special conditions outlined by the Area ONAP pursuant to 2 CFR 200.208. Failure to demonstrate the corrective actions taken will result in the applicant's ineligibility for funding.



# AWARD INFORMATION

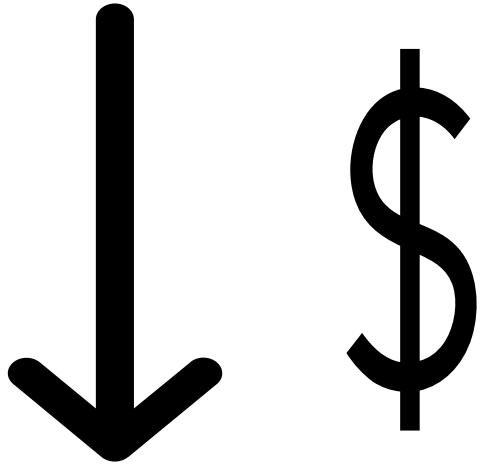
---

# MAXIMUM AWARD INFORMATION

Number of PHA/tribe/TDHE Units	Max # of ROSS-SCs	Max Grant
50-1,000	1	\$272,250
1,001-2,5000	2	\$544,500
2,501 or more	3	\$816,750

- Funding of approximately \$40,000,000 is available.
- Some carryover may be available.
- HUD expects to make approximately 125 awards.

# Reduced Awards



HUD reserves the right to adjust requested funding amounts downward as determined necessary by HUD, in its sole discretion, based on an **applicant's demonstrated financial need, capacity, and prior performance.**

# BLS DATA FOR SALARY DETERMINATION

---

# BLS Data for Salary Determination

- Salary award amounts will vary depending on the salary information provided by the U.S. Bureau of Labor Statistics (BLS) for the “Social Worker: Other” occupation at the median level in your ZIP Code: ([www.careeronestop.org/Toolkit/Wages/find-salary.aspx](http://www.careeronestop.org/Toolkit/Wages/find-salary.aspx)).
- If there is no salary information for your ZIP Code in BLS, then HUD will use the “median regional” or “balance of state” information. If there is no salary information for your regional or balance of state information in BLS, then HUD will use the United States’ median salary information from BLS.

## Screenshot of United States' median salary information from BLS

**careeronestop**  
your source for career exploration, training & jobs  
Sponsored by the U.S. Department of Labor. A proud partner of the [americanjobcenter](#) network.

Login Español  
Search CareerOneStop

Explore Careers Find Training Job Search Find Local Help Toolkit Resources For

Salary Finder

New Search

**Your Search**  
**Keyword**  
Social Workers, All Other  
**Location**  
Savannah, GA

See More Career Reports  
[Highest-Paying Careers](#)  
[Fastest-Growing Careers](#)  
[Careers with Declining Employment](#)  
[Careers with Largest Employment](#)  
[Careers with Most Openings](#)

**About this data**  
Salary information comes from the U.S. Department of Labor's [Bureau of Labor Statistics, Occupational Employment and Wage Statistics Program](#), a semi-annual survey that provides wage and employment statistics for the nation, each state, and sub-state regions. Current data are from the May 2023 estimates.  
[Help](#)

Use this tool to find salary information for more than 800 different occupations. To start, search for an occupation by keyword.

**Search by Occupation**  
Social Workers, All Other  
**Location**  
Savannah, GA  
Search

Wages for **Social Workers, All Other** in **SAVANNAH, GA**  
[View Hourly Wages](#) [View Table](#) : [View Chart](#) : [View Map](#)

Yearly	Savannah, GA Metro Area	United States
High	\$99,380	\$104,580
Median	\$76,000	\$63,770
Low	\$40,350	\$39,580

Want to [Compare Salaries](#) to other occupations or locations?

# BLS Data for Salary Determination

# BLS Data for Salary Determination

- You must use the [BLS Salary Finder](#) to calculate and determine the salary amount to request for your ROSS-SCs.
- You must request funding that is commensurate with the BLS data. NOTE: HUD will consider a salary request to be commensurate if it does not exceed the BLS salary data, with 30 percent added for fringe benefits.
- If the BLS amount for salary and fringe is **sufficient** to meet your local request, **you do not** need to submit salary comparability information on the HUD 52768 (Part III).
- **However**, if you believe that the BLS salary amount is **insufficient**, you must submit salary comparability information from **three** different employers.

## 30% FOR FRINGE AND SALARY CAP

- HUD may also award up to 30 percent above the BLS salary for fringe benefits.
- NOTE: The Service Coordinator(s) hired must have similar education and qualifications as described in the NOFO.
- Please see section III.C.1 for salary comparability requirements.



# ELIGIBLE USE OF FUNDS

---

# Eligible Use of Funds

## Salary and Fringe Benefits

- Only for the salary and fringe of the ROSS-SC.
- Salary and fringe must be supported by BLS data.

## Training and Travel

- Training and Travel Costs must be for the professional and/or program development of the ROSS-SC.
- All training and associated travel must be approved by HUD field office before incurring expense.
- The maximum amount is \$2500 per year.

## Administrative Costs

- Funds may only be used to support the ROSS Program.
- Can be used for subcontracting for direct services and other fees to support needs of *active* ROSS participants. **(NEW since FY2021 NOFO). Pre-approval required from HUD.**
- Under this NOFO, grantees may submit a budget modification request to use anticipated unexpended funds from the salary/fringe budget line item (BLI) to pay for direct services, for up to 20 percent of the grant

***Request ONLY the amount you need.***

# EXAMPLES OF ADMINISTRATIVE EXPENSES

- **Common administrative expenses:**
  - Administrative staff support
  - Lease/rental of space (no repairs or renovations)
  - Local transportation by SCs
  - Program outreach, printing, postage, utilities (including Internet connectivity for the ROSS-SC's office, community space/computer lab)
  - Office furniture, supplies, equipment
  - Hardware and/or software to support ROSS participants' educational, financial, professional and information needs (not for individuals but for SC's office, or community room, Neighborhood Networks center/computer lab);
  - Tracking and evaluation software
  - Stipends for reasonable out-of-pocket expenses for **active ROSS participants** for such things as local transportation, supplemental educational materials

# USE OF ADMINISTRATIVE BLI FOR DIRECT SERVICES/SUBCONTRACTING

- **REMEMBER:**

- One of the core functions of the SC is to build partnerships with local organizations/service providers to coordinate the delivery of needed services.
- You **MUST** use your MATCH contributions!
- Before utilizing grant funds for direct services/subcontracting, you must assess whether there are gaps in available local service providers who can offer the services your active ROSS participants need. (See NOFO, p. 4).
- **You must follow your organization's procurement policies.**
- **Before entering into a subcontract, you must receive HUD approval.**  
(See NOFO, p. 38)

# EXAMPLES OF ADMINISTRATIVE EXPENSES FOR DIRECT SERVICES (WITH HUD PRE-APPROVAL)

- Newer expenses for active ROSS participants only (see p. 39-41):
  - Adult Basic Education/Literacy Classes and/or test fees;
  - Assistance with Activities of Daily Living;
  - Child-care expenses (bridge funding) – full costs for up to 8 weeks;
  - Credit counseling/financial literacy programs;
  - Digital Inclusion costs for such things as device lending programs; digital literacy training classes;
  - Fees to remove barriers – e.g. obtaining identification, occupational or driver's license; correcting criminal records; HS/GED fees;
  - Fees to support substance abuse treatment such as transportation to treatment;
  - Incentives to encourage participation such as IDAs;
  - Healthcare coordination; and
  - Job training/skills programs.

# EIGHT AREAS OF NEED

# 8 AREAS OF NEED

- 1. Education:** Coordinators work with residents to achieve educational and/or training levels to prepare them for a career that pays a living wage and can support housing, healthcare, childcare and food expenses.
- 2. Health & Wellness:** Coordinators work with residents to help them overcome health (including behavioral and mental health) - related barriers that hinder educational, professional, and self-sufficiency goals and engage in properly supported pro-health activities.
- 3. Reentry:** Coordinators work with residents and/or their families who are involved with the justice system to ensure they are receiving the necessary legal aid services and other supportive services to help them meet their educational, professional, and self-sufficiency goals.
- 4. Employment:** Coordinators work with residents to help them gain employment with adequate pay and benefits; and will connect the resident to supports in order to help them maintain employment for more than 12 months.

# 8 AREAS OF NEED

**5. Financial Literacy:** Coordinators support residents in financial coaching and literacy so that the residents' household monthly expenses/debts do not exceed their monthly earned income and their earned income is enough to support housing, healthcare, and food expenses.

**6. Elderly/Disabled:** Coordinators work to coordinate services for elderly and/or disabled residents to better enable them to reach and maintain their desired level of independence while aging/remaining in place; therefore avoiding more costly forms of care.

**7. Substance Use:** Coordinators work with service providers to address residents' substance use through prevention and intervention services.

**8. Digital Inclusion (NEW since FY2021):** Coordinators will develop programs to help residents access affordable Internet in their homes, affordable devices, and necessary digital literacy training. Resources to assist you can be found at:  
<https://www.hudexchange.info/programs/connecthomeusa/>.



# ELIGIBILITY

---

# ELIGIBLE APPLICANTS

## Eligible Applicants Are:

1. **Public Housing Authorities**
2. **Resident Associations** (must be either locally-incorporated nonprofit or have 501(c)(3) status)
3. **Tribes/Tribally Designated Housing Entities** as defined in section 4(22) of NAHASDA (25 U.S.C. 4103).
4. **Indian Tribes as defined in section 4(13) of NAHASDA.**
5. **Nonprofit Organizations** supported by any of the above the organizations
6. **Some Multifamily Owners are eligible to apply.** Multifamily Owners that are applying to serve RAD PBRA residents must be the entity that has the legal right to lease dwelling units in the PBRA project(s) to be served.

**NOTE:** PHA affiliates or their instrumentalities that are nonprofits are prohibited from applying for funds if the PHA they intend to serve would not be an eligible applicant. **The reverse is also true.**

# Maximum Number of Applications

Applicant type	Maximum Number of Applications	Renewal or New Applicant Category
PHAs	1	New or Renewal
PHA Affiliates/Instrumentalities not applying as a Multifamily Owner	1	New or Renewal
Tribes/TDHEs	1	New or Renewal
Site Based RAs	1	New or Renewal
Non-site-based RAs (i.e., city-wide, intermediary, and jurisdiction-wide) applying under the 25 percent RA set-aside	1	New or Renewal
Non-site-based RAs (i.e., city-wide, intermediary, and jurisdiction-wide) not applying under the 25 percent RA set aside	Up to 3	New or Renewal
Nonprofit applicants that are not RAs, PHA Affiliates/Instrumentalities, or Multifamily Owners	Up to 3	New or Renewal
Multifamily Owners	1	New

# RENEWAL and NEW Applicants

## 1. RENEWAL APPLICANTS:

- Under this NOFO, renewal applicants are FY19, FY20, and FY21 ROSS grantees.
- Your grant number would look like this: **ROSS201234**, **ROSS211234**, **ROSS221234**
- We will post a listing of Previously Awarded list provides names of all FY19, FY20, and FY21 ROSS grantees on the NOFO page

## 2. NEW APPLICANTS:

- New Applicant is an applicant that has never received ROSS funding or was funded under the FY18 or prior ROSS competition and has an unexpended balance of less than 40 percent. In addition, a joint application that has switched its lead applicant will also be considered a new applicant.
- FY22 and FY23 ROSS grantees will not be considered new applicants and are ineligible for funding under this NOFO.
- Eligible Multifamily Owners will be considered new applicants and funded under the new applicant funding category.

# THRESHOLD REQUIREMENTS

---

# WHAT IS A THRESHOLD REQUIREMENT?

- An application requirement(s) that **MUST be met at time of application.**
- **HUD cannot request clarifying information** during application review period.
- **If any threshold is not met or is missing from your application, your application will be INELIGIBLE.**

# 1. Timely Submission of Applications

- Applications submitted after September 30, 2024, that do not meet the requirements of the grace period policy will be marked late.
- Late applications are ineligible and will not be considered for funding.
- If your application is received by grants.gov before the deadline, but is rejected with errors, you will have a 24-hour grace period after the application deadline to submit a corrected, received, and validated application through grants.gov.

## 2. Match

1. All applicants are required to have in place a firmly committed **match contribution of at least 25%** of the total grant amount requested.
2. The match may be provided as a cash or in-kind donation.
3. Applicants must maintain all letters from partners attesting to match contributions. **Refer to NOFO for match letter requirements and how to calculate the value of the match.**(pp.25-28 of NOFO)
4. Match amount is provided using form 52768.
5. Applicants should ensure that the area(s) of need the applicant is applying to address have firmly committed partners and match.
6. If you're submitting more than 1 application, you **must have separate match commitments.**



### 3. Letters of Support for Non-profit Applicants

- ❖ If you are a non-profit organization that is not a site-based RA, you must include a letter of support from either the PHA, or tribe/TDHE you intend to serve (see page 27 of NOFO).
  - ❖ Multifamily owners that are nonprofit organizations and applying to serve PBRA residents are excluded from this threshold requirement and do not need to submit a letter of support from the PHA, RA, or tribe/TDHE.
- ❖ **Letters of Support must:**
  - Be signed by an authorized representative of the supporting organization.
  - Be dated between the publication date of this NOFO and the application deadline published in this NOFO.
  - Indicate the number of eligible units at the PHA (or those represented by an RA).
  - List the project names (and/or project number(s), where applicable of the projects to be served and the total number of units to be served.
  - Describe to what extent the PHA/tribe/TDHE is familiar with your non-profit and indicate their support.
  - Include contact information.

## 4. Letter of Support for Joint Applicants

- Lead applicants must obtain a letter of support from *each* joint applicant they intend to serve. The letter(s) must be dated between the NOFO publication date and application due date. **See p. 28 of NOFO for information the letter(s) must contain.**

## 5. Non-profit Status

- Renewal applicants must certify that their non-profit status is current and in good standing on the HUD-52768 form.
- **2022 or 2023 federal annual information return** submitted to the IRS (for 501(c)(3) applicants) or the state or tribal equivalent.
- If no annual return exists, the new applicant must submit other documentation that verifies the non-profit status is active and in good standing.
- **The submission of this documentation but not the underlying non-profit status, is a curable requirement.**

## 6. Contract Administrator

- If the HUD-52755 (Sample Contract Administrator Partnership Agreement) is required and if not submitted as part of an application, **it will not be requested during the deficiency period and your application will be deemed ineligible.**

## 7. Narrative Statement(s)

- **All renewal and new applicants must submit a narrative statement.** If the narrative statement is not submitted as part of the application, it will not be requested during the deficiency period.
- **In addition to meeting the narrative statement requirement, all tribes designated as high-risk must submit a detailed narrative** that clearly address the corrective actions they have put in place in response to the area ONAP's findings.

## 8. UNEXPENDED THRESHOLD

- Renewal applicants that have 60% or more of their FY19, FY20, or FY21 ROSS grant remaining by the application deadline will be considered ineligible for funding.
- New applicants with prior ROSS grants (preceding FY18) with 40% or more remaining in their grant, will also be ineligible.

## 9. HUD FORM 52768

- This is the main ROSS application form.
- If it is missing, your application will be ineligible, application will be deemed ineligible for funding.
- **COMMON MISTAKE:**
  - Forgetting to include property names AND number of occupied units in Part II of the form.

## **10. Resolution of Civil Rights Matters**

- Outstanding civil rights matters must be resolved by the application deadline.
- Applicants, who after review are confirmed to have unresolved civil rights matters by the application deadline, will be deemed ineligible.



# ADDITIONAL NOFO REQUIREMENTS

---

# AREAS OF NEED



- Applicants may select three areas of need to be addressed
- If an applicant selects Digital Inclusion, Health and Wellness, Reentry, or Substance Use, the applicant must also select either Education, Employment, or Financial Literacy.
- Each Area of Need selected must be supported by the findings from the community needs assessment.

## Resident Needs Assessment

- All applicants **must complete a resident needs assessment** for the project(s) included in their FY24 ROSS application.
- All needs assessments must have been administered within the past year. The results of the needs assessment must be included in the narrative statement for all applicants. See section V.A of the NOFO for more information.
- Applicants are not required (although encouraged) to use the **Sample Community Needs Assessment (Appendix A)**.
- If you don't use Appendix A you have to submit the needs assessment tool you used.

## Resident Needs Assessment

- There must be at least a 20% response rate of the households that reside in projects included in the application.
- All applicants must identify the needs of residents the ROSS-SC on the HUD-52768 form.

## NUMBER OF POSITIONS: PHAs and Tribes

- PHAs, tribes/TDHEs and 501(c)(3) nonprofits applying on their behalf may apply for up to 3 ROSS-SCs depending on number of **occupied** ACC or NAHASDA-assisted units as of **application deadline** in properties **to be served** by the ROSS-SC:
  - **50-1000 occupied units = 1 ROSS-SC**
  - **1001-2500 occupied units = 2 ROSS-SCs**
  - **2501+ occupied units = 3 ROSS-SCs**
- ***NOTE:** Each application must have AT LEAST 50 occupied units.*

NUMBER OF  
POSITIONS:  
**Site-Based RAs**

- **Site-based Resident Associations:**
  - May apply for 1 ROSS-SC for the project that they represent.
  - Site-based RAs **may apply jointly** if necessary to add up to at least 50 units
  - Only three site-based RAs from any one PHA may be funded – for NEW AND/OR RENEWAL

NUMBER OF  
POSITIONS:  
**Non site-based  
RAs**

**Non-site-based RAs:**

- If availing themselves of the 25% set-aside:
  - 1 SC
- If not availing themselves of the 25% set-aside **up to:**
  - 9 SCs for 3 different PHAs
- **Contract Administrator Partnership Agreements are required of all RAs.**

NUMBER OF  
POSITIONS:  
**Multifamily  
Owners**

## **Multifamily Owners:**

- 1 Application
- Up to 3 SCs



NUMBER OF  
POSITIONS:  
**Nonprofits**

**Nonprofits may apply for:**

- Up to 9 SC positions (RENEWAL and/or NEW)
- Up to 3 applications (3 coordinators per PHA, tribe/TDHE)
- A letter of support (and other information) is required from every PHA/ tribe/TDHE that a nonprofit intends to serve.

## 3 ROSS-SC Position Limit!

- HUD will fund a maximum of 3 ROSS-SC positions to a PHA/tribe/TDHE/MF Owner
  - Depending on occupied unit count as of application deadline.
- Example: If a PHA has 3 site-based RAs that apply and the PHA is eligible for and applies for 3 positions as well – **only 3 positions will be funded total.**
- If more than one application proposing to serve the same project(s) is received, they will each be reviewed and, if each is deemed eligible, the application with the highest score will be funded. (If there's a tie, a lottery will be held).

## INFORMATION FOR RENEWAL APPLICANTS

- May apply to serve the same projects; entirely different projects; or a mix thereof.
- May change budget, number of SCs, population to be served, funding request, etc.
- **PHA/TDHE/nonprofit applicants:** If the number of ACC/NAHASDA rental units has changed, you may be eligible for more SC positions (or less) depending on occupied unit count.
- **Renewal PHA and RA Applicants** may not also submit applications under the “new” category

# FUNDING RESTRICTIONS

---

# INELIGIBLE ACTIVITIES

- Salary of FSS Coordinator
- Costs associated with preparing your application
- Funds awarded for the ROSS program can only be used for the ROSS program
- Grantees **may not pay the ROSS-SC(s) less than the salary/fringe** amount granted by HUD
- **Work and expenses outside the scope and intent of this program (above list not exhaustive)**

# ELIGIBLE PARTICIPANTS

---

# ELIGIBLE PARTICIPANTS

- **All program participants must be:**
  - Public housing residents
  - NAHASDA-assisted rental housing residents
  - Residents of RAD-PBV or RAD-PBRA converted units that were previously served by a ROSS grant when the units were public housing
- To the extent that other residents (e.g. Section 8) live at an assisted project as may be the case in a Mixed-Finance public housing project, only the public housing or NAHASDA-assisted residents may be served by the ROSS-SC.
- Section 8 residents **are not eligible** to be served by this grant.

**NOTE:** Community events such as job fairs or health fairs can be open to other types of residents.

# NARRATIVE INFORMATION & REVIEW CRITERIA

---



# RENEWAL APPLICANTS: RATING FACTOR <sub>1</sub>

---

# RENEWAL APPLICANTS – Rating Factor 1

## 1. Capacity to Meet ROSS Program Requirements (15 points)

- A. **Achievement in Serving Residents** (up to 10 Points). HUD will review applicants' annual reports to determine the number of residents served during the grant term. FY19, FY20, and FY21 applicants that have not served at least 25 residents during their respective FY19, FY20, or FY21 ROSS grant terms will receive zero points for this criterion.

# RENEWAL APPLICANTS – Rating Factor 1

Number of Coordinators Awarded in FY19, FY20, or FY21	Number of Residents Served under FY19, FY20, or FY21 grant	Points
1	25-49	5
1	50+	10
2	25-49	3
2	50-99	5
2	100+	10
3	25-49	1
3	50-99	3
3	100-149	5
3	150+	10

# RENEWAL APPLICANTS – Rating Factor 1

**B. Timely Submission of Annual Reports** (up to 5 points). Annual reporting (Performance Data and SF-425 financial statements) is due October 30 of every year. Applicants that have not submitted all the required reports for their FY19, FY20, or FY21 ROSS grant by the report due date will receive zero points for this criterion. Applicants that submitted reports by the due date will receive full points.

# RENEWAL APPLICANTS – Rating Factor 1

**2. Timely Use of Funds.** Renewal Applicants will receive up to 10 points based on timely expenditure of FY19, FY20, or FY21 ROSS-SC grant funds.

Percent Unexpended FY19, FY20 or FY21 ROSS-SC funds	Points Awarded	FY24 Funding Award Reduction Amount
50-59.9%	0	20% of FY19-21 ROSS grant unexpended balance
40-49.99%	5	20% of FY19-21 ROSS grant unexpended balance
≤ 39.99%	10	No FY24 award reduction.

**3. Past Performance.** If your FY19, FY20, or FY21 ROSS grant received additional conditions on the award or a grant suspension, **it will result in a 10-point reduction from your score.**

# NEW APPLICANTS: RATING FACTOR 1

---

# NEW APPLICANTS – Rating Factor 1

New applicants will be scored and ranked based on the total number of points allocated for each of the rating factors. **Both Rating Factors are narratives.** (See NOFO p.62-64)

## Rating Factor 1 – Capacity (25 points)

1. **Describe experience with and capacity to manage multi-year grants that served public housing, native Americans, and/or low-income residents within the past 5 years.** Provide the grant name, grant year(s), source of funds, and grant amount ( **up to 4 points**)
2. **Describe experience and achievements with providing supportive services to public housing, Native Americans, and/or low-income residents within the past 5 years.** Describe needs your program(s) were designed to meet and outcomes. ( **up to 3 points**)

# NEW APPLICANTS–Rating Factor 1

3. Describe achievements in providing supportive services to public housing, Native Americans, and/or low-income residents within the past 5 years. (up to 3 points)
4. Provide examples of partnerships created or contracts entered into with relevant entities and the services or contributions they made to ensure supportive services were offered. (up to 3 points)
5. Describe staff experience with case management tracking at the individual client level and reporting on client progress relating to any supportive service programs your organization has managed within the past 5 years. (up to 3 points)
6. Describe staff experience with reporting on client progress relating to any supportive service programs your organization has managed within the past 5 years (up to 3 points). Make sure to describe the data systems that have been used and staff positions responsible for reporting.



# NEW APPLICANTS–Rating Factor 1

7. Describe how your agency has *recruited* residents in your supportive services programs (up to 3 points). Include outreach strategies that your agency has used to promote its supportive service programs.

8. Describe how your agency has *retained* residents in your supportive services programs (up to 3 points).

# ALL APPLICANTS: RATING FACTOR 2

---

# RATING FACTOR 2

## Rating Factor 2 – Soundness of Approach – (20 points total)

- Describe the results of the needs assessment and how you will address the needs
- **Narrative must include:**
  1. Project names where residents were surveyed (1 point)
  2. Number of households in each project to be served (1 point)
  3. Number of respondents (1 point)
  4. Provide the response rate (1 point)
  5. Analysis of needs assessment results – (up to 5 points); make sure to specify which needs you will be addressing based on the findings of your needs assessment

# RATING FACTOR 2

## Narrative must include (continued):

6. How you and/or partners will address each selected area of need (include detail on programming/partnership agreements) – up to 5 points.
7. Capacity/experience of existing or proposed staff and any subcontractors (up to 2 points)
8. How your staff will track residents' progress at the individual case management level (1 point)
9. Describe how your staff will submit annual reports to HUD (1 point)
10. How staffing at your agency, including leadership, will support the ROSS Program (up to 2 points).

## REMEMBER:

- Be clear, concise. Do not provide extraneous info. Have someone else read your narrative!

# RATING FACTOR 2

## TIPS:

- 5 pages, double-spaced, with one-inch margins and 12-point Times New Roman font. **Text over the prescribed page limit will not be read.**
- **Be clear and answer the questions in the order they are asked in the NOFO.**
- The areas of need addressed must be those identified on the HUD-52768.
- **Do not provide extraneous information.**
- In the past, we found identical narratives across several applicants. **Applications with narratives that are found to be repetitive of other applicants' narratives may not be considered or evaluated.**
- Fewer points will be awarded for lack of detail.

# All Applicants–Equity Narratives

**Advancing Racial Equity Narrative.** All applicants must submit an Advancing Racial Equity narrative. If the Advancing Racial Equity narrative is missing or deemed insufficient, it will be treated as a curable deficiency. The narrative must demonstrate the following:

- You analyzed the racial composition of the persons or households who are expected to benefit from your proposed grant activities;
- You identified any potential barriers to persons or communities of color equitably benefiting from your proposed grant activities;
- You detailed the steps you will take to prevent, reduce or eliminate these barriers; and
- You have measures in place to track your progress and evaluate the effectiveness of your efforts to advance racial equity in your grant activities.

# All Applicants–Equity Narratives

- **Affirmative Marketing and Outreach.** This narrative will be evaluated for sufficiency. If the narrative is missing or deemed insufficient, it will be treated as a curable deficiency. Please note that Tribes and TDHEs are exempted from the requirement to submit this narrative
- **Affirmatively Furthering Fair Housing Narrative.** Applicants (except Federally recognized tribes whose program regulations contain an exemption from the Fair Housing Act and its implementing regulations at 24 CFR Part 100 et seq.), must submit a narrative describing how your proposed activities for the ROSS program are expected to increase access to opportunity for protected class groups, promote integration, or foster and maintain compliance with civil rights and fair housing.
- See sections III.F and **IV. G** for more information.

# MINIMUM/MAXIMUM\* SCORES FOR ELIGIBILITY

Minimum number of points obtainable for funding eligibility	30
Maximum number of points obtainable for new applicants	45

\*There are no preference points for ROSS.



# FUNDING PRIORITIES

---

# Funding Priorities

Applications that meet all NOFO requirements will be rated and ranked.

**Applicants that earn less than 30 points are not eligible for funding.**

- 1. Funding Category 1: Resident Association Applicants  
25% set-aside**
  - HUD will fund this category in ranked order starting with the highest review score.
  - If more than one applicant share the same score and there is not enough funding to award them, HUD will conduct a lottery.
  - Resident Associations not funded in the set-aside will be placed in the appropriate renewal or new funding category.

# Funding Priorities

## 2. Funding Category 2: Renewal Applicants

- HUD will fund this category in ranked order starting with the highest review score.
- If more than one applicant shares the same score and there is not enough funding to award them, HUD will conduct a lottery.
- Renewal applicants may be subject to a reduced award.

## 3. Funding Category 3: New Applicants

- HUD will fund this category in ranked order starting with the highest review score.
- If more than one applicant share the same score and there is not enough funding to award them, HUD will conduct a lottery.

# ACCESSING THE ROSS APPLICATION

---

# HOW TO ACCESS THE APPLICATION


## Enter CFDA #

[Search Tips](#)


### BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:








CFDA: 

SORT BY:

Posted Date (Descending) 

DATE RANGE:

All Available 

Opportunity Number 	Opportunity Title 	Agency 	Opportunity Status 	Posted Date 	Close Date 
<a href="#">FR-6700-N-05</a> 	ROSS (Resident Opportunity and Self-Sufficiency) Service Coordinator Program - FY2023 - NOFO	HUD	Posted	10/16/2023	12/18/2023

### OPPORTUNITY STATUS:

- Forecasted (0)
- Posted (1)
- Closed (3)
- Archived (12)

# HOW TO ACCESS THE APPLICATION

## Click on the URL



[Help](#) | [Register](#) | [Login](#)

[Home](#) [Learn Grants](#) [Search Grants](#) [Applicants](#) [Grantors](#) [System-To-System](#) [Forms](#) [Connect](#) [Support](#)

### SEARCH GRANTS



[Search Tips](#)

#### BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SORT BY:

DATE RANGE:



Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
<a href="#">FR-6700-N-05</a>	ROSS (Resident Opportunity and Self-Sufficiency) Service Coordinator Program - FY2023 - NOFO	HUD	Posted	10/16/2023	12/18/2023

#### OPPORTUNITY STATUS:

- Forecasted (0)
- Posted (1)
- Closed (3)
- Archived (12)

FUNDING INSTRUMENT TYPE:

# HOW TO ACCESS THE APPLICATION

## Click on "Package"



[Help](#) | [Register](#) | [Login](#)

[Home](#) | [Learn Grants](#) | [Search Grants](#) | [Applicants](#) | [Grantors](#) | [System-To-System](#) | [Forms](#) | [Connect](#) | [Support](#)

### VIEW GRANT OPPORTUNITY

FR-6700-N-05

ROSS (Resident Opportunity and Self-Sufficiency) Service Coordinator Program - FY2023 - NOFO

Department of Housing and Urban Development

Department of Housing and Urban Development

Apply



- SYNOPSIS
- VERSION HISTORY
- RELATED DOCUMENTS
- PACKAGE**

#### General Information

<b>Document Type:</b>	Grants Notice	<b>Version:</b>	Synopsis 1
<b>Funding Opportunity Number:</b>	FR-6700-N-05	<b>Posted Date:</b>	Oct 16, 2023
<b>Funding Opportunity Title:</b>	ROSS (Resident Opportunity and Self-Sufficiency) Service Coordinator Program - FY2023 - NOFO	<b>Last Updated Date:</b>	Oct 16, 2023
<b>Opportunity Category:</b>	Discretionary	<b>Original Closing Date for Applications:</b>	Dec 18, 2023 The application deadline is 11:59:59 PM Eastern time on
<b>Opportunity Category Explanation:</b>		<b>Current Closing Date for Applications:</b>	Dec 18, 2023 The application deadline is 11:59:59 PM Eastern time on
<b>Funding Instrument Type:</b>	Grant	<b>Archive Date:</b>	
<b>Category of Funding Activity:</b>	Education Employment, Labor and Training Health Housing Opportunity Zone Benefits	<b>Estimated Total Program Funding:</b>	\$ 40,000,000
<b>Category Explanation:</b>		<b>Award Ceiling:</b>	\$816,750
<b>Expected Number of Awards:</b>	130	<b>Award Floor:</b>	\$0
<b>CFDA Number(s):</b>	14.870 -- Resident Opportunity and Supportive Services - Service Coordinators		
<b>Cost Sharing or Matching Requirement:</b>	Yes		

# HOW TO ACCESS THE APPLICATION

## Click on "Preview or Apply"

FR-6800-N-05  
ROSS (Resident Opportunity and Self-Sufficiency) Service Coordinator Program - FY2024 - NOFO  
Department of Housing and Urban Development  
Department of Housing and Urban Development

[Apply](#) [Subscribe](#)

[SYNOPSIS](#) [VERSION HISTORY](#) [RELATED DOCUMENTS](#) [PACKAGE](#)


### Select Grant Opportunity Package

**PLEASE READ BEFORE APPLYING!**  
If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

**Opportunity Package(s) Currently Available for this Funding Opportunity:**

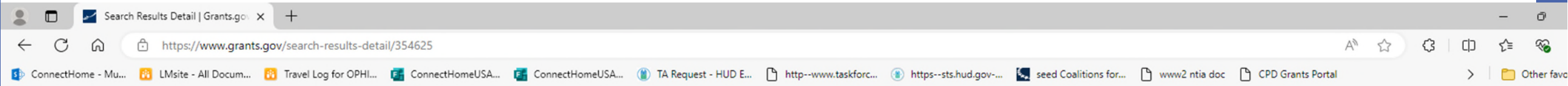
CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
14.870	FR-6800-N-05	ROSS Resident Opportunity and Self-Sufficiency Service Coordinator Program - FY2024 - NOFO	PKG00286789	Apr 19, 2024	Sep 30, 2024	<a href="#">Preview</a>   <a href="#">Apply</a>

[Return to top](#)





# THREE PARTS: MANDATORY, OPTIONAL AND INSTRUCTIONS DOWNLOAD



CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
14.870	FR-6800-N-05	ROSS Resident Opportunity and Self-Sufficiency Service Coordinator Program - FY2024 - NOFO	PKG00286789	Apr 19, 2024	Sep 30, 2024	<a href="#">Preview</a> <a href="#">Apply</a>

## Opportunity Package Details

**Agency Contact Information:** U.S. Department of Housing and Urban Development  
**Who Can Apply:** Organization Applicants

PACKAGE FORMS:		<a href="#">Download Instructions</a>
<b>Mandatory Forms</b> (Click to Preview)	<b>Optional Forms</b> (Click to Preview)	
Application for Federal Assistance (SF-424) [V4.0] HUD Applicant-Recipient Disclosure Report [V4.0] Applicant and Recipient Assurances and Certifications (HUD-424B) [V1.0] Disclosure of Lobbying Activities (SF-LLL) [V2.0] HUD-52768 [V4.1]	Attachments [V1.2]	

[Close](#)

# THE INSTRUCTIONS DOWNLOAD

PKG00286789-instructions (1) - WinZip Enterprise

File Unzip Zip Manage Backup/Clean Tools View

Files

Recent Zip Files

- PKG00286789-instru...zip  
C:\Users\H13956\Downlo...
- PKG00286789-instru...zip  
C:\Users\H13956\Downlo...
- FR-6800-N-06 - Full...zip  
C:\Users\H13956\Downlo...

Browse & Manage Files

Frequent Folders

- This PC  
103 GB free of 237 GB
- Network

PKG00286789-instructions (1).zip

<input type="checkbox"/>	FY24 Resident Opportunity and Self-Sufficiency) Service Coordinator Program -FR-6800-N-05.pdf Type: Kofax Power PDF Document	Date modified: 5/30/2024 2:02 PM Size: 497 KB → 393 KB
<input type="checkbox"/>	HUD 52752 Certification of Consistency with the Indian Housing Plan.pdf Type: Kofax Power PDF Document	Date modified: 5/30/2024 1:54 PM Size: 228 KB → 223 KB
<input type="checkbox"/>	HUD 52753 Resident Opportunity and Self Sufficiency Service Coordinator Funding.pdf Type: Kofax Power PDF Document	Date modified: 5/30/2024 1:54 PM Size: 289 KB → 283 KB
<input type="checkbox"/>	HUD 52755 Sample Contract Admn Partnership Agreement.pdf Type: Kofax Power PDF Document	Date modified: 5/30/2024 1:55 PM Size: 319 KB → 314 KB
<input type="checkbox"/>	HUD_52768_4_1-V4.1 (5).pdf Type: Kofax Power PDF Document	Date modified: 5/30/2024 1:52 PM Size: 186 KB → 169 KB

5 item(s)

1.48 MB (1.35 MB packed)

Actions

Unzip All Files

Unzip to: ...VPKG00286789-in...

Save or Share Zip

Save as...

Email

Create a folder to save all these files, you could name it "FY24 ROSS Instructions Download."

1:36 PM  
7/3/2024

# Contact Information

[ROSS-PIH@hud.gov](mailto:ROSS-PIH@hud.gov)

To join the ROSS Mailing List:

<https://public.govdelivery.com/accounts/USHUDPIH/signup/32524>

About ROSS:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/ross/about](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/ross/about)

For Technical Assistance Resources Go to the ROSS HUD Exchange Page:

<https://www.hudexchange.info/programs/ross/>

Thank you for your participation and...



**GOOD LUCK!**

# APPENDIX SLIDES FOR ADDITIONAL INFORMATION

---

# ASSEMBLING YOUR APPLICATION

Remember: Mandatory forms, plus ROSS Program Specific forms make up a complete application!

Forms found in the Mandatory Section of Grant.gov :

1. **SF-424** – Application for Federal Assistance (budget form)
2. **SF-424-B** – Applicant and Recipient Assurances
3. **HUD Applicant/Recipient Disclosure Report** (HUD-2880 - see later slides for how to complete)
4. **Disclosure of Lobbying Activities** (SF-LLL)
5. **HUD-52768**

**Make a Checklist!**

# ASSEMBLING YOUR APPLICATION

## ROSS Program-Specific Forms & Documents:

- **HUD52768** ROSS Service Coordinators – Funding Request Form
- **HUD52752** – Certification of Consistency with Indian Housing Plan (curable) – found in Instructions Download
- **HUD52753** - Certification of Election of Resident Council Board (curable) – found in Instructions Download
- **HUD52755** - Contract Administrator Partnership Agreement (if applicable to you, it's not curable) – found in Instructions Download

**Make a Checklist!**

# ASSEMBLING YOUR APPLICATION

## ROSS Program Specific Forms & Documents:

- **Letter of Support for nonprofits** applying on behalf of a PHA/tribe/RA (non-curable)
- **Letter of Support for Joint Applicants** – from all joint applicants demonstrating support of lead applicant (non-curable)
- **Narrative** – for **all** applicants (non-curable)
- **Narrative for tribes** designated as “high-risk” (non-curable)



# ASSEMBLING YOUR APPLICATION

## ROSS Program Forms & Documents:

- **Same Resident Needs Assessment** – found in Appendix A. If you're not using Appendix A, please attach assessment tool you used. Describe findings in narrative.
- **Evidence of 501(c)(3) status and 2022 or 2023 Information Return** – for new applicants (curable)
- **Code of Conduct**
  - Check here:  
[https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/conductgrants](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants)
  - If there are no changes, no action needed.

# ASSEMBLING YOUR APPLICATION

## Other Required Documentation/Narratives:

- **Affirmatively Furthering Fair Housing Narrative** – curable
- **Affirmative Marketing and Outreach Narrative** – curable
- **Advancing Racial Equity Narrative** – curable
- **Map from regional or statewide housing authorities, or tribes** (if requesting additional SC position for distance reasons) - curable
- **Multifamily HAP Contract** – Part 1 of the HAP contract must be submitted by MF owners - curable

# ATTACHING FORMS AND NARRATIVES TO YOUR APPLICATION

- Use **Attachments Form** (found in Optional Section of ROSS package on Grants.gov) to attach your forms/narratives.

# COMPLETING THE HUD-2880

- HUD-2880 –Applicant Disclosure Report (Mandatory Forms Download)
  - **Answer to Part 1 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 Part I 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.**

# IMPORTANT APPLICATION REMINDERS

---

## RENEWAL/UPDATE REGISTRATION PROCESS FOR SAM POCs

- You must renew your Systems for Award Management (SAM) 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](http://www.sam.gov) for more information.
- **Problems with SAM? Call the Federal Service Desk at 334-206-7828.**

**\*\*\*\*NO FEE TO REGISTER OR RENEW\*\*\*\***

## IMPORTANT REMINDERS ABOUT REGISTRATION

- **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).
- DUNS is no longer required. Instead, you will need a Unique Entity Identity #. (For UEI information, please see slides at the end of the presentation for First Time Registration.)
- **Please note that Applicant's UEI must be active and must be the correct match for the lead grant applicant to be eligible for funding.**

WORKSPACE AND  
USEFUL  
GRANTS.GOV LINK

You are submitting your application through *Workspace* on Grants.gov.

Go to the following link for a step-by-step guide to applying using grants.gov:

<https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants>

Workspace:

<https://www.grants.gov/applicants/workspace-overview/>



## APPLICATION TIPS

### 1. Read the FY24 ROSS NOFO carefully and thoroughly.

- This will ensure that mistakes are not made.
- **Create a checklist!**
- Every year, avoidable mistakes are made which lead to ineligible applications.

### 2. **Start Now!**

### 3. Review Your Application Prior to Submission.

- Get a second set of eyes to review your narrative and application.

## OTHER USEFUL HUD LINKS

### HUD Grants Page:

- [www.hud.gov/grants](http://www.hud.gov/grants) - includes information about the registration process, grants management, grant regulations and policies and funding opportunities

### ROSS NOFO page:

[https://www.hud.gov/program\\_offices/cfo/gmo\\_mgmt/grantsinfo/fundingopps/FY24ROSS\\_ServiceCoordinatorProgram](https://www.hud.gov/program_offices/cfo/gmo_mgmt/grantsinfo/fundingopps/FY24ROSS_ServiceCoordinatorProgram)

You can get the following from the above link:

- FY24 ROSS NOFO posted here
- FAQs (coming soon)
- Previously Awarded List (coming soon)
- Recording of this webcast will be posted here; and
- Other information that may be issued.

# FIRST TIME REGISTRATION INFORMATION

---

The slides below are provided as a courtesy only. Refer to [www.grants.gov](http://www.grants.gov) for complete information, a few helpful grants.gov sites are provided below:

- Good overview of registration process – click [here](#).

## FIRST TIME REGISTRATION PROCESS

1. The Data Universal Number System (DUNS) Number is now the Unique Entity ID (UEI), you may obtain one here: <https://sam.gov/content/duns-uei>
2. Register with the SAM.gov to designate E-Biz Point of Contact. An alternate E-Biz POC is required so there are 2 names in the system. <https://sam.gov/content/entity-registration>
3. When creating or updating your profile at SAM, identify the E-Biz Point of Contact (**E-Biz POC**). The person completing the profile must create a 9-digit Marketing Partner ID Number (MPIN).

**NOTE:** The MPIN is mandatory for SAM registrants and contains nine characters: at least one letter (upper or lower case) and one number. No spaces or special characters are permitted. An **MPIN is a personal code** that allows you to access other government applications such as the Past Performance Information Retrieval System (PPIRS). The MPIN acts as your password in these and other federal systems, and you should safeguard it.

## FIRST TIME REGISTRATION PROCESS

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 UEI #).
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 UEI 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. An organization may have more than one AOR. AOR should not wait for email but should login and check status of registration. The status must be “Authorized.”
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!**
- **Process can take 7-10 days.**
- 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. Do not rely on automatic email notifications; proactively login to verify success of each step of the registration process.
- **Step-by-step process for registration including video tutorials are available on [grants.gov](https://www.grants.gov)** (click on "Applicants" tab). Be sure to select "Registering as an Organization Applicant."

## 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).