



U.S. Department of Housing and Urban Development

Public and Indian Housing

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

NOFO

FR-6700-N-05

12/18/2023

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Public and Indian Housing

Funding Opportunity Title:

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

Funding Opportunity Number:

FR-6700-N-05

Assistance Listing Number (formerly CFDA Number):

14.870

Due Date for Applications:

12/18/2023

OVERVIEW

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Opportunity (NOFO) to invite applications from eligible applicants for the program and purpose described within this NOFO. You, as a prospective applicant, should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

In accordance with [Title 24 part 4, subpart B](#) of the Code of Federal Regulations (CFR), during the selection process (which includes HUD's NOFO development and publication and concludes with the award of assistance), HUD is prohibited from disclosing covered selection information. Examples of impermissible disclosures include: 1) information regarding any applicant's relative standing; 2) the amount of assistance requested by any applicant; and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

For further information regarding this NOFO, direct questions regarding the specific requirements of this NOFO to the agency contact identified in section VII.

Paperwork Reduction Act Statement. In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501- 3520) (PRA), the Office of Management and Budget (OMB) approved the information collection requirements in this NOFO. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a valid OMB control number. This NOFO identifies its applicable OMB control number, unless its collection of information is excluded from these requirements under [5 CFR part 1320](#).

OMB Approval Number(s):

2577-0229, 2501-0017, 2501-0034

I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

1. Purpose

A. Overview. The Resident Opportunity and Self-Sufficiency Service Coordinator (ROSS-SC) grant program is designed to assist residents of Public and Indian Housing make progress towards economic and housing self-sufficiency by removing the educational, professional and health barriers they face.

Self-sufficiency is defined as a household's ability to maintain financial, housing, and personal/family stability. To achieve self-sufficiency, individuals in a household move along a continuum towards economic independence and stability; such movement is facilitated by the achievement of educational, professional, and health/mental health and financial empowerment-related goals. For the ROSS program, self-sufficiency is further defined as a resident's ability to progress along the self-sufficiency continuum through training and the utilization of supportive services. In the case of elderly residents and residents with disabilities, self-sufficiency is further defined as the utilization of supportive services which enable them to age in place or remain living independently for as long as possible.

To help residents make progress towards self-sufficiency, HUD provides ROSS-SC grant funding through a NOFO to eligible applicants to hire a service coordinator who assesses the needs of residents, provides case management, and links residents to training and supportive services that will enable participants to move along the self-sufficiency continuum. Through the ROSS-SC grant, HUD also provides funding flexibility to allow grantees to provide direct services to ROSS participants where necessary to further support the work of the ROSS-SC and ultimately, the attainment of self-sufficiency goals of ROSS participants.

This place-based program targets the entire resident community within the project(s) to be served and aims to address the areas of need at both the community and individual level. Resident participation with supportive services is voluntary and cannot be a condition of housing. The ROSS-SC must work with residents, Public Housing Agency (PHA) staff, Multifamily Owners, tribal government and housing staff, local partners, Resident Associations (RA), and other stakeholders to develop local strategies to address the needs of residents and remove barriers so that residents make progress towards achieving economic and housing self-sufficiency.

On December 29, 2022, the Consolidated Appropriations Act, 2023 (Public Law 117-328), extended eligibility by allowing PHAs or Multifamily Owners to continue to serve (or restart service to) residents of a project with assistance converted from public housing to Rental Assistance Demonstration (RAD) Project-based Voucher (PBV) or RAD Project-based Rental Assistance (PBRA).

B. Core Functions of ROSS-SC Program.

1. *Community Needs Assessment:* ROSS-SCs must assess the needs of residents in the project(s) to be served to determine the critical needs that residents identify as barriers to achieving self-sufficiency. The Community Needs Assessment must ensure all residents have meaningful access to participate including persons with Limited English Proficiency (LEP) as required by Title VI, and ensure effective communication with all residents with disabilities as required by and Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The results of the Community Needs Assessment are a key component of your application. A sample Community Needs Assessment is included with this NOFO at Appendix A.
2. *Coordination and Direct Service Delivery:* The role of each ROSS-SC shall be designed to meet the needs of both individual residents and the local community of project(s) to be served. The ROSS-SC must build partnerships with local service providers, tribal departments, and/or other organizations to coordinate the delivery of services and to ensure that program participants are linked to the supportive services they need. The

ROSS-SC must also assess any gaps in service delivery by existing partners/tribal departments/local service providers and may supplement these directly using limited administrative funding through subcontracts with other organizations possessing the expertise to fulfill the unmet needs of active ROSS participants. The ROSS-SC may also coordinate educational and/or community events that help residents achieve economic independence and stability.

3. *Case Management/Coaching*: The ROSS-SC program must provide one-on-one case management to residents which includes an intake assessment, education, referral to service providers in the local community and/or subcontractors, and follow-up to effectively track outcomes.
4. *Resident Engagement*: ROSS-SCs must find creative ways, including identifying local partners, to engage residents and RAs in activities that help build organizational capacity and leadership; this may include supporting resident-led projects that address the needs of the community. This should include consulting the RA(s) in the project(s) served by the ROSS-SC grant.
5. *Evaluation*: Grantees must regularly monitor and evaluate participant progress, the quality of services delivered by partners and subcontractors, and the overall program success. Regular monitoring and evaluation will help grantees make any necessary changes to improve the implementation of their program during the grant.
6. *Reporting*: Grantees must submit an annual report to HUD. The annual report is due October 30th of each year. Final reports are due 120 days after the grant term ends.

C. Area of Need(s). Based on the results of the Community Needs Assessment, you must choose from the areas of need below to indicate which areas their ROSS-SC will focus on. See section III.F.11. for more information.

- Digital Inclusion
- Education
- Financial Literacy
- Health & Wellness
- Elderly/Persons with Disabilities
- Employment
- Re-Entry
- Substance Use

D. Coordination with Other HUD Programs with Services or Service Coordination. If you are located in a jurisdiction receiving multiple sources of HUD funding (from the programs listed below) to serve the same population or geographic area, you should coordinate among those programs, where appropriate, to leverage shared resources, avoid duplication of services, and improve access and service delivery to participating families. These programs are **Family Self-Sufficiency (FSS), Jobs Plus Initiative, Choice Neighborhoods, Elderly/Disabled Service Coordinators, HUD-VASH, Family Unification Program (FUP) vouchers, Multi-Family Service Coordinators, Housing Counseling, Housing Opportunities for Persons with AIDS (HOPWA), Continuum of Care** programs and/or other special use housing assistance that includes supportive services or service coordination. A PHA that administers both FSS and ROSS-SC programs and uses a single Program Coordinating Committee (PCC) for both programs is an example of effective coordination. Coordination between programs should be

conducted by and between program coordinators and/or other program management staff. However, a full-time ROSS-SC cannot also work as a full-time FSS Service Coordinator.

E. Eligible Use of Funds. ROSS-SC funds may only be used for the coordinator's salary and fringe benefits; travel and training expenses; and limited administrative costs including, costs for direct services or for subcontracting for direct services.

- *Salary and Fringe Benefits:* Funds awarded for salaries and fringe benefits to grantees under this NOFO shall only be used to pay the salary and fringe benefits of the ROSS-SC(s). Funds under this budget line item may not be used for any other purpose than the salary and fringe of the ROSS-SC.
- *Training and Travel Related to Professional and/or Program Development:* Funds may also be requested to pay for training and travel costs only if related to professional and/or program development of the FY23 ROSS program and service coordinator(s). All training and associated travel for the ROSS-SC must be approved by the HUD Field Office or Area ONAP prior to incurring expenses.
- *Administrative Costs:* The funds HUD awards to ROSS-SC grantees to cover administrative costs and limited funding for direct services may only be used to support the ROSS program. These funds may not be used by a grantee's Central Office Cost Centers to cover other grantee costs.

The ROSS-SC program is a cost-reimbursable grant which means that costs are reimbursed by HUD *after* they are incurred. See section IV.F for more information on allowable costs and funding restrictions.

2. HUD and Program-Specific Goals and Objectives

This NOFO supports [HUD's Strategic Plan for Fiscal Years \(FY\) 2022-2026](#) to accomplish HUD's mission and vision. Each of the five goals in the [Strategic Plan](#) include what HUD hopes to accomplish, the strategies to accomplish those objectives, and the indicators of success. However, of the five goals only those applicable to this NOFO are identified below.

You are expected to align your application to the applicable strategic goals and objectives below. Use the information in this section to describe in your application the specific goals, objectives, and measures that your project is expected to help accomplish. If your project is selected for funding, you are also expected to establish a plan to track progress related to those goals, objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

Applicable Goals and Objectives from HUD's Strategic Plan

1. Strategic Goal 1: Support Underserved Communities

Fortify support for underserved communities and support equitable community development for all people.

2. 1C: Invest in the Success of Communities

Promote equitable community development that generates wealth-building for underserved communities, particularly for communities of color.

The Department's commitment to creating a more equitable and prosperous future for all communities in the United States places a specific focus on initiatives and programs that: 1)

promote barrier removal and provide tools to help HUD-assisted residents move toward economic prosperity; 2) encourage individual and community wealth-building; and 3) provide holistic supportive services for underserved communities and those living in HUD-assisted housing.

Place-based initiatives represent an important strategy for realizing the Department's commitment to wealth building stemming from community self-determination. In a place-based strategy, each local initiative or program the Department creates or engages in nuanced tailored activities to meet the community's particular needs for housing and services, based on the local context and resources.

The ROSS-SC grant program is designed to assist residents of Public Housing, RAD-PBV, RAD-PBRA, and Indian Housing make progress towards economic and housing self-sufficiency by removing the educational, professional and health barriers they face. ROSS-SCs must assess the needs of residents in the project(s) to be served to determine the critical needs that residents identify as barriers to achieving self-sufficiency.

3. Changes from Previous NOFO

- a. **Salary and Fringe Maximum Amount.** Under this NOFO, HUD will fund up to \$80,000 for the annual ROSS-SC's salary and fringe benefits. This maximum and all salary requests must be supported by the Bureau of Labor Statistics (BLS) data or salary comparability information. See sections II.C.1 and IV.F.2.c for more information.
- b. **Salary Comparability Information.** In previous NOFOs, applicants were asked to submit salary comparability information from three different sources with their application to support their salary and fringe request. Under this NOFO, salary comparability information is NOT required to be submitted with your application. Instead, HUD will take salary information from the U.S. Bureau of Labor Statistics (BLS) locality pay data, with 25 percent added for fringe benefits. See sections II.C.1 and IV.B.2.c for more information.
- c. **Salary Location.** Under this NOFO, your salary location is based upon your agency's ZIP Code that you submit in your application. See section II.C.1 and IV.B.2.c for more information.
- d. **Standard Definitions.** These new 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.
- e. **Rating Factor Criteria.** The rating factor criteria have been revised to improve comprehensibility for applicants, while providing guidance on criteria. In addition, HUD adjusted the point maximums for criteria. See section V.A.1 for more information.
- f. **ROSS Narrative Statement Requirement.** In the past, HUD required that only new applicants submit a ROSS narrative statement. Under this NOFO, renewal and new applicants must submit a ROSS narrative statement to be eligible for ROSS funding. See section V.A for more information.
- g. **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 III.F and IV.B. for more information.

- h. **Affirmative Marketing Narrative.** Under this NOFO, applicants must submit an Affirmative Marketing narrative with their application. This is a curable deficiency. Please see section III.F and IV.B for more information.
- i. **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 see Section IV.G and IV. B for more information.
- j. **Renewal Applicant Definition.** Under this NOFO, renewal applicants are FY18, FY19, and FY20 ROSS grantees. See section I.A.4 for more information.
- k. **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 III.G for more information.
- l. **Eligibility of PHA Affiliates or Instrumentalities.** PHA affiliates or instrumentalities, as defined in PIH Notice 2011-47 (extending PIH Notice 2007-15), 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 FY21 or FY22 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. Similarly, PHAs are ineligible for funds under this NOFO 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 FY21 and FY22 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.
- m. **Resident Association Definition.** A Resident Association (RA) must exclusively consist of persons residing in public housing or NAHASDA- rental assistance units (including board members) and must exclusively represent residents residing in public housing or NAHASDA- rental assistance units. RAs must also be either a locally incorporated nonprofit organization or a federally designated 501(c)(3) tax-exempt nonprofit organization by the application deadline of this NOFO. For the purposes of this NOFO, a RA does not include a nation-wide or nationally based resident organization (e.g., National Resident Organization [NRO]). See Section I.A.4 for more information about the definition of RA.
- n. **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.

- o. **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.c for more information. Also, this year the form has been changed to be a Microsoft Form document. The URL is included in the Chart under Section IV.B.1 “Content”. The form must be submitted by the application due date.
- p. **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.
- q. **Digital Inclusion 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.
- r. **Letter of Support for Joint Applications.** Lead applicants must obtain a letter of support from each joint applicant they intend to serve. The letter of support must be signed by an authorized representative of the joint applicant’s organization. This is a threshold requirement. In the case of joint applications from resident associations and PHAs, the PHA, its instrumentality or affiliate may not also serve as the Contract Administrator. In addition, if any entity part of a joint application requires a contract administrator, then the lead applicant must sign and enter into the Contract Administrator Partnership Agreement (CAPA). See section 1.A.4.a and III.D for more information.
- s. **Unexpended Balance Threshold.** Renewal applicants that have an unexpended balance of 60 percent or more of their FY18, FY19, or FY20 ROSS funds by the application deadline are ineligible for funds under this NOFO. In addition, new applicants that received ROSS-SC funding prior to FY18 are ineligible for funds under this NOFO if they have a remaining balance of 40 percent or more of their pre-FY18 ROSS-SC grant(s). See section II.C.2.a. for more information.
- t. **Non-Site Based Resident Associations** must include a letter of support from the Public Housing Agency they intend to serve. See section III.D.4 for more information.
- u. **Elderly Disabled Service Coordination (EDSC) Provision.** In past NOFOs, HUD included a provision that prohibited ROSS grantees that received EDSC funding from serving elders and people with disabilities with ROSS funds. This provision has been removed. Under this NOFO, applicants that receive EDSC funding from the Public Housing Operating Fund may apply to serve elders and people with disabilities.
- v. **Statutory and Regulatory Requirements Affecting Eligibility.** This section in the NOFO is updated to include applicable eligibility requirements. The NOFO Template supplemental document is also updated and posted on [HUD’s Funding Opportunity webpage](#).
- w. **Content and Form of Application Submission.** This section in the NOFO is updated to require form HUD 424-B (Applicant Assurances and Certifications). Applicants are also required to update their sam.gov registrations to comply with Federal Assistance Assurance.
- x. **Administrative, National and Departmental Policy Requirements and Terms for HUD Applicants and Recipients of Financial Assistance Awards.** This section in the NOFO is updated to include compliance with: Secretary Fudge April 12, 2022

memorandum; equity requirements; and waste, fraud, and abuse requirements. Additionally, this section clarifies requirements related to nondiscrimination and equal opportunity. The related NOFO supplemental document is updated and posted on [HUD's Funding Opportunity webpage](#). Furthermore, this section is updated to require program details related to its termination policy.

- y. **Federal Relay Service.** The Federal Relay Service contract expired in February 2022. HUD no longer uses the service. The NOFO is updated to include the use of Federal Communications Commission (FCC) relay services for individuals who are deaf or hard of hearing or who have speech disabilities.

4. Definitions

a. Standard Definitions

Affirmatively Furthering Fair Housing (AFFH) means taking meaningful actions, in addition to combating discrimination to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunities, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all program participant's activities and programs relating to housing and urban development.

Assistance Listing number refers to the unique number assigned to each Federal assistance program publicly available in the Assistance Listing, which is managed and administered by the General Services Administration. The Assistance Listing number was formerly known as the Catalog of Federal Domestic Assistance (CFDA) number.

Authorized Organization Representative (AOR) is a person authorized to legally bind your organization and submit applications via Grants.gov. The AOR is authorized by the E-Business Point of Contact (E-Biz POC) in the System for Award Management (see E-Biz POC definition). An AOR may include an Expanded AOR and/or a Standard AOR.

Expanded Authorized Organization Representative is a user in Grants.gov who is authorized by the E-Biz POC to perform the functions of a Standard AOR, initiate and submit applications on behalf of your organization, and is allowed to modify organization-level settings and certifications in Grants.gov.

Standard Authorized Organization Representative is a user in Grants.gov who is authorized by the E-Biz POC to initiate and submit applications in Grants.gov. A Grants.gov user with the Standard AOR role can only submit applications when they are a Participant for that workspace.

Consolidated Plan is the document submitted to HUD that serves as the comprehensive housing affordability strategy, community development plan, and submission for funding under any of the Community Planning and Development formula grant programs (e.g., CDBG, ESG, HOME, and HOPWA). This Plan is prepared in accordance with the process described in [24 CFR part 91](#).

This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See [24 CFR part 91](#) for HUD's requirements regarding the Consolidated Plan and related Action Plan).

Contract means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. For additional information on contractor and subrecipient determinations, see [2 CFR 200.331](#).

Contractor means an entity that receives a contract as defined above and in [2 CFR 200.1](#).

Cooperative agreement has the same meaning defined at [2 CFR 200.1](#).

Deficiency, with respect to the making of an application for funding, is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, missing or incomplete information on a form, or some other type of unsatisfied information requirement. Depending on specific criteria, a deficiency may be either Curable or Non-Curable.

*A **Curable Deficiency*** is missing or incomplete application information that may be corrected by the applicant with timely action. To be curable, the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
- Not influence how an applicant is ranked or scored versus other applicants; and
- Be remedied within the time frame specified in the notice of deficiency.

*A **Non-Curable Deficiency*** is missing or incomplete application information that cannot be corrected by an applicant after the submission deadline. A non-curable deficiency is a deficiency that is a threshold requirement, or a deficiency that, if corrected, would change an applicant's score or rank versus other applicants. If an application includes a non-curable deficiency, the application may receive an ineligible determination, or the non-curable deficiency may otherwise adversely affect the application's score and final funding determination.

E-Business Point of Contact (E-Biz POC) is an organization applicant who is responsible for the administration and management of grant activities for his or her organization. The E-Biz POC is likely to be an organization's chief financial officer or authorizing official. The E-Biz POC authorizes representatives of their organization to apply on behalf of the organization (see Authorized Organization Representative definition). There can only be one E-Biz POC per unique entity identifier (see definition of Unique Entity Identifier below).

Eligibility requirements are mandatory requirements for an application to be eligible for funding.

Environmental Justice means investing in environmental improvements, remedying past environmental inequities, and otherwise developing, implementing, and enforcing laws and policies in a manner that advances environmental equity and provides meaningful involvement for people and communities that have been environmentally underserved or overburdened, such as Black and Brown communities, indigenous groups, and individuals with disabilities. This definition does not alter the requirements under HUD's regulations at [24 CFR 58.5\(j\)](#) and [24 CFR 50.4\(l\)](#) implementing [Executive Order 12898](#). E.O. 12898 requires a consideration of how

federally assisted projects may have disproportionately high and adverse human health or environmental effects on minority and/or low-income populations. For additional information on environmental review compliance, refer to:

https://www.hud.gov/program_offices/comm_planning/environment_energy/regulations.

Equity has the meaning given to that term in Section 2(a) of Executive Order [13985](#) and means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Federal Award, has the meaning, depending on the context, in either paragraphs (1) or (2) of this definition:

(1)

(a) The Federal financial assistance that a recipient receives directly from a Federal awarding agency or a subrecipient receives indirectly from a pass-through entity, as described in [2 CFR 200.101](#); or

(b) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in [2 CFR 200.101](#).

(2) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definitions of Federal financial assistance in [2 CFR 200.1](#), and this NOFO, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

(3) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).

(4) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement in [2 CFR 200.1](#).

Federal Financial Assistance has the same meaning defined at [2 CFR 200.1](#).

Grants.gov is the website serving as the Federal government's central portal for searching and applying for Federal financial assistance throughout the Federal government. Registration on Grants.gov is required for submission of applications to prospective agencies unless otherwise specified in this NOFO.

Historically Black Colleges and Universities (HBCUs) are any historically Black college or university that was established prior to 1964, whose principal mission was, and is, the education of Black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation. [A list of accredited HBCUs can be found at the U.S. Department of Education's website.](#)

Minority-Serving Institutions (MSIs) are

- (1) a part B institution (as defined in [20 U.S.C. 1061](#));
- (2) a Hispanic-serving institution (as defined in [20 U.S.C. 1101a\(5\)](#));
- (3) a Tribal College or University (as defined in [20 U.S.C. 1059c](#));
- (4) an Alaska Native-serving institution or a Native Hawaiian-serving institution (as defined in [20 U.S.C. 1059d\(b\)](#));
- (5) a Predominantly Black Institution (as defined in [20 U.S.C. 1059e](#));
- (6) an Asian American and Native American Pacific Islander-serving institution (as defined in [20 U.S.C. 1059g](#)); or
- (7) a Native American-serving nontribal institution (as defined in [20 U.S.C. 1059f](#)).

Non-Federal Entity (NFE) means a state, local government, Indian tribe, Institution of Higher Education (IHE), or non-profit organization that carries out a federal award as a recipient or subrecipient.

Primary Point of Contact (PPOC) is the person who may be contacted with questions about the application submitted by the AOR. The PPOC is listed in item 8F on the SF-424.

Racial Equity is the elimination of racial disparities, and is achieved when race can no longer predict opportunities, distribution of resources, or outcomes – particularly for Black and Brown persons, which includes Black, Latino, indigenous, Native American, Asian, Pacific Islander, and other persons of color.

Recipient means an entity, usually but not limited to non-Federal entities, that receives a federal award directly from HUD. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.

Resilience is a community’s ability to minimize damage and recover quickly from extreme events and changing conditions.

Small business is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than regular-sized business. The definition of “small”—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. See [13 CFR Part 121](#).

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

System for Award Management (SAM) is the Federal Repository into which an entity must provide information required for the conduct of business as a recipient. Registration with SAM is required for submission of applications via Grants.gov. You can access the website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

Threshold Requirements are eligibility requirements that must be met for an application to be reviewed, rated, and ranked. Threshold requirements are not curable, except for documentation of applicant eligibility, which are listed in Section III.D., Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E., Statutory and Regulatory Requirements Affecting Eligibility.

Underserved Communities has the meaning given to that term in Section 2(b) of Executive Order [13985](#) and refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the definition of “equity” above.

Unique Entity Identifier (UEI) means the identifier assigned by SAM to uniquely identify business entities. As of April 4, 2022, the Federal government has transitioned from the use of the DUNS Number to the use of UEI, as the primary means of entity identification for Federal awards government-wide.

b. Program Definitions.

25 Percent Set-Aside Funding Category is reserved for RA applicants. By statute, and to the extent HUD receives enough qualified applications, 25 percent of all ROSS funds must be awarded to eligible RAs to fund one ROSS-SC position per RA. Eligible RAs will be funded under this funding category. RAs have funding priority over any other applicant type.

Contract Administrator is an overall grant administrator or a financial management agent (or both) that oversees the implementation of the grant and/or the financial aspects of the grant.

Elderly person is any person 62 years of age or older.

Grant Term for ROSS is 36 months. If awarded ROSS funds, the grant term will start on the effective date of the grant agreement. The period of performance upon which the grantee will be evaluated is 36 months.

Indian Tribe is a federally recognized or state recognized tribe as defined in section 4(13) of the Native American Housing and Self-Determination Act (NAHASDA) 25 U.S.C. 4103(13).

Lottery means a random sample selection process, without replacement, through which each qualified applicant or qualified application has the same probability of being chosen. Once an applicant or application is selected from the pool, it will not be reintroduced to the pool when additional selections are made which will deliberately prevent selecting the same applicant or application a second time.

Multifamily Contract Number (PBRA HAP Contract Number) is the number assigned by HUD to a Project Based Rental Assistance (PBRA) Housing Assistance Payments (HAP) contract with the owner of a multifamily housing property. Multifamily Owners applying to serve residents in RAD PBRA projects must include the multifamily contract number on Part II

(projects to be served) of the HUD 52768 form and must also submit Part 1 of their HAP contract with their application.

Multifamily Owner is an entity that has the legal right to lease dwelling units in one or more federally subsidized multifamily housing projects. For this NOFO, Multifamily owners are limited to Owners of RAD PBRA projects that currently receive or previously received (prior to the RAD conversion) ROSS-SC services under a ROSS grant. HUD understands that some Multifamily Owners may also be PHAs, PHA Affiliates/Instrumentalities, or other Non-Profit organizations. However, for the purpose of this NOFO, PHAs, PHA affiliates/instrumentalities, and nonprofit organizations that are applying as Multifamily Owners to serve RAD PBRA units will only be referred to as Multifamily Owners (and not PHAs, PHA Affiliates/Instrumentalities or Non-Profit Organizations). The Multifamily owner's name must be the same entity applying for ROSS-SC funds on the HUD-52768 and SF-424 form. If there is a discrepancy between the owner's name on the HAP contract and the application forms, the applicant must provide a written explanation with their application. Failure to provide this explanation may result in a determination of ineligibility.

PHA Affiliate/Instrumentality is an entity related to the PHA whose assets, operations, and management are legally and effectively controlled by the PHA, through which PHA functions or policies are implemented and that utilize public housing funds or public housing assets for the purpose of carrying out public housing development functions of the PHA. To be eligible under this NOFO, PHA affiliates/instrumentalities must meet the eligibility requirements of nonprofit organizations and must meet the limitations in PIH Notice 2011-47 (extending PIH Notice 2007-15). HUD understands that some PHA Affiliates/Instrumentalities may be a Multifamily Owner. However, for the purposes of this NOFO, a PHA Affiliate/Instrumentality applying as a nonprofit organization to serve public housing units is not considered a Multifamily Owner.

New Applicant is an applicant that has never received ROSS funding **or** was funded under the FY17 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. FY21 and FY22 ROSS grantees will not be considered new applicants and are ineligible for funding under this NOFO. **Note:** Multifamily Owners will be considered new applicants and funded under the new applicant funding category.

New Funding Category is reserved for new applicants. After the 25 percent set-aside category for RAs and Renewal Funding Category for renewal applicant is funded, eligible new applicants will be funded.

Nonprofit Organization for the purposes of this NOFO refers to the following two types of organizations:

1. **Locally Incorporated Non-profit Organization** – A non-profit organization that has filed *articles of incorporation* with the state office (usually the Secretary of State or Attorney General) or tribal government responsible for incorporations and has been granted such status and has maintained this status by complying with state or tribal government requirements. If applicable, applicants that are in the process of incorporating as a non-profit organization and have not been approved of such status by the time of the application deadline will not be eligible for a ROSS grant; or

2. **Tax-Exempt Non-profit Organization** is an organization that has been granted tax-exempt status by the IRS pursuant to 26 U.S.C. 501(c)(3) before the deadline for submission of this application and is therefore exempt from federal taxation. For more information about tax-exempt status, go to [irs.gov](https://www.irs.gov). If applicable, applicants who are in the process of applying for tax-exempt status and have not received this designation from the IRS by the deadline for submission will not be eligible but may be eligible as a Locally Incorporated Non-profit Organization if they submit documentation attesting to having this status as of the application deadline.

Nonprofit Organizations, including PHA Affiliates/Instrumentalities that are not applying as a Multifamily Owner, must prove their nonprofit status. See section III.D for more information

Non-Site Based Resident Association (RA) is a 501(c)(3) tax-exempt non-profit organization or a locally incorporated nonprofit organization of resident councils or resident management corporations representing multiple public housing projects at one or more PHAs. A non-site-based RA must adhere to 24 CFR 964.115 "Resident Council Requirements" and must only serve public housing residents. All elected governing board members must be public housing residents. All PHAs to be served in the ROSS application must submit a letter of support signed by the Executive Director or other authorized representative, acknowledging that they have monitored the election process and that the RA is in good standing.

Person with Disabilities is a person who:

1. Has a physical or mental impairment that substantially limits one or more major life activity as defined in Section 3602(h) of the Fair Housing Act;
2. Has a condition defined as a disability in section 223 of the Social Security Act; or
3. Has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act.

The term "person with disabilities" does not exclude persons who have acquired immunodeficiency syndrome (HIV/AIDS) or any conditions arising from the etiologic agent for AIDS. In addition, individuals shall be considered a person with disabilities, if they have alcoholism or an addiction to drugs (if it is not caused by current, illegal use of a controlled substance). Note that the definition of "person with disabilities" for certain program purposes (e.g., income determination, eligibility) under 24 C.F.R. 5.403 is different from the definition of "individual with disabilities" under Section 504 of the Rehabilitation Act of 1973 (Section 504). For purposes of compliance with federal fair housing and nondiscrimination requirements under Section 504, the definition of "individual with disabilities" under 42 U.S.C. 12102 will apply.

Public Housing Agency (PHA), as defined by 24 CFR 5.100, means any State, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities, that is authorized to engage or assist in the development or operation of low-income housing under the U.S. Housing Act of 1937. For the purposes of this NOFO, a PHA excludes a PHA affiliate/instrumentality (as defined above). Additionally, for the purposes of this NOFO, a PHA that is also a Multifamily Owner applying to serve RAD PBRA units is not considered a PHA.

PHAS-Troubled Applicant refers to a PHA that carries a designation by HUD as "troubled" under the Public Housing Assessment System (PHAS) on the national PHAS Operational List of Troubled PHAs as of the deadline date of the application. NOTE: In accordance with 24 CFR

902.66(a), a “high performance” or “standard performance” rating may be withheld, denied, or rescinded if the PHA demonstrates substantial evidence of noncompliance with civil rights, nondiscrimination and fair housing laws and regulations. Any applicant that is unsure of whether they are considered troubled by HUD should contact the Office of Public Housing in the local HUD field office/area and/or ONAP to determine their status.

Project. This term means a group of properties as explained in PIH Notice 2007-28,. The term "new project number" will refer to the new project number that will be assigned to each Asset Management Project (AMP). Henceforward, the terms "AMP," " 'project," and "new project number" will be synonymous. These projects are identified in PIC with 11-digit codes. In addition, RAD PBV and RAD PBRA properties will also be referred to in this NOFO as “projects." For tribes, a project is a group of properties that are funded through the United States Housing Act of 1937 or with NAHASDA-rental assistance.

Renewal Applicants are FY18, FY19, and FY20 ROSS-SC grantees that were not awarded a FY21 or FY22 ROSS grant. Eligible renewal applicants will be funded based on the requirements of this NOFO and not on the number of coordinators received under their previous award. A renewal applicant may make changes from its FY18, FY19, and FY20 grant as to budget, projects served, number of ROSS-SCs, type of population to be served (family and/or elderly/disabled residents), areas of need to be addressed, partners, and will be considered a renewal. A PHA that is either a FY18, FY19, or FY20 ROSS grantee and includes RAD PBV projects on the HUD-52768 form will be considered a renewal applicant.

If a joint applicant changes its lead applicant and is submitting their application as a renewal, the application shall *not* be considered a renewal. See section III.F.7 for more information on joint applications.

If an applicant is a new PHA with a new PHA identifying number and an ACC created by the consolidation of two or more divesting PHAs, the PHA's application shall be considered a renewal under this NOFO if at least one of the divesting PHAs had a ROSS Service Coordinators Program grant under the FY18, FY19, or FY20 ROSS-SC NOFOs.

To view a list of grantees under the FY18, FY19, and FY20 ROSS-SC NOFOs, applicants should review the "Previously Funded Report" available on this page https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy23offices/spm/gmomgmt/grantsinfo/fundingopps/fy23_rossross_scsc .

Renewal Funding Category is reserved for renewal applicants. After the 25 percent Set-aside Category for RAs is funded, eligible renewal applicants with FY18, FY19, and FY20 ROSS grants will be funded. Applicants in the Renewal Funding Category have priority over applicants in the New Funding Category.

Resident Association (RA) must exclusively consist of persons residing in public housing, or NAHASDA rental assisted units (including board members) and must exclusively represent residents residing in public housing, or NAHASDA rental assistance units. RAs must also be either a locally incorporated nonprofit organization or a federally designated 501(c)(3) tax-exempt nonprofit organization by the application deadline of this NOFO. For the purposes of this NOFO, an RA **does not** include a nation-wide or nationally based resident organization (e.g., National Resident Organization).

To the extent these requirements are met, RAs may include but are not limited to any of the following types of resident organizations:

- City-Wide Resident Councils;
- Intermediary Resident Organizations;
- Jurisdiction-Wide Resident Organizations (24 CFR 964.105);
- Regional Resident Organizations;
- Resident Councils (RC) (24 CFR 964.115);
- Statewide Resident Organizations;
- Site-Based Resident Associations; and
- Resident Management Corporations.

All RA applicants must also submit form HUD-52753 “Certification of Election of Resident Council Board” and must indicate their RA type on the HUD-52768 “ROSS-SC Application Form.”

Resident Management Corporation (RMC) must consist of residents residing in public housing who propose to enter or have entered into a contract to conduct one or more management activities of a PHA and meet the characteristics outlined in 24 CFR 964.120 including being a non-profit organization that is validly incorporated under the laws of the State in which it is located.

ROSS Participant. For purposes of reporting and tracking outcomes, a ROSS participant is defined as a resident who has received an intake assessment by the ROSS-SC and who is actively participating in the program.

Salary Maximum is the highest amount HUD will fund up to for salary and fringe benefits, even when subcontracted, which may not exceed \$80,000 annually per ROSS-SC. See section IV.F for more information.

Service Coordinator Qualifications – ROSS-SCs should possess most or all the following qualifications:

- (1) College degree or significant relevant work experience. A Bachelor of Social Work or degree in Gerontology, Psychology, or Counseling is preferable; although any other completed college degree is fully acceptable. You may also consider individuals who do not have a college degree but who have an Associate’s degree or significant relevant work experience;
- (2) Demonstrated ability to provide effective communications with individuals with disabilities and ensure meaningful language access for persons with limited English proficiency (LEP);
- (3) Knowledge of federal nondiscrimination laws; and legal liability issues related to providing Service Coordination;
- (4) For applicants proposing to serve elderly residents, the ROSS-SC should possess knowledge of the aging process, elder services, disability services, drug and alcohol abuse by the elderly, and mental health issues;
- (5) Two to three years’ experience in social service delivery for low-income youth, adults, seniors citizens and/or people with disabilities;
- (6) Demonstrated working knowledge of supportive services and other resources for youth, adults, senior citizens, and/or non-elderly people with disabilities available in the local area;

- (7) Demonstrated ability to advocate, organize, problem-solve, and provide results for low-income families, the elderly, and/or individuals with disabilities; and
- (8) Ability to deliver eligible activities in compliance with nondiscrimination requirements and have experience working with underserved communities.

Site-Based Resident Association (or Local Resident Association) is a 501(c)(3) tax-exempt non-profit organization or a locally incorporated non-profit organization representing a specific public housing project.

Tribes and TDHEs Designated High Risk are Tribes and TDHEs that must comply with any special conditions outlined by the Area ONAP pursuant to 2 CFR 200.208. See Section V.A for more information.

Tribally Designated Housing Entity (TDHE) is an entity authorized or established by one or more Indian tribes to act on behalf of each such tribe as defined in section 4(22) of NAHASDA (25 U.S.C. 4103).

Tribal/TDHE Resident Group refers to tribal/TDHE resident groups that are democratically elected groups such as tribe/TDHE-wide resident groups, area-wide resident groups, single project groups, or resident management corporations (RMCs). To be eligible for ROSS funding, these organizations must have either a state or tribal government designated incorporated nonprofit status or federally designated 501(c)(3) nonprofit status.

B. Authority

ROSS is authorized under Section 34 of the United States Housing Act of 1937 (42 U.S.C. 1437z-6). Funding for this program is provided by the Consolidated Appropriations Act, 2023 (Public Law 117-328, approved December 29, 2022) and the Consolidated Appropriations Act, 2022 (Public Law 117-103, approved March 15, 2022).

II. AWARD INFORMATION

A. Available Funds

Funding of approximately **\$40,000,000** is available through this NOFO.

Additional funds may become available for award under this NOFO consistent with Section VI.A.2.e., Adjustments to Funding. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFO.

B. Number of Awards

HUD expects to make approximately 130 awards from the funds available under this NOFO.

The chart below identifies the total funding available in the three most recent funding cycles and awards for each funding category.

Funding Year	Funds Available (Approximate)	Number of Awards	25 percent Set Aside for Resident Associations	Renewal	New
2022	\$35,000,000	114	\$1,727,447	\$23,100,515	\$7,967,757
2021	\$38,000,000	129	\$3,596,993	\$23,641,991	\$10,193,611
2020	\$39,000,000	146	\$1,521,522	\$20,788,820	\$16,194,061

C. Minimum/Maximum Award Information

Per the chart below, you must base your request for positions on the number of occupied units in projects to be served. See section III.G for more information on eligible projects. To be eligible for funding, projects included on Part II of the HUD-52768 must have a minimum of 50 occupied units. Note: RAD PBRA and RAD PBV units must have been former public housing units that converted under the RAD program and was previously served by a ROSS-SC to be considered in the occupied unit count.

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

In addition to the guidelines established in the above chart, applicants may apply for one additional ROSS-SC position, not to exceed a maximum of 3 ROSS-SC, if the criteria in section III.F.4 is met. See section III.F.4 for eligibility criteria.

- Salary Comparability Information:** Award amounts will vary depending on the information provided by the U.S. Bureau of Labor Statistics (BLS) for the “Community and Social Service Specialists, All Other” occupation at the median level in your ZIP Code (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 median salary information for the United States. You must request funding that is commensurate with your BLS data. **NOTE:** HUD will consider a salary request to be commensurate if it does not exceed the BLS salary data. HUD may also fund up to 25 percent above the BLS salary for fringe benefits. However, the total amount of salary and fringe must not exceed \$80,000 per year for each ROSS-SC. You can visit the Career One-Stop for your ZIP code to assist in determining your salary request. If the BLS amount for salary and fringe is sufficient to meet your local request, then you do not need to submit salary comparability information on the HUD 52768 (Part III). However, if you believe that the BLS salary comparison amount is insufficient, then you may submit salary comparability information from three different sources (i.e., employers) to justify your salary and fringe request on the HUD-52768 (Part III). A salary request will be considered commensurate if it does not exceed the average of the three salaries submitted for comparability purposes by more than 10

percent. See Section IV.B.2.c for salary comparability information requirements. If you are selected as a ROSS-SC grantee under this NOFO, the Service Coordinator(s) hired must have similar education and qualifications to the comparable positions or professions used to assess whether a salary request is commensurate with local wages.

2. **To promote the most efficient, effective, and timely use of ROSS program funds, HUD is implementing the following changes for applicants:**

- a. **Unexpended Balance Threshold:** Renewal applicants that have an unexpended balance of 60 percent or more of their FY18, FY19, or FY20 ROSS grant funds by the application deadline are ineligible for funding under this NOFO. In addition, ROSS-SC grantees that received ROSS-SC funding prior to FY18 and have a remaining balance of 40 percent or more of their pre-FY18 ROSS grant(s) are ineligible for funding under this NOFO.
- b. **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 and HUD's available resources. In reducing the FY23 award amount, HUD may take into consideration the applicant's award balance, grant term end date, and any grant extension(s) on the FY20 or prior ROSS-SC grants that may have been provided, among other factors. See section V.A.2 for more information.
- c. **Unexpended Funds:** HUD encourages ROSS applicants to expend all FY20 or prior ROSS-SC funds awarded by the end of their grant term. This will avoid any further delays to the start of their FY23 grant since FY23 grantees cannot expend funds from FY20 (or prior) and FY23 ROSS-SC grants at the same time.

Estimated Total Funding:

\$40,000,000

Minimum Award Amount:

\$0

Per Project Period

Maximum Award Amount:

\$816,750

Per Project Period

D. Period of Performance

Estimated Project Start Date:

08/01/2024

Estimated Project End Date:

05/31/2027

Length of Project Periods:

36-month project period and budget period

Length of Periods Explanation of Other:

Grant Extensions. Requests to extend the grant term beyond 36 months must be submitted in writing to the local HUD Field Office or area ONAP and the ROSS program office (ROSS-PIH@hud.gov) at least 90 days prior to the end of the grant term. Denials of extension requests

are reserved for HUD Headquarters. **NOTE:** Grantees who receive extensions may receive unfavorable evaluations as part of reviews of future ROSS applications. Grant extensions may also affect future award amounts. Requests for grant extensions will be examined closely and are highly discouraged.

E. Type of Funding Instrument

Funding Instrument Type:

G (Grant)

Funding will be disbursed through HUD's Line of Credit Control System (LOCCS), in accordance with each successful applicant's executed Grant Agreement. All ROSS grantees are required to establish an account and drawdown funds utilizing LOCCS. LOCCS is HUD's primary grant and subsidy disbursement system that disburses and tracks the payment of grant funds to grantees. Grantees must access and manage their grant funds through an internet version of LOCCS called e-LOCCS. Additional terms and requirements of the grant will be specified in the Grant Agreement.

All current grantees should have already obtained access to LOCCS. Obtaining access to LOCCS requires HUD approval and can be a lengthy process. If your agency does not currently have LOCCS access, we encourage you to begin the process as soon as possible, in the event that your agency is awarded funds under this NOFO. Should you not receive LOCCS approval in sufficient time, you could potentially face a lapse in availability of ROSS-SC funding. For more information about gaining access to LOCCS, please visit http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/locss_guidelineshttp://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/locss_guidelines, or contact the Office of the Chief Financial Officer, User Support Branch at 1-877-705-7504 (toll-free).

Grantees should also review the e-LOCCS User Guide:

(http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs_registration_guide.pdfhttp://portal.hud.gov/hudportal/documents/huddoc?id=eloccs_registration_guide.pdf) for information on the steps needed to gain access to e-LOCCS through HUD's Secure Systems platform. For additional information, please contact your local field office (or Area ONAP) representative, or the Office of the Chief Financial Officer, User Support Branch at 1-877-705-7504 (toll-free).

When completing the LOCCS Access Authorization Form (HUD 27054), please indicate "ROSS" in section 5a (LOCCS Program Area) and "Resident Opportunity and Self Sufficiency" in block 5b (Program Name).

Please remember that there will be no amendment to any successful applicant's Annual Contributions Contract, and HUD's Financial Management Center will not disburse funding increments.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

07 (Native American tribal governments (Federally recognized))

08 (Public housing authorities/Indian housing authorities)

12 (Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education)

13 (Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education)

25 (Others (see text field entitled "Additional Information on Eligibility" for clarification))

Additional Information on Eligibility

- **Resident Associations** (RAs) are eligible to apply. RAs must have either locally incorporated nonprofit status (usually designated by the state) or 501(c)(3) nonprofit status designated by the IRS.
- **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.
- **Indian Tribes** as defined in Section 4(13) of NAHASDA ([25 U.S.C. 4103](#)) are eligible to apply.
- **Tribally-Designated Housing Entities** (TDHEs) as defined in section 4(22) of NAHASDA (25 U.S.C. 4103) are also eligible to apply for FY23 ROSS funding. Tribes are reminded that the number of ROSS-SC positions they are eligible to apply for is based on the number of occupied units in projects to be served that receive NAHASDA-rental assistance as of the application deadline.

Faith-based organizations

(1) Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at [24 CFR 5.109](#), and subject to the protections and requirements of 42 U.S.C. 2000bb et seq., HUD will not, in the selection of recipients, discriminate against an organization based on the organization's religious character, affiliation, or exercise.

(2) A faith-based organization that participates in this program will retain its independence and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law, including the Free Speech and Free Exercise Clauses of the Constitution, 42 U.S.C. 2000bb et seq., 42 U.S.C. 238n, 42 U.S.C. 18113, 42 U.S.C. 2000e-1(a) and 2000e-2(e), 42 U.S.C. 12113(d), and the Weldon Amendment, among others. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws, particularly under the Religious Freedom Restoration Act.

(3) A faith-based organization may not use direct financial assistance from HUD to support or engage in any explicitly religious activities except where consistent with the Establishment Clause and any other applicable requirements. Such an organization also may not, in providing services funded by HUD, discriminate against a beneficiary or prospective program beneficiary on the basis of religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

B. Ineligible Applicants

Any applicant that is not a Public Housing Authority, tribe/TDHE, RA, Multifamily Owner, or non-profit organization (including PHA affiliates/instrumentalities) and/or that does not meet eligibility requirements under this NOFO is ineligible for ROSS funding. This includes any entity that was awarded under the FY21 and FY22 ROSS NOFO competition.

Individuals **are not** eligible to apply.

C. Cost Sharing or Matching

This Program requires cost sharing or matching as described below.

The required match is 25 percent of the total requested in ROSS grant funding. See section III.D.3. below for more information on what is necessary to satisfy the match threshold

D. Threshold Eligibility Requirements

Applicants who fail to meet any of the following threshold eligibility requirements are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

1. Resolution of Civil Rights Matters

Outstanding civil rights matters must be resolved before the application submission deadline. Applicants with unresolved civil rights matters at the application deadline are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

a. An applicant is ineligible for funding if the applicant has any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that are not resolved to HUD’s satisfaction before or on the application deadline date for this NOFO.

(1) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex (including sexual orientation and gender identity), national origin, disability or familial status;

(2) Status as a defendant in a Fair Housing Act lawsuit filed by the United States alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);

(3) Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act, Violence Against Women Act, or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;

(4) Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; Violence Against Women Act; or the Americans with Disabilities Act; or

(5) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law

prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:

- (1) Current compliance with a voluntary compliance agreement signed by all the parties;
- (2) Current compliance with a HUD-approved conciliation agreement signed by all the parties;
- (3) Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;
- (4) Current compliance with a consent order or consent decree;
- (5) Current compliance with a final judicial ruling or administrative ruling or decision; or
- (6) Dismissal of charges.

2. Timely Submission of Applications

Applications submitted after the deadline stated within this NOFO that do not meet the requirements of the grace period policy are marked late. Late applications are ineligible and are not considered for funding. See Section IV. D. Application Submission Dates and Times.

3. Match

a. Purpose: The purpose of the match is to ensure your ROSS program includes committed partners who are able to address the assessed needs of residents. All applicants are required to have in place a firmly committed match contribution equivalent to 25 percent of the total grant amount requested in order to be considered for funding. The 25 percent match is a non-curable threshold requirement. The match may be provided as a cash or in-kind donation. Resources/in-kind services that can be committed include: in-kind services provided to the applicant; funds from federal sources that by statute allow those funds to be used for matching purposes, including, for example, Community Development Block Grant (CDBG) funds or Indian Housing Block Grant (IHBG) funds; funds from any state or local government sources; and funds from private contributions. This NOFO does not list all federal sources that cannot be used for the match. However, HUD would like to emphasize that neither ROSS nor public housing funds may be used for the match. Additionally, HAP contract funds cannot be used as match. Federal sources that cannot be used for match (e.g., public housing and HAP contract funds) will not be counted toward the 25 percent match requirement.

The HUD-52768 form has been revised to require submission of match information from applicants; match amounts must be included in this form. Applicants must maintain all letters from partners attesting to match contributions (see Section IV.B for additional information on required forms). Applicants contributing their own resources to the match, in whole or in part, must also write a letter attesting to the match contribution they are making and keep it on file. NOTE: At any time during the application review process or during the grant term, HUD may ask to review match letters. During the grant term, HUD may also

request a log of actual match contributions used. Failure to produce match letters may result in the loss of your award.

Match may be for the value of services provided by partner organizations as well as for the eligible activities under this grant (e.g., salary, fringe, administration, and training). The value of non-public housing space provided for activities related to carrying out the ROSS-SC program may be counted towards the value of match. The value of public housing resources provided to support the ROSS-SC program cannot be counted toward the value of match. See 2 CFR 200.306 for more information about matching requirements.

NOTE: If you are eligible to submit more than one application, match commitments must be unique to each application. They must be separate, individualized, and non-duplicated.

b. Things to remember when preparing to submit your match information:

- The match certification on the HUD-52768 must be signed by the applicant's Executive Director, Resident Association Board President, Tribal Chairman, or other person authorized to make the stated commitment and/or attest to the match contribution from other partners.
- Joint applicants must together have at least a 25 percent match.
- The value of the volunteer time and/or services your partners are contributing shall be computed by using the normal professional rate for the local area or the national minimum wage rate (\$7.25) multiplied by the number of staff to be provided to the grant, multiplied by the total number of hours, multiplied by the number of years the commitment will be provided. (Example: (\$7.25 per hour) x (2 volunteers) x (50 total hours per year) x (3 years) = \$2,175. This calculation must be in the match letter(s).
- The value of any donated material, equipment, building space, or lease, shall be provided in a letter from the organization making the donation. The letter must state the value of the contribution and the duration of the commitment. (Example: community center space monthly rent valued at: \$1000 per month x 12 months x 3 years = \$36,000).
- For in-kind match based on participants served, the calculation should be: __ number of residents x __ cost of program per resident per year x __ years of grant = total commitment.
- For cash match, the source and type of the funds must be clearly stated but calculations are not necessary.
- Resident volunteers may not be counted as a match source.

c. Content of Match Letters: Match donations must be firmly committed, explicit, in writing on the organization's letterhead, and signed by a person authorized to make the commitment on behalf of the donor organization. The match letters must be kept on file for verification and audit purposes. The letters of commitment/MOUs/tribal resolutions must:

- Demonstrate that the match is firmly committed. "Firmly committed" means that the funding amount and its dedication to the ROSS-SC program is explicit;
- Contain the total dollar value of the commitment, per year of the grant, and total commitment being provided for the grant term;

- Include a calculation to show how the value of the commitment was derived (see example provided above pertaining to calculating volunteer time) and donations based on the number of participants to be served;
- Be dated between the publication date of this NOFO and the application deadline for this NOFO, or any amended deadline; and
- Indicate how the commitment will relate to the proposed program. If the commitment is in-kind, the letters should explain exactly what services or material will be provided. The commitment must be available at time of award.

***NOTE:** Applicants proposing to use their own, non-ROSS or non-public housing grant funds to meet the match requirement, in whole or in part, must also have a letter of commitment indicating the type of match (cash or in-kind), the source of the match, the value of the match, and how the match will be used. The same specifications above apply to match letters submitted by applicant organizations.*

d. Completing the HUD-52768 for Match: The source of funds for each match commitment must be identified on the HUD-52768. *If the applicant itself is proposing to provide the match, the applicant must indicate the funding source on the HUD-52768. Applicants should ensure that the area of need(s) the applicant will address have firmly committed partners and match. By signing the HUD-52768 applicants are certifying that their commitments will be available for the full three-year grant term.*

Submission of a completed HUD-52768 is a curable threshold. See sample excerpted from the HUD-52768 below:

Need of Residents	Service to be Provided	Source of Match	Value of Match
Employment	Job Readiness Training	Tech for Adults	\$5,000
Education Attainment	GED Classes	JOY Community College	\$10,000
Financial Literacy	Financial Coaching	Boys & Girls Club	\$7,000

Applicants must ensure that the need(s) identified in the resident needs assessment are closely linked to the proposed services and contributions the match partners will be providing. See section III.F.2 for more information.

4. Letters of Support for Non-Profit Applicants: If you are a nonprofit organization, or you are not a site-based RA, you must include a letter of support from either the Public Housing Agency, the RA, and/or tribe/TDHE(s) you intend to serve. **This is a non-curable threshold requirement.** If support letters are missing, they shall not be requested by HUD during the deficiency or "cure" period. Similarly, if key criteria are missing from the letter(s), they shall not be requested as part of the deficiency process. 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. All letters of support from PHAs, RAs, tribes/TDHEs must be on organizational letterhead and must:

1. Be signed by an authorized representative of the supporting organization;
2. Be dated between the publication date of this NOFO and the application deadline published in this NOFO, or any amended deadline;

3. Indicate the number of eligible units at the PHA (or the number of eligible units represented by the RA, in the case of RA support letters);
4. 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;
5. Describe to what extent the PHA/tribe/TDHE/RA is familiar with your nonprofit organization and indicate their support for your application; and
6. Include contact information and the name and title of the person authorized to sign for the PHA, Tribe/TDHEs, and/or RA.

5. Letter of Support for Joint Applications: 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. **This is a non- curable threshold requirement.** If support letters are missing, they shall not be requested by HUD during the deficiency or "cure" period. Similarly, if key criteria are missing from the letter(s), they shall not be requested as part of the deficiency process. The letters must be on agency letterhead and must:

1. Be signed by an authorized representative of the supporting organization;
2. Be dated between the publication date of this NOFO and the application deadline published in this NOFO, or any amended deadline;
3. Indicate the number of eligible units at the PHA (or the number of eligible units represented by the RA, in the case of RA support letters);
4. 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;
5. Describe to what extent the lead applicant is familiar with your PHA/tribe/TDHE/RA and indicate how lead and joint applicants will work together; and
6. Include contact information and the name and title of the person authorized to sign for the PHA, Tribe/TDHEs, and/or RA.

6. Non-Profit Status: RAs, PHA Affiliates/Instrumentalities (that are not applying as a Multifamily Owner), and all other non-profit organizations must either be a locally incorporated non-profit (usually designated by the state or tribal government) or a 501(c)(3) non-profit designated by the IRS by the application deadline of this NOFO. Obtaining non-profit status by the application deadline of this NOFO is a threshold requirement for all RAs and non-profit applicants. Lacking nonprofit status by the application deadline is a non-curable deficiency. If a RA, PHA Affiliate/Instrumentality (that is not applying as a Multifamily Owner), or any other non-profit applicant lacks non-profit status, as defined above, at the time of the application deadline, their application will be deemed ineligible.

Renewal applicants must certify that their non-profit status is current and in good standing by using the HUD-52768. This information is a curable threshold. This means that if a renewal nonprofit applicant does not provide this information on the HUD-52768, HUD will be able to ask for clarification.

All new applicants must submit a copy of their 2021 or 2022 federal annual information return submitted to the IRS (for 501(c)(3) applicants) or the state or tribal equivalent annual return (for locally incorporated nonprofits). If no annual return exists, the new applicants 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.

Notwithstanding the paragraphs directly above, under the heading “Non-Profit Status,” and pursuant to 24 CFR 5.109(l)(5) (published December 17, 2020, at 85 Fed. Reg. 82315), if an entity that holds a sincerely held religious belief that it cannot apply for a determination as an entity that is tax exempt, the entity may provide evidence sufficient to establish that the entity would otherwise qualify as a nonprofit organization. To exercise this exception to the non-profit status requirements of this NOFO, applicants must include in their application: (1) a certification stating that they have a sincerely held religious belief that it cannot apply for a determination that the entity is tax-exempt; and (2) evidence sufficient to establish that the applicant would otherwise qualify as a nonprofit organization. See 24 CFR 5.109(l)(5) for more information.

7. Contract Administrator: All RAs, and Troubled PHA applicants must have a contract administrator. If the HUD-52755 form is not submitted as part of the application, and if it is not completed correctly, it will not be requested during the deficiency period. This is a non-curable threshold requirement. See section III.F.1 for more information about the role of the Contract Administrator.

8. ROSS Narrative Statement: Renewal and new applicants must submit a ROSS narrative statement. If the ROSS narrative statement is not submitted as part of the application, it will not be requested during the deficiency period. This is a non-curable threshold requirement. Applications with ROSS narratives that are found to be repetitive of other applicants’ ROSS narratives may not be considered or evaluated. See section V.A. for more information

9. Unexpended Balance Threshold: Renewal applicants that have an unexpended balance of 60 percent or more of their FY18, FY19, or FY20 ROSS grant funds by the application deadline are ineligible for funding under this NOFO. In addition, ROSS-SC grantees that received ROSS-SC funding prior to FY18 and have a remaining balance of 40 percent or more of their pre-FY18 ROSS grant(s) are ineligible for funding under this NOFO.

10. High-Risk Designation for Tribes and TDHEs: In addition to meeting the requirements outlined above, a high-risk 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.

11. PBRA Troubled Assets. Multifamily Owners that have a multifamily housing property with a risk rating of Troubled (scores of 1-3) in the Integrated Real Estate Management System (IREMS) as of the application deadline, you are not eligible for an award under this NOFO.

E. Statutory and Regulatory Requirements Affecting Eligibility

Eligibility Requirements for Applicants of HUD’s Financial Assistance Programs

The following requirements affect applicant eligibility. Detailed information on each requirement is found in the [“Eligibility Requirements for Applicants of HUD’s Financial Assistance Programs” document on HUD’s Funding Opportunities page.](#)

- Universal Identifier and System for Award Management (SAM.gov) Requirements

- Outstanding Delinquent Federal Debts
- Debarments or Suspensions, or both
- Mandatory Disclosure Requirement
- Pre-selection Review of Performance
- Sufficiency of Financial Management System
- False Statements
- Prohibition Against Lobbying Activities

In addition, each applicant under this NOFO must have the necessary processes and systems in place to comply with the Award Term in Appendix A of [24 CFR part 170](#) if the applicant receives an award, unless an exception applies as provided in [2 CFR170.110](#).

F. Program-Specific Requirements

1. Contract Administrator: All RAs and troubled PHA applicants must have a Contract Administrator. The Contract Administrator must assure that the financial management system and procurement procedures that will be in place during the grant term will fully comply with 2 CFR Part 200. Contract Administrators must also assist grantees in meeting HUD's reporting requirements. However, Contract Administrators are expressly forbidden from accessing HUD's Line of Credit Control System (LOCCS) and submitting vouchers on behalf of grantees.

In the case of Troubled PHAs, its instrumentality or affiliate may not serve as the Contract Administrator. In the case of joint applications from resident associations and PHAs, the PHA, its instrumentality or affiliate may not also serve as the Contract Administrator. In addition, if any entity part of a joint application requires a contract administrator, then the lead applicant must sign and enter into the Contract Administrator Partnership Agreement (CAPA) with an entity that is not part of the application. Applications that do not follow this requirement will not be funded. Contract Administrators may be but are not limited to local housing agencies; Public Housing Authorities (not troubled); community-based organizations such as community development corporations (CDCs), churches, temples, synagogues, or mosques; nonprofit organizations; or state/regional/local associations, agencies, and organizations. Troubled PHAs are not eligible to be Contract Administrators. Organizations that the applicant proposes to use as the Contract Administrator must not violate or be in violation of other conflicts of interest as defined in 2 CFR Part 200 and in the Public Housing Annual Contributions Contract (for PHAs serving as Contract Administrators).

Contract Administrators are not required for tribes. However, high-risk tribes will have to comply with any special conditions outlined by the Area ONAP pursuant to 2 CFR 200.208 prior to implementing their ROSS award.

2. Achieving Results and Program Evaluation: HUD requires that all applicants develop performance and outcome measurements that are focused on the areas of need they select in their application. The areas of need are designed to support residents' path towards economic stability and independence, or in the case of elderly residents/residents with disabilities, also assisting them to continue to age/remain in place. This NOFO provides a set of key performance indicators to be measured throughout the grant term. See Section III.F.11. If awarded funds under this NOFO, HUD will provide more information regarding effective evaluation of the ROSS program.

- a. **Assessing Needs of Residents:** All applicants must complete a Community Needs Assessment for the project(s) included in their FY23 ROSS application. The purpose of the Community Needs Assessment is to inform the areas of need the applicant will be choosing to address in this application. The needs assessment must contain responses from at least 20 percent of the residents living in the project(s) you are applying to serve. You must ensure that the needs you propose to address in this application are representative of actual needs of the residents residing in the projects to be served. Once the needs are determined, applicants must use the HUD-52768 to identify the resident need(s) their ROSS-SC(s) will address. HUD encourages all applicants to use the needs assessment included with this NOFO. See Appendix A. **If you choose to use any other needs assessment tool, the applicant must also attach the resident needs assessment tool with this 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 for more information. Note: grantees under this NOFO may be required to administer an additional needs assessment during the course of implementing the ROSS program as prescribed by HUD.
- b. **Client/ROSS-SC Ratio:** HUD expects at minimum a 50 client to one ROSS-SC ratio per year of the grant. After six months from the grant’s launch, ROSS grantees should serve at least 50 participants at any time during the year for each ROSS-SC.
- c. **Evaluation Tool:** HUD requires applicants to develop an effective, quantifiable, outcome-oriented plan for measuring performance and determining whether goals have been met. All FY23 ROSS grantees will report their performance data through the Standard for Success framework. The framework’s main tenets are: (1) standardization of data elements, measures, definitions, metrics, and reporting periods across HUD programs; (2) alignment of programmatic data elements and measures with higher-level agency priority goals and objectives; and (3) the utilization of record-level (client-level) reports for greater analysis and responsiveness of programs. HUD will provide more information on the reporting tools all grantees will have the option to use as part of the Standard for Success framework and the required data elements all grantees must use to report. For more information on Standard for Success, please visit: <https://www.hudexchange.info/programs/standards-for-success/>.

3. Maximum Number of Applications (See the chart in the Appendix to this NOFO for additional information):

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

Applicant type	Maximum Number of Applications	Renewal or New Applicant Category
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

PHAs proposing to serve both public housing and RAD PBV residents must apply under the same application. HUD will use the total occupied unit count included on the HUD-52768 form (Part II), to determine number of ROSS-SCs. If you are a non-profit applicant that is not an RA or a non-site-based RA (not applying under 25 percent designation) and you submit more than one application, each application must be complete in and of itself and each will be evaluated independently. Match commitments must be unique to each application. They must be separate, individualized, and non-duplicated.

4. Maximum Number of ROSS-SCs per application: You must base your request for positions on the number of occupied units in projects to be served as of the application deadline of this NOFO. To be eligible for funding, projects included on Part II of the HUD-52768 must have a minimum of 50 occupied units. Note: RAD PBRA and RAD PBV units must have been former public housing units that converted under the RAD program and were previously served by a ROSS-SC to be considered in the occupied unit count.

Applicant type	Number of ROSS-SCs
PHAs	Up to 3.
PHA Affiliates/Instrumentalities not applying as a Multifamily Owner	Up to 3
Tribes/TDHEs	Up to 3.
Site Based RAs	1
Non-site-based RAs (i.e., city-wide, intermediary, and jurisdiction-wide) applying under the 25 percent RA set-aside	1

Applicant type	Number of ROSS-SCs
Non-site-based RAs (i.e., city-wide, intermediary, and jurisdiction-wide) not applying under the 25 percent RA set aside	Up to 3 per application for a maximum of 9.
Nonprofit applicants that are not RAs, PHA Affiliates/Instrumentalities	Up to 3 per application for a maximum of 9.
Multifamily Owners	Up to 3

NOTE: Site based and non-site-based RA applicants applying under the 25 percent set-aside may only apply for one SC each.

In addition to the guidelines established in the above chart, applicants may apply for one additional ROSS-SC position, not to exceed a maximum of 3 ROSS-SC positions per application, if the following criteria is met:

- **You are serving elders and people with disabilities, and;**
 - Your project(s) to be served (on the HUD-52768) include at least 500 occupied units;
 - At least 90 percent of those units are households with an elderly resident and/or a resident with a disability;
 - You are a renewal grantee;
 - Of the elderly ROSS participants and/or ROSS participants with disabilities that you served in your FY18, FY19, or FY20 grant:
 - at least 50 percent received two or more services;
 - at least 100 ROSS participants were served; *OR*

- **You are serving residents that are separated by significant distance, and:**
 - You are a regional housing authority, a statewide housing authority, or a tribe;
 - One or more of the projects included in your application are at least 50 miles apart;
 - Your project(s) to be served (on the HUD-52768) include at least 500 occupied units to be served;
 - You are a renewal grantee;
 - You served at least 100 ROSS Participants as part of your FY18, FY19, FY20 grant.

The ROSS program is a place-based program, and ROSS-SCs are expected to provide one-on-one case management to program participants. If you are a regional housing authority, a statewide housing authority, or a tribe, and you are requesting one additional ROSS-SC position based on significant distance, you must provide a map demonstrating the distance between your properties to be served which are separated by at least 50 miles. The map demonstrating distance is a curable deficiency requirement.

5. Maximum Number of ROSS-SCs per PHA, Multifamily Owner, or Tribe/TDHE:

The maximum number of ROSS-SC positions that HUD will fund per PHA, Multifamily Owner,

or Tribe/TDHE is three. This maximum depends on the number of *occupied* units in eligible projects the applicant proposes to serve. If multiple applicants applying to serve the same PHA, or Tribe/TDHE submit applications that exceed the total number of ROSS-SC positions that the PHA, Multifamily Owner, or Tribe/TDHE is eligible for and all applications are deemed eligible, only the first chosen in the rating and ranking review will be funded. If all applicants are in the same funding category and have the same score, HUD will use a lottery to choose the grantee. Applicants should coordinate their application efforts in order to ensure that their applications do not exceed this cap.

6. Maximum Number of Applications per Project(s) to be served:

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 applicant with the highest score will be chosen during the rating and ranking review. If all applicants are in the same funding category and have the same score, HUD will use a lottery to choose the grantee. Projects that are being served by FY21 and FY22 grantees will not be counted as eligible projects to be served under this NOFO.

7. Joint Applications: Two or more eligible organizations may collaborate to submit a joint application for proposed grant activities. However, joint applications must designate a lead applicant. The PHA (or other applicant type) listed first on the SF424 and HUD-52768 will be considered the lead applicant. In addition, the lead applicant must be registered with [Grants.gov](https://www.grants.gov) and submit the application using the [Grants.gov](https://www.grants.gov) portal.

PHAs that submit a joint application with a RA or nonprofit organization (including a PHA Affiliate/Instrumentality that is not applying as a Multifamily owner) must only serve public housing residents. Only PHAs joining with another PHA as a joint applicant may serve RAD PBV residents (with or without also serving public housing residents). Similarly, only Multifamily Owner with another Multifamily Owner as a joint applicant may serve RAD PBRA residents. See section III.G for eligible ROSS participants based on applicant type. All members of a joint application are subject to the requirements of this NOFO, and the terms and conditions of the award. Lead applicants must ensure the following conditions are met:

- a. A letter of support from each joint applicant is included with the ROSS Application (see Threshold Requirements above).
- b. If the joint applicant is a Non-profit Organization (including a PHA Affiliate/Instrumentality that is not applying as a Multifamily Owner) or Resident Association, it must be either a locally incorporated non-profit organization or a federally designated 501(c)(3) tax-exempt non-profit organization by the application deadline. By signing the HUD-52768, the lead applicant certifies that each joint applicants' non-profit status is in good standing.

In addition, RAs that apply as a joint applicant with a PHA, tribe, TDHE, or non-RA nonprofit organization will not be eligible for the 25 percent set-aside for RAs.

NOTE: Applicants that are part of a joint application may not also submit separate applications as sole applicants under this NOFO.

8. Part-Time Service Coordinators: HUD expects ROSS-SCs to work full-time, but a part-time ROSS-SC may be retained where appropriate, so long as the combined working hours of the part-time ROSS-SCs are equivalent to the working hours of a full-time ROSS-SC; however, the 50-unit minimum to be served by the ROSS-SC remains the same. In addition, one or more

PHAs may share a full-time position if that is deemed most appropriate for your program. More than one person may job-share a ROSS-SC position so that, for example, two part-time staff people may be hired to fulfill the duties of one full-time ROSS-SC. A full-time ROSS-SC staff person is not permitted to also serve the functions of an FSS or Jobs Plus coordinator or take on any other duties beyond the ROSS program.

9. Unexpended Balance: All current ROSS-SC grantees should be expending their funds in a timely fashion (timely drawdowns occur on a monthly or two-month basis). While grantees may experience staff turnover or other challenges during the life of the grant that may impact the timely drawdown of funds, all grantees should ensure they are able to fill ROSS-SC positions in a timely manner so that there is not a significant balance of their existing grant by the application deadline. This will also ensure that residents are being consistently served by the ROSS-funded SC.

10. Grant term: The term of the FY23 ROSS grant is 36 months. If awarded, the grant term will be indicated in the grant agreement. The grant term will not change even if the grantee does not start implementing the ROSS program by the start of the grant term. HUD may evaluate grantee performance for the full term of the grant.

11. Areas of Need: Using the HUD-52768, each applicant may select three areas of need they will address. Applicants must select the area(s) of need they will be addressing based on the results of their resident needs assessment. For applicants who choose any of the following areas of need: Digital Inclusion, Health and Wellness, Reentry, or Substance Use, you must also select either Education, Employment, or Financial Literacy. Coordinators must work with service providers, partners, and other community resources to support each resident in achieving economic independence and stability. Each area of need has a set of goals and Key Performance Indicators (KPIs) that HUD will require each grantee to measure and work towards by the end of the grant term. Below is a list of preliminary goals and KPIs for each area of need. These KPIs may be subject to change. More information on measuring outcomes and evaluation will be provided to FY23 grantees.

a. Digital Inclusion: Coordinators will develop programs to help residents access affordable Internet in their homes, affordable devices, and the necessary digital literacy training.

KPIs:

- Residents without in-unit Internet access, obtain access.
- Residents without a computer device (tablet, laptop, or PC), obtain one.
- Residents without digital literacy skills, enroll in digital literacy classes.
- Residents with disabilities who are in need of accessible technology options, obtain access.

b. Education: Coordinators will work with residents to achieve educational and/or training levels that can prepare them for careers that pay a living wage (covering housing, healthcare, childcare, and food expenses).

KPIs:

- Residents without a High School Diploma or GED attain a High School Diploma or GED.

- Residents attaining a higher level of education or license/certification.
- Residents enrolled in educational or vocational program.
- Residents attained a license/certification.
- Residents receiving education-related services.

c. Health & Wellness: Coordinators will 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.

KPIs:

- Residents without health insurance receive health insurance.
- Residents attend medical examinations at least once every 12 months.
- Residents receiving health-related services.

d. Reentry: Coordinators will 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.

KPIs:

- Residents involved in the justice system receiving legal aid services.
- See education and employment.

e. Employment: Coordinators will work with residents to gain employment with adequate pay and benefits and will connect residents to the supports they need in order to help them maintain employment for more than 12 months.

KPIs:

- Unemployed residents receiving employment.
- Employed residents retaining employment for more than 12 months.
- Residents with part-time employment obtaining full-time employment.
- Residents receiving employment related services.

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

KPIs:

- Residents receiving Earned Income Tax Credit (EITC).
- Residents with no financial account obtaining a financial account.
- Residents receiving financial management-related services.

g. Elderly Residents/Residents with Disabilities: Coordinators serving elderly residents/residents with disabilities will work to coordinate services to enable residents to reach and maintain their desired level of independence and to help them continue aging/remaining in place thereby avoiding more costly forms of care. Coordinators will coordinate these services and the services identified in the other areas of need by the grantee (e.g., digital inclusion, education, health and wellness, financial literacy, access to childcare, etc.) for residents with

disabilities and elderly residents based on residents' desired services. These supportive services are offered for elderly residents and residents with disabilities in addition to the services offered by the grantee in the other areas of need.

KPIs:

- Residents receiving voluntary elderly-related services.
- Residents receiving voluntary disability-related services.
- Residents receiving Supplemental Security Income and Social Security Disability insurance.
- See health and wellness.

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

KPIs:

- Residents with drug or alcohol dependency are receiving voluntary substance use treatment.
- See health and wellness.

12. Other Barriers/Areas of Need: In assisting residents move towards self-sufficiency, ROSS-SCs must ensure that barriers beyond the areas of need identified above are also being addressed. The ROSS grant program provides limited funding to address these areas, which can include:

- a. **Access to Transportation:** Many residents without access to affordable transportation options, including accessible, affordable transportation, may be unable to access resources to move their family towards economic self-sufficiency. ROSS-SC should work with community partners and local government so that residents have regular access to accessible, affordable transportation to and from healthcare appointments, job training, educational services, and other services that support economic self-sufficiency.
1. **Access to Childcare Services:** ROSS-SCs should ensure households with children have access to affordable, reliable, safe childcare services so they may achieve employment and/or educational goals.
2. **Serving Youth:** In addition to addressing barriers, ROSS-SCs should consider ways to expand access to educational and employment services for youth living in HUD-assisted housing. This may include post-secondary education services, literacy skills training, and youth summer employment and/or apprenticeships.

13. Types of Services to be Coordinated or Provided:

- a. **Coordinating Services:** Given limited grant funds, grantees are encouraged to create linkages and partnerships with existing local service providers whenever possible and referring residents to their services. For PHAs that are also recipients of the FSS grant, grantees are encouraged to participate in and join their Program Coordinating Committee (PCC). In the absence of a local PCC, grantees may establish their own. Services that can be coordinated include, but are not limited to the examples below:
 - **Child Care Services;**

- **Adult Basic Education/Literacy Classes;**
 - **After-school programming for K-12 students** - this can include such things as early learning programs, homework assistance, mentorship programs, computer/Science, Technology, Engineering, Arts, and Math (STEAM) programs;
 - **High School/ GED Programs;**
 - **Programs to assist residents complete the Free Application for Federal Student Aid** (the FAFSA) for high school graduates interested in pursuing a college degree;
 - **Job Training and Skills;**
 - **Digital Inclusion Activities**, including assessing residents' needs for digital literacy training, affordable computer devices, affordable Internet access, accessible technology, and coordinating programs to address these needs;
 - **Credit Counseling/Financial Literacy;**
 - **Healthcare Coordination;**
 - **Assistance with Activities of Daily Living for elderly residents/residents with disabilities;**
 - **Congregate Services/Meal Delivery Services.** In the cases of the elderly or persons with disabilities, coordination of meal services to meet nutritional needs; and
 - **Employer Linkage and Job Placement.**
- b. **Direct Service Provision:** HUD is aware that some communities either lack service providers that can address resident needs or existing service providers may be overburdened and unable to effectively take on additional caseloads. In these cases, grantees may provide the services directly, or they may subcontract with qualified organizations. Direct service provision must be tied to the Community Needs Assessment (Appendix A) and provided to active ROSS participants. As this is a newer eligible use of ROSS funds, HUD will evaluate the implementation of this provision and reassess this eligible use of funds for future NOFOs. Costs for direct services must be deemed necessary, reasonable, and allocable. Direct services must comply with 2 CFR part 200 Cost Principles (subpart E) including 2 CFR 200.403. **Prior to incurring any costs associated with the provision of direct services, grantees must consult and obtain approval from their local HUD field office.** When subcontracting, grantees must follow their procurement guidelines. In addition, direct services must be provided to active ROSS participants (residents that have completed an intake assessment with the ROSS-SC) to help them overcome barriers to success such as lack of childcare, or transportation, including accessible transportation, or expenses that help active ROSS participants meet their educational, health, or professional goals. Please note that ROSS-provided administrative funds may not be sufficient to cover the full range or full costs of needed direct services.
- **Child Care Services** - Grantees may provide bridge funding to help ROSS participants cover initial childcare costs (up to eight weeks) to eliminate barriers to employment, job training or education. Grantees may require ROSS participants to make a partial contribution to the cost. Full child-care costs may be covered for up to eight weeks per participant at the discretion of the grantee. Should ROSS participants make contributions, this period may be extended.

- **Adult Basic Education/Literacy Classes** - if there is sufficient need, grantees may hire qualified providers such as community colleges to bring such programs onsite; grantees may also use grant funds to cover the cost of the Test for Adult Basic Education (TABE) or other equivalent tests for active ROSS participants.
- **After-school Programming** – if there is sufficient need, grantees may hire qualified providers to offer after-school enrichment programming for K-12 students; this can include such things as early learning programs, homework assistance, mentorship programs, computer/Science, Technology, Engineering, Arts, and Math (STEAM) programs;
- **High School/GED Programs** - if there is sufficient need, grantees may hire qualified providers to bring such programs onsite using grant funds; and may also use grant funds to cover the cost of the GED test for active ROSS participants;
- **Programs to assist Residents complete the Free Application for Federal Student Aid (the FAFSA)** for high school graduates interested in pursuing a college degree, grantees may establish education navigator programs to help high-school students and their families complete the FAFSA and navigate the college application process;
- **Job Training and Skills/Employer Linkage and Job Placement** - grantees that identified employment as an area of need are encouraged to identify local growth trends in employment by consulting workforce investment boards, community colleges or other similarly specialized organizations, create linkages to relevant employers in their area, and establish training and/or apprenticeship programs to help prepare residents to fill those jobs. Grantees may subcontract with community colleges, industry groups or other accredited entities to provide residents with the needed training to meet employers' needs and to assist with job placement;
- **Digital Inclusion Activities, including assessing residents' needs for digital literacy training, affordable computer devices, affordable Internet access, accessible technology, and coordinating programs to address these needs.** Using residents' needs as a guide, grantees may establish comprehensive digital inclusion programs to help residents obtain affordable in-unit Internet access, devices, and the training to use them. This can include working with local Internet Service Providers (ISPs) to offer on-site enrollment events, creating hotspot and computer device lending programs, digital navigator programs, and digital literacy training programs. Grantees **may not** use ROSS funds to purchase devices for residents or to pay for in-unit Internet service. However, they may use administrative funds to upgrade computer equipment and/or training software at a centrally located computer learning center such as a Neighborhood Networks center. Grantees are encouraged to review this [guidance](#) regarding the use of Public Housing Funds to support computer labs and in-unit Internet access. Grantees can also refer to the [ConnectHomeUSA Playbook](#) to guide their efforts.
- **Credit Counseling/Financial Literacy** - grantees can subcontract with accredited financial literacy/credit counseling services to bring these services onsite to help active ROSS participants, this can include one-on-one coaching/counseling;
- **Healthcare Services** - grantees may hire a healthcare professional (such as a healthcare provider or nurse practitioner) to assess residents' healthcare needs,

assist with enrollment in healthcare programs/insurance, connect to a healthcare provider, and in the case of elderly/disabled residents, ensure medications and prescriptions are up-to-date. Additionally, sites may consider hiring a Community Health Worker(s) to support coordination with Federally Qualified Health Centers; and

- **Assistance with Activities of Daily Living (ADL) for elderly residents/residents with disabilities** - grantees that have selected elderly/disabled as an area of need, may use grant funds to assist ROSS participants with ADLs. These activities should also be aimed at reducing social isolation, ensuring residents with disabilities are in units that meet their disability-related needs, that they have access to accessible transportation, and taking other actions to assist elderly residents and residents with disabilities with varying levels of health needs to live independently for a prolonged period.

Advancing Racial Equity

In accordance with Executive Order [13985](#), *Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, and federal fair housing and civil rights laws, you must submit a narrative demonstrating 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.

Note that any actions taken in furtherance of this section must be consistent with federal nondiscrimination requirements.

Applicants must submit this narrative requirement as part of their application. Please see section IV.B. for more information.

Affirmative Marketing

You must submit a narrative demonstrating that the housing, services, or other benefits provided under this grant will be affirmatively marketed broadly throughout the local area and nearby areas to any demographic groups that would be unlikely or least likely to apply absent such efforts. Such demographic groups may include, for example, Black and Brown persons or communities, individuals with limited English proficiency, individuals with disabilities, or families with children. Such activities may include outreach through community contacts or service providers or at community centers serving the target population; and marketing on websites, social media channels, television, radio, and print media serving local members of the targeted group. Documentation for this factor consists of a narrative describing the activities that will fulfill the factor requirements.

This narrative on Affirmative Marketing is required and must address the issues described above. Applicants will submit this narrative according to the instructions in Section IV.B. This narrative will be evaluated for sufficiency. If the narrative is deemed insufficient, it will be a curable deficiency that will be communicated to the applicant for correction with a notice of deficiency.

G. Criteria for Beneficiaries.

1. Eligible Participants. Participants assisted by ROSS-SCs must be public housing, RAD-PBRA, RAD-PBV, or NAHASDA rental assistance residents. RAD PBRA and RAD PBV residents must live in a former public housing project that converted under the RAD program and was previously served by a ROSS-SC to be considered as an eligible participant. The chart provides further detail on eligible participants each applicant type may apply to serve. To the extent that other residents (e.g., Housing Choice Vouchers (HCV) participants, non-RAD PBV participants, or non-RAD PBRA residents) live at an assisted project, as may be the case in a Mixed-Finance public housing project, only the public housing residents, RAD-PBRA residents, RAD-PBV residents, or residents living in projects with NAHASDA rental assistance may be assisted by ROSS-SCs. ROSS-SCs may not serve HCV residents, non-RAD PBV residents, or non-RAD PBRA residents.

Eligible Participants Based on Applicant Type		
<u>Applicant Type</u>	<u>Eligible to Serve</u>	<u>Ineligible to Serve</u>
PHAs	<ul style="list-style-type: none"> • Public housing residents • RAD PBV residents (must be a resident of a project with assistance converted from public housing to RAD PBV and the project was formerly served by a ROSS-SC). 	<ul style="list-style-type: none"> • RAD PBRA residents • PBRA residents • Non-RAD PBV Residents • Anyone that is not a public housing or RAD PBV resident
Public Housing Resident Associations (site-based and non-site-based)	<ul style="list-style-type: none"> • Public housing residents 	<ul style="list-style-type: none"> • RAD PBRA residents • PBRA residents • RAD PBV residents • PBV residents • Anyone that is not a public housing resident
Non-Profit Organizations (including PHA affiliates or instrumentalities) that are not Multifamily Owners	<ul style="list-style-type: none"> • Public housing residents • NAHASDA-rental assisted Residents • Formula Current Assisted Stock residents 	<ul style="list-style-type: none"> • RAD PBRA residents • PBRA residents • RAD PBV residents • PBV residents • Anyone that is not a public housing, Formula Current Assisted Stock, or a

		NAHASDA-rental assisted resident
Multifamily Owners	<ul style="list-style-type: none"> • RAD PBRA residents (must be a resident of a project with assistance converted from public housing to RAD PBRA and the project was formerly served by a ROSS-SC). 	<ul style="list-style-type: none"> • Public housing residents • Non-RAD PBRA residents • RAD PBV residents • PBV residents • Anyone that is not a RAD PBRA resident
Tribes/TDHEs	<ul style="list-style-type: none"> • NAHASDA-rental assisted residents • Formula Current Assisted Stock residents 	<ul style="list-style-type: none"> • Anyone that is not a NAHASDA-rental assisted or a Formula Current Assisted Stock resident
Tribal Resident Associations	<ul style="list-style-type: none"> • NAHASDA-rental assisted residents • Formula Current Assisted Stock residents 	<ul style="list-style-type: none"> • Anyone that is not a NAHASDA-rental assisted or a Formula Current Assisted Stock resident

2. Eligible Units in Projects to be Served. The following units in projects are eligible to be served and may count towards number of occupied units on the HUD-52768 (Part II).

- Public housing units – Only PHAs, Nonprofit Organizations (including PHA Affiliate/Instrumentalities not applying as a Multifamily Owner), and RAs may include public housing units on the HUD-52768 (Part II) to count towards the number of occupied units in project(s) to be served.
- RAD PBV – Only PHAs may include RAD PBV units on the HUD-52768 (Part II) to count towards the number of occupied units in project(s) to be served. The RAD PBV units must have been former public housing that converted to RAD PBV and once served by a ROSS-SC
- RAD PBRA – Only Multifamily Owners may include RAD PBRA units on the HUD-52768 (Part II) to count towards the number of occupied units in project(s) to be served. The RAD PBRA units must have been former public housing units that converted to RAD PBV and once served by a ROSS-SC.
- Formula Current Assisted Stock Units – Only tribes, TDHEs, tribal RAs, and Nonprofit Organizations, may include 1937 Act-assisted units developed by Indian Housing Authorities (Formula Current Assisted Stock, i.e., FAFSA units) on the HUD-52768 (Part II) to count towards the number of occupied units in project(s) to be served.

- NAHASDA- rental assisted units - Only tribes, TDHEs, tribal RAs, and Nonprofit Organizations may include NAHASDA- rental assisted units on the HUD-52768 (Part II) to count towards the number of occupied units in projects to be served.

Other housing projects, including but not limited to private housing, federally insured housing, federally subsidized, or federally assisted (i.e., assisted under Section 8, Section 202, Section 811, Section 236), and others, are not eligible to participate in ROSS. Please note that applicants may not apply to serve projects currently being served by FY20 or FY21 ROSS grantees.

When applying for ROSS grant funds under this NOFO, applicants should also take into consideration any plans they have to remove public housing units from their public housing inventories through one of the public housing “repositioning tools” other than through RAD (e.g., Section 18 disposition or Section 22 Voluntary Conversion). For non-RAD public housing removals, ROSS grants might not be able to continue to the extent served residents cease to be public housing residents, and at HUD’s sole discretion, the Department may terminate the grant.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Obtain an Application Package

Instructions for Applicants

All application materials, including the Application Instructions and Application Package, are available through Grants.gov. You must access and review all available application materials. You must submit your application electronically via Grants.gov under the Funding Opportunity Number cited within this NOFO. Your application must list the applicable Funding Opportunity Number.

You can request a waiver from the requirement for electronic submission, if you demonstrate good cause. An example of good cause may include: a lack of available Internet access in the geographic area in which your business offices are located. However, lack of SAM registration or valid UEI is not a good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if you fail to submit to HUD in writing or via email a request for a waiver at least 15 calendar days before the application deadline. If HUD grants a waiver, a paper application must be received before the deadline for this NOFO. To request a waiver, you must contact:

Name:

ROSS Program Office

Email:

ROSS-PIH@HUD.gov

HUD Organization:

PIH

Street:

451 7th Street, SW

City:

Washington

State:

DC DISTRICT OF COLUMBIA

Zip:

B. Content and Form of Application Submission

You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFO for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong Assistance Listing and Funding Opportunity Number is a Non-Curable Deficiency, unless otherwise stated under the Threshold requirements section.

1. Content

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Application for Federal Assistance (SF-424)	Review section IV.G. of this NOFO for detailed submission requirements.	
Applicant and Recipient Assurances and Certifications (HUD 424-B)	Review section IV.G. of this NOFO for detailed submission requirements.	
Applicant/Recipient Disclosure/Update Report (HUD 2880)	Review section IV.G. of this NOFO for detailed submission requirements	
Disclosure of Lobbying Activities (SF-LLL)	Review section IV.G. of this NOFO for detailed submission requirements.	Federally recognized Indian tribes and tribally designated housing entities (TDHEs) established by federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement.
HUD-52768 - ROSS-SC Application	Required, electronic Microsoft Form. Form can be accessed via this URL:	If information on this form is missing, clarification will be requested by HUD during the deficiency or "cure" period.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	https://forms.office.com/g/U4hbG8wKRc	Absence of this form is NOT curable.
HUD-52755 - Sample Contract Administrator Partnership Agreement	Required	Having a Contract Administrator Partnership Agreement is a non-curable threshold requirement for all Resident Associations and PHAS-troubled PHAs. If the form is missing, or key information is missing from the form, it cannot be requested by HUD during the deficiency or "cure" period.
HUD-52753 - Certification of Resident Council Board of Election	Required	For RA applicants and non-profit applicants supported by an RA only. One certification is required from each RA applying or submitting a letter of support to a non-profit applicant. If RA applicants are submitting a joint application, one is needed for each RA applying. HUD may contact an applicant to clarify any items on this form and it will be treated as a curable deficiency.
Conducting Business in Accordance with Ethical Standards/Code of Conduct	Required, if applicable	HUD may contact an applicant to clarify any items on this form and it will be treated as a curable deficiency. See: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants
HUD-52752 - Certification of	Required for tribes/TDHE applicants	The name of the program is "ROSS Service Coordinators."

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Consistency with Indian Housing Plan		HUD may contact an applicant to clarify any items on this form and it will be treated as a curable deficiency.

Additionally, your complete application must include the following narratives and non-form attachments.

- a. **The ROSS Narrative Statement** is required for all applicants and is a threshold requirement. **Failure to submit a ROSS narrative statement is not curable and shall not be requested by HUD during the “deficiency” or “cure” period. Similarly, if key criteria are missing, they shall not be requested as part of the deficiency process.** The ROSS narrative statement must be double-spaced, with one-inch margins, and 12-point Times New Roman font. Applicants failing to submit a required ROSS narrative statement and/or missing key criteria shall be deemed ineligible for ROSS-SC funding. See section V.A.1 for more information on the ROSS narrative statement. Please note that ROSS narrative statements for renewal applicants differ from the ROSS narrative requirements for new applicants. See section V "Application Review Information" for more information.
- b. **Letter(s) of Support from the PHA, or Tribe/TDHE** is required if you are a non-site-based RA or a nonprofit organization applying to serve a PHA, tribe/TDHE, or RA. **This is a non-curable threshold requirement.** If support letters are missing, they shall not be requested by HUD during the “deficiency” or “cure” period. Similarly, if key criteria are missing from the letter(s), the criteria shall not be requested as part of the deficiency process. Applicants failing to submit required letters of support and/or missing key criteria shall be deemed ineligible for ROSS-SC funding.
- c. **Letter(s) of Support from Joint Applicants.** Two or more eligible organizations may collaborate to submit a joint application for proposed grant activities. However, joint applications must designate a lead applicant. 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. **This is a non-curable threshold requirement.** If support letters are missing, they shall not be requested by HUD during the “deficiency” or “cure” period. Similarly, if key criteria are missing from the letter(s), it shall not be requested as part of the deficiency process.
- d. **2021 or 2022 annual Non-Profit (tax exempt) Information Return.** All new applicants that are either a Resident Association, PHA Affiliate/Instrumentality that is not applying as a Multifamily Owner, and/or Nonprofit Organization must submit a copy of their 2021 or 2022 federal annual information return submitted to the IRS (for 501(c)(3) applicants); (<https://www.irs.gov/charities-non-profits/annual-reporting-and-filing>) or the state or tribal equivalent annual return (for applicants that are locally incorporated nonprofits). If no annual return exists, the new applicants must submit other documentation that verifies

their 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. If you are a renewal applicant, you must certify on the HUD-52768 that your non-profit status is current and in good standing. This certification is a curable threshold requirement. Resident Associations, PHA Affiliates/Instrumentalities that are not applying as a Multifamily Owner, and nonprofit organizations that do not have a current non-profit status by the application deadline will be deemed ineligible for ROSS-SC funding.

e. **Equity Narratives.** Applicants must submit the following equity narratives as described below. Each equity narrative shall not exceed 2-pages, double-spaced with one-inch margins and 12-point Times New Roman font.

1. **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.

2. **Affirmative Marketing Narrative.** Applicants must submit an Affirmative Marketing Narrative. This narrative will be evaluated for sufficiency. If the narrative is missing or deemed insufficient, it will be treated as a curable deficiency. See section III.F for more information.

3. **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 as required by Section IV.G. of this NOFO. This narrative will be evaluated for sufficiency. If the narrative is missing or deemed insufficient, it will be treated as a curable deficiency. As described below, applicants must discuss 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.

- **Increase access to opportunity for protected class groups.** This may include, but is not limited to, describing how participating in the ROSS program will address barriers of residents and as a result, how participating residents will have greater access to opportunity, particularly for members of protected classes. For example, applicants may describe how ROSS coordinators will work with residents to achieve educational or training that can prepare them for careers that pay a living wage which will increase access to opportunity. Applicants could also describe how coordinators will work with residents and their families who are involved

in the justice system to ensure they receive necessary legal aid and other supportive services and how this will increase impacted families access to opportunity.

- **Promote integration.** This may include, but is not limited to, describing how you will inform families that are relocating about the benefits associated with moving to an area of opportunity such as increased access to proficient schools, transportation, or employment.
 - **Foster and maintain compliance with civil rights and fair housing.** This may include, but is not limited to, describing how you ensure that each participant in the ROSS program receives training and information on rights and remedies available under the federal, state, and local fair housing and civil rights laws including how ROSS participants may file a housing discrimination complaint with HUD. This may also include describing how you will seek out fair housing training that will assist your ROSS coordinator(s) in fulfilling fair housing responsibilities. Note: Fair housing training may be available through the local Fair Housing Initiatives Program (FHIP) agency or the Fair Housing Assistance Program (FHAP) or the Fair Housing Assistance Program (FHAP).
- f. **Map from regional housing authorities, statewide housing authorities, or tribes.** If you are a regional housing authority, a statewide housing authority, or a tribe, and you are requesting one additional ROSS-SC position based on significant distance, you must provide with your application a map demonstrating the distance between your properties to be served which are separated by at least 50 miles. The map demonstrating distance is a curable deficiency requirement. If the map is not submitted with your application and is not submitted during the cure period, your application will be ineligible for an additional ROSS-SC and applicable funding.
- g. **Multifamily HAP Contract.** Multifamily Owners must submit with their application the first page of their Multifamily HAP contract. This is a curable deficiency requirement. If the HAP contract is not submitted with your application and is not submitted during the cure period, your application may be ineligible for funding.

2. Format and Form

Narratives and other attachments to your application must follow the following format guidelines. Do not submit password protected or encrypted files.

5 Pages maximum length of narratives

Double spaced 12-point (minimum) Times Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides

General. Please note that the application consists of the "application download" and the "instructions download." Forms referred to as "electronic" are part of the **application download** in Grants.gov, and forms referred to as "attachments" are part of the **instructions download** in Grants.gov. Use only the forms included in **both** the Grants.gov **application download** and **instructions download** for this funding opportunity to avoid using outdated forms. All narratives and forms requiring a signature that are not Grants.gov electronic forms must be physically *signed*, scanned, and attached to your Grants.gov application submission. See section V.A for page requirements.

- a. **SF- 424. Please observe the following guidance when completing the corresponding questions on the SF-424:**
- Questions 2. - **Renewal** applicants should select the “continuation” box and "type of application." **New** applicants should select “new.”
 - Question a. - The Federal identifier in 5a. is the PHA number of each applicant (e.g., MD035 or AK002).
 - Question b. - If you are a renewal applicant, you will insert the grant number on the grant agreement from your last grant (e.g., ROSS210000). If you are a new applicant, you will leave this blank.
 - Question d. - When entering the applicant zip code, enter the 9-digit zip code.
 - Questions 10, 11, 12 and 13 are pre-populated. Do not add anything or change anything.
 - Question 14 - You should identify the city or State affected by the program. You do not need to attach anything additional.
 - Question 15 - You may choose your title. However, we suggest using the name of the applicant plus ROSS-SC (e.g., "Anytown –HA – ROSS-SC.")
 - Question 16 - If the location of the applicant’s office and the location of the housing that you will be serving is within the same Congressional District, you should include the same answer for both parts.
 - Question 17 - Most applicants should indicate the period of performance dates, June 1, 2024 - May 31, 2027 (However, this is an estimate, and the actual dates will be determined by the grant agreement).
 - Question 18 - Complete 18a which is the amount you are requesting from HUD in this ROSS application. 18b is the match. 18g is the total and will populate automatically.
 - Question 19 - Select c. The Program is not covered by E.O. 12372.
 - Question 21 - The Authorized Representative listed on the SF-424 of your application should be the Executive Director of your organization, or some other designated official of your organization who is authorized to make contractual agreements on behalf of your agency. This person should review and sign the grant application before it is submitted. Any changes to the Authorized Representative will delay award processing.
 - *NOTE: Use the Attachments form in the electronic application (HUD-52768) to submit any attachments.*
- b. **HUD-52768.** The HUD-52768, like the SF-424 will be completed electronically.
- For Part II of the HUD-52768, 2nd column, “Project(s) to be Served”: Those applying to serve public housing units must list the Name **AND** project number as identified in PIC **of each project you propose to be served by each ROSS-SC.** If the applicant proposes to serve different PHAs, then you must include the name of the PHA and the project information in Part II of the form.
 - Those applying to serve RAD PBRA units must list the Multifamily Contract Number as identified in IREMS on Part II of the HUD-52768, 2nd column, “Project(s) to be Served”

- Those applying to serve RAD PBV units must create a unique project identifier that can be used in this application and future applications for the projects to be served.
- Applicants that include public housing, RAD PBV, or RAD PBRA should consult the appropriate staff of the PHA or Multifamily property for the project name and project number and/or Multifamily Contract Number.. For tribes/TDHEs funded through the United States Housing Act of 1937, list the 11-digit project code. For tribes/TDHEs that have projects with NAHASDA rental assistance, a project name is required. If there is not an official project name in use, please develop a unique project identifier that can be used in this application and future applications. This information is essential for the review of your application. **If this information is missing, it may be requested during the deficiency period. In addition, PHAs and Multifamily Owners that include RAD PBV and RAD PBV units on Part II of the HUD-52768 form must also include the former project name and number of the units prior to conversion.**
- The number of occupied units corresponding to the projects to be served in Part II of the HUD-52768 form will determine the number of ROSS-SC positions you are eligible for. See section II.C and III.F.4 of this NOFO for more information.
- Applicants must base their ROSS-SC salary request (including fringe) on the information provided by BLS for the “Community and Social Service Specialists, All Other” occupation at the median level in the applicants’ ZIP Code (www.careeronestop.org/Toolkit/Wages/find-salary.aspx) or based on the salary comparability information submitted in Part III of your HUD-52768.

C. System for Award Management (SAM) and Unique Entity Identifier (UEI)

1. SAM Registration Requirement

You must register with <https://www.sam.gov/> before submitting their application. You must maintain current information in SAM on immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a federal contract or grant within the last three years, if applicable. Information in SAM must be current for all times during which you have an active Federal award or an application or plan under consideration by HUD.

2. UEI Requirement

As of April 4, 2022, entities doing business with the federal government must use the UEI created in SAM.gov. Also, you must provide a valid UEI, registered and active at www.sam.gov/ in the application. For more information, see: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>.

3. Requirement to Register with Grants.gov

Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the E-Biz POC in SAM to submit applications for the organization. Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot apply through Grants.gov. Complete registration instructions and guidance are provided on Grants.gov.

D. Application Submission Dates and Times

1. Application Due Date Explanation

The application deadline is 11:59:59 PM Eastern time on

12/18/2023

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit a paper application. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

“Received by Grants.gov” means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Grants.gov then assigns an application tracking number and date-and timestamp each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

“Validated by Grants.gov” means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting “Applicants” from the top navigation, and selecting “Track my application” from the dropdown list. If the application status is “rejected with errors,” you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in “rejected with errors” status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after applying.

HUD strongly recommends you submit your applications at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

2. Grants.gov Customer Support

Grants.gov provides customer support information on its website at <https://www.grants.gov/web/grants/support.html>. If you have difficulty accessing the application and instructions or have technical problems, contact Grants.gov customer support center by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to support@grants.gov. The customer support center is open 24 hours a day, seven days per week, except Federal holidays. Individuals who are deaf or hard of hearing, or who have speech and other communication disabilities may use a relay service to reach Grants.gov Customer Support. To learn more about how to make an accessible telephone call, visit the [webpage for Federal Communications Commission](#).

3. Grants.gov Application Submission

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.

- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column. To view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Take note of the Grants.gov tracking number, as it is needed by the Grants.gov customer support center should you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also publish the extension on Grants.gov.

In determining whether to grant a request for an extension based on a presidentially declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

NOTE: Busy servers, slow processing, large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

4. Amending or Resubmitting an Application

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

5. Grace Period for Grants.gov Submissions

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period but not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

6. Late Applications

An application received after the NOFO deadline date that does not meet the Grace Period requirements will be marked late and will not be reviewed by HUD for funding

consideration. Improper or expired registration and password issues are not sufficient causes to allow HUD to accept applications after the deadline date.

7. Corrections to Deficient Applications

HUD will not consider information from applicants after the application deadline except for curable deficiencies.

HUD will uniformly notify applicants of each curable deficiency. See curable deficiency definition in section I.A of this NOFO. Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized organization representative identified on the SF-424 Application for Federal Assistance via email. This email is the official notification of a curable deficiency.

You must email corrections of Curable Deficiencies to applicationsupport@hud.gov within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to applicationsupport@hud.gov must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong UEI as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a UEI and active registration in SAM will render the application ineligible for funding.

8. Authoritative Versions of HUD NOFOs

The version of this NOFO posted on Grants.gov includes the official documents HUD uses to solicit applications.

9. Exemptions

Parties that believe the requirements of the NOFO would impose a substantial burden on the exercise of their religion should seek an exemption under the [Religious Freedom Restoration Act](#) (RFRA).

E. Intergovernmental Review

This program is not subject to [Executive Order 12372, Intergovernmental Review of Federal Programs](#).

F. Funding Restrictions

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

2. Covered Salaries. This program will fund up to \$80,000 in combined annual salary and fringe benefits, meeting the requirements of 2 CFR 200.431, for each eligible full-time ROSS-SC position. Applicants may request \$80,000 if comparable professions ("Community and Social Service Specialists, All Other" occupation) in their area support this salary level per BLS or Salary Comparability Information submitted with the application. Grantees are expected to pay their Service Coordinator the amount HUD funded for salaries and fringe benefits. Funds for the salaries of the ROSS-SCs may not be used to supplement salaries of other grantee staff members. Applicants that choose to subcontract the ROSS-SC position must pay the full amount awarded for the ROSS-SC salary and fringe budget line item. NOTE: If an applicant is selected as a ROSS-SC grantee under this NOFO, the Service Coordinator(s) hired must have similar education and qualifications to the comparable positions or professions used to assess whether a salary request is commensurate with local wages.

3. Training/Travel. This program will cover up to \$2,500 per year per ROSS-SC position for pertinent training and associated travel. Training and Travel funds are allocated to support the training and related travel needs of the ROSS-SC staff person. All training and associated travel must be pre-approved by the local HUD Field Office or Area ONAP.

4. Administrative & Direct Services Costs. The maximum funding for administrative costs will be no greater than 10 percent of the requested salary/fringe, training/travel per ROSS-SC position, and direct service amounts. For example, if an applicant requests the salary maximum, which is \$240,000 for salary/fringe, \$7,500 for travel/training costs, the administrative amount would be \$24,750. See calculation below:

- *Salary and Fringe Amount:* \$80,000 (max salary/fringe per year) *multiplied by* 3 (number of years of grant term) = \$240,000 (total salary/fringe amount).
- *Training/Travel Cost Amount:* \$2,500 (training cost per year) *multiplied by* 3 (number years of grant term) = \$7,500 (total training cost).
- *Administrative Cost Amount:* \$240,000 (total salary/fringe amount) + \$7,500 (total training cost) = \$247,500 x 10 percent (Administrative cost percentage) = \$24,750 (administrative cost amount).
- *Total award amount is:* \$272,250 (for one coordinator)
\$247,500 (total salary/fringe and training cost) *plus* \$24,750 (administrative cost) = **\$272,250 (total award amount, which in this case is the maximum for one ROSS-SC).**

Administrative cost funds may be used to support the needs of the ROSS-SC, for such things as local travel, as well as for the provision of direct services or subcontracting for the provision of direct services as outlined in Section III.F.13.a. and 13.b. **Such services and related cost reimbursements may only be used to support the goals of active ROSS participants as outlined above in Section III. F. Program-Specific Requirements.** Activities and costs that may be covered include but are not limited to:

- Administrative staff support such as a bookkeeper;
- Adult Basic Education/Literacy Classes and/or test fees for active ROSS participants;
- Assistance with Activities of Daily Living for active ROSS participants who are elderly/residents with disabilities;
- Child-care expenses for active ROSS participants. Grantees may provide bridge funding to help ROSS participants cover initial childcare costs (to eliminate barriers to employment, job training, or education.) Grantees may require ROSS participants to make a partial contribution to the cost. Full child-care costs may be covered for up to eight weeks per participant at the discretion of the grantee. Should ROSS participants make contributions, this period may be extended;
- Credit counseling/financial literacy programs;
- Digital inclusion costs to cover expenses related to implementing such things as: digital literacy training programs, a hotspot and computer-lending program (costs to purchase a small number of these devices); digital navigator programs; outreach materials for ISP enrollment events;
- Fees to support employment and education barrier removal for active ROSS participants such as obtaining identification, occupational or driver's licenses, expunging, sealing, or correcting criminal records, and transportation to classes and/or job trainings;
- Fees to support treatment for substance use disorders such as transportation to treatment;
- Incentives to encourage participation, such as establishing an Individual Development Account program;
- Healthcare coordination;
- High School/GED Programs and testing fees;
- Job Training and Skills programs;
- Lease or rental of space for program activities, but only under the following conditions:
 - The lease must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible for a person with disabilities. If the site is inaccessible and will not be made accessible, it cannot be selected for program activities;
 - No repairs or renovations of the property may be undertaken with ROSS funds; and
 - Properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with federal funds.
- Local accessible transportation by the ROSS-SCs;
- Program outreach materials, printing, and postage;
- Purchase of office furniture or office equipment and supplies; such as case management software to help with reporting;
- Purchase of hardware and software to support active ROSS participants' educational, financial, professional, and informational needs and goals. Such purchases may not be made for individual participants, but rather must be used in the Service Coordinator's office, or a PHA/tribe's community room or Neighborhood Networks/computer center;

- Stipends for reasonable out-of-pocket costs incurred by active ROSS participants for such things as local transportation (including gas cards) to and from job training and job interviews, supplemental educational materials;
- Tracking and evaluation; and
- Utilities, including Internet connectivity costs for the ROSS-SC and/or community room/computer center that is used by program participants.

NOTE: Grantees should refer questions related to administrative costs to their local HUD field office. Furthermore, grantees that wish to subcontract for a specific service, must consult the HUD field office, prior to entering into a contract, to ensure that the contract would be an allowable expense. Grantees must also follow their organization’s procurement policies.

5. Funding Requests Above Maximum Grant Amount. No applicant will be funded more than the maximum amount for each Budget Line Item.

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

- Funds may not be used for any activities other than the salary and fringe benefits of ROSS-SCs, related administrative costs, direct services, and the training and travel activities for the ROSS-SC.
- Funds under this NOFO may not be used to pay the salary of a Family Self-Sufficiency (FSS) coordinator for any FSS program. The funding for FSS program coordinators is made available through a separate NOFO.
- If, upon review, HUD determines that funds have been used for ineligible activities, the grantee will be required to repay those funds, and the remaining grant funds may be recaptured.
- ROSS funds cannot be used to hire or pay for the services of a Contract Administrator.
- Administrative funds may only be used to support the ROSS program. A grantee’s Central Office Cost Center may not use ROSS administrative funds to cover other grantee costs.

Indirect Cost Rate

As further explained below, this program is subject to a statute or regulation that imposes indirect cost rate restrictions that are different from the indirect cost rate requirements in [2 CFR 200](#).

Pursuant to the Consolidated Appropriations Act, 2022 (P.L. 117-103) and the Consolidated Appropriations Act, 2023 (P.L. 117-328), funding is available for the ROSS program exclusively “to provide for supportive services, service coordinators, and congregate services as authorized by section 34 of the United States Housing Act of 1937 (42 U.S.C. 1437z–6) and the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4101 et seq.).” HUD interprets this statutory limitation as excluding Indirect (facilities & administrative (F&A)) costs (as defined under 2 CFR 200.1) as eligible costs under this NOFO. Consequently, awards under this NOFO may only fund direct costs, and indirect costs may not be claimed.

G. Other Submission Requirements

1. Standard Application, Assurances, Certifications and Disclosures

Standard Form 424 (SF-424) Application for Federal Assistance

The SF-424 is the government-wide form required to apply for Federal assistance programs, discretionary Federal grants, and other forms of financial assistance programs. You must complete and submit the form with the other required forms and information as directed in this NOFO.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), you and the signing authorized organization representative affirm that you both have reviewed the certifications and assurances associated with the application for Federal assistance and (1) are aware the submission of the SF-424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized organization representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to Federally recognized Indian tribes, or Alaskan native villages and those applicable to applicants other than Federally recognized Indian tribes, or Alaskan native villages.

Assurances (HUD 424-B)

By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and other requirements, including, but not limited to civil rights requirements. All recipients and subrecipients of the award are required to submit assurances of compliance with federal civil rights requirements. *See, e.g.*, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Violence Against Women Act, and the Age Discrimination Act of 1975; *see also* [24 C.F.R. §§ 1.5; 3.115; 8.50; and 146.25](#). HUD accepts these assurances in the form of the HUD 424-B, which also require compliance with HUD Reform Act requirements and all general federal nondiscrimination requirements in the administration of the federal assistance award.

Applicant Disclosure Report Form 2880 (HUD 2880)

The form HUD 2880 is required if you are applying for assistance within the jurisdiction of HUD to any project subject to Section 102(d) of the [HUD Reform Act](#). Assistance is provided directly by HUD to any person or entity, but not to subrecipients. It includes assistance for the acquisition, rehabilitation, operation, conversion, modernization, renovation, or demolition of any property containing five or more dwelling units that is to be used primarily for residential purposes. It includes assistance to independent group residences, board and care facilities, group homes and transitional housing but does not include primarily nonresidential facilities such as intermediate care facilities, nursing homes and hospitals. It also includes any change requested by a recipient in the amount of assistance previously provided, except changes resulting from annual adjustments in Section 8 rents under Section 8(c)(2)(A) of the United States Housing Act of 1937 ([42 U.S.C. 1437f](#)). [See HUD Reform Act regulation for additional information.](#)

Code of Conduct

Both you, as the award recipient, and all subrecipients must have a code of conduct (or written standards of conduct). The code of conduct must comply with the requirements included in the “Conducting Business in Accordance with Ethical Standards” section of the [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#), as well as any program-specific requirements. These requirements include ethical standards related to conflicts of interest for procurements in [2 CFR 200.318\(c\)](#) and [2 CFR 200.317](#), as well as HUD-specific conflict of interest standards. HUD maintains a list of organizations that have previously submitted written standards of conduct on its [Code of Conduct for HUD Grant Programs webpage](#). But it is your responsibility to ensure that the standards are compliant with the noted requirements and that HUD has the latest version of the written standards. Updated written standards should be submitted with the application. Any updates to your written standards, after the application period, should be submitted as directed by the HUD program contact for this NOFO.

Affirmatively Furthering Fair Housing

With some exceptions for Federally recognized Indian tribes and their instrumentalities, the application must discuss how the applicant will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations, and how applicants will meet the requirements of the definition of AFFH at 24 CFR 5.151. Applicants may propose activities that are consistent with their jurisdiction’s Analysis of Impediments (AI), an Assessment of Fair Housing (AFH), or other means of fair housing planning that meaningfully supports their AFFH certification.

If the applicant will carry out proposed activities in a jurisdiction with an AFH, the proposed activities should be consistent with the AFH’s fair housing goals and with fair housing strategies specified in the jurisdiction’s Consolidated Plan or Public Housing Agency Plan.

Applicants must address this requirement by submitting a narrative in accordance with instructions in Section IV.B, which discusses how their proposed NOFO activities are aligned with AFFH requirements through increasing access to opportunity for protected classes, promoting integration, or fostering and maintaining compliance with fair housing and civil rights.

2. Other Program-Specific Requirements

Federal Assistance Assurances

To assure compliance with statutory requirements for non-construction grant programs, you must complete the Federal Assistance Representations and Certifications section of your sam.gov registration. HUD and OMB use information reported within sam.gov, for general management of Federal assistance awards programs. For more information on how to update your sam.gov registration, visit www.SAM.gov or the Federal Service Desk at www.FSD.gov. You can search for help at FSD any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET.

V. APPLICATION REVIEW INFORMATION

A. Review Criteria

1. Rating Factors

The rating factors are divided into two sections: the first is for renewal applicants, and the second is for new applicants. Please read the sections below carefully for specific guidance on how to address the rating factors.

a. Renewal Applicants can receive a maximum of 45 points (excluding any applicable preference points). Renewal Applicants that meet all the threshold requirements listed in this NOFO will go on to be scored. They will be ranked based on the total number of points allocated for each of the rating factors described below in this section. HUD will evaluate Rating Factor 1 Past Performance using past grantee data report submissions and total grant expenditure. No narrative is necessary for Rating Factor 1. A narrative is required for Rating Factor 2 and the page limit is 5 pages. **Narrative statements over the 5-page limit will not be read.** (Narrative statements must be double-spaced, with one-inch margins and 12-point Times New Roman font.)

**RATING FACTOR 1 - RENEWAL APPLICANTS PAST PERFORMANCE,
MAXIMUM POINTS: 25**

HUD will evaluate the extent to which the Renewal Applicant demonstrates past performance necessary to successfully implement the proposed activities in accordance with the program requirements. HUD's evaluation of the Renewal Applicant's capacity may include a capacity and past performance review by the local PIH Field Office or ONAP Area Office. HUD will review annual reporting materials submitted to HUD during the implementation of the FY18, FY19, or FY20 grants by the Renewal Applicant to determine whether the criteria outlined below have been met.

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

- a. **Achievement in Serving Residents (up to 10 Points).** HUD will review applicants' annual report to determine the number of residents served during the grant term. FY18, FY19, and FY20 applicants that have not served at least 25 residents during their respective FY18, FY19, or FY20 ROSS grant terms will receive 0 points for this criterion. HUD will use personal identifiers, one of the required data elements submitted with the annual performance data report, to calculate the number of residents served. See point information below:

Number of Coordinators Awarded in FY18, FY19, or FY20	Number of Residents Served under FY18, FY19, or FY20 grant	Points
1	25-49	5
1	50+	10
2	25-49	3
2	50-99	5
2	100+	10
3	25-49	1

Number of Coordinators Awarded in FY18, FY19, or FY20	Number of Residents Served under FY18, FY19, or FY20 grant	Points
3	50-99	3
3	100-149	5
3	150+	10

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 FY18, FY19, or FY20 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.

2. Timely Use of ROSS-SC Grant Funds (up to 10 points).

Renewal Applicants will receive up to 10 points based on the timely expenditure of FY18, FY19, and FY20 ROSS-SC grant funds as described below. Additionally, Renewal Applicants' rating for this sub-factor will be used in the determination of any reduction in FY23 ROSS-SC award amounts as outlined below.

Percent Unexpended FY18, FY19, or FY20 ROSS-SC grant funds	Points Awarded	FY23 Funding Award Reduction Amount
50-59.99 percent	0	30 percent of FY18, FY19, or FY20 ROSS grant unexpended balance at the application deadline.
40-49.99 percent	5	20 percent of FY18, FY19, or FY20 ROSS grant unexpended balance at the application deadline.
39.99 percent or less	10	No FY23 award reduction.

3. Past Performance: In accordance with Section V.B., if your FY18, FY19, or FY20 ROSS grant received additional conditions on the award or a grant suspension due to fiscal management and monitoring, audit findings, non-compliance with terms and conditions of the award and/or any other items, it will result in a 10-point reduction from your score earned in Rating Factor 1.

RATING FACTOR 2: NEW AND RENEWAL APPLICANTS – SOUNDNESS OF APPROACH, MAXIMUM POINTS: 20

Applicants will receive 20 points for providing a clear written summary describing the results of the needs assessment conducted in support of the application and how the applicant will address the identified needs. The results of the needs assessment must support the applicant's chosen area(s) of need: Digital Inclusion, Education, Employment, Financial

Literacy, Reentry, Health and Wellness, Elderly/Persons with Disabilities, and/or Substance Use. The chosen area(s) of need must be clearly identified on the HUD-52768.

1. **Provide the project names where the residents were surveyed (up to 1 point).** Ensure residents from each project to be served are represented in needs assessment responses. Residents of project(s) surveyed must match projects to be served on the HUD-52768 form.
2. **Provide the number of households in each project to be served (up to 1 point).** If you propose to serve more than one project, provide the number of households for each individual project to be served.
3. **Provide the number of respondents (up to 1 point).**
4. **Provide the response rate (up to 1 point).** The response rate is the number of respondents divided by number of households.
5. **Describe the results of the needs assessment (up to 5 points).** Include numeric data demonstrating the needs that were the highest reported in the needs assessment. For example: if employment, education, and digital inclusion were the areas of need that were the highest reported in your needs assessment, you may include the percentage or number of respondents who selected each of these areas of need. The description should also specifically identify which areas of need will be the focus of your ROSS program based on the results of the needs assessment.
6. **Describe how you and/or your partners will address each selected area of need (up to 5 points).** For each selected area of need, identify the name of the partner (including match partners) that will address that area of need and how they will address it. Additionally, for each selected area of need, describe what actions you will take to address it. For example: if financial literacy is one of your areas of need, and you have a match partner who will provide financial coaching onsite, you may provide the name of the match partner, describe the financial coaching they will provide, and describe the work your Service Coordinator may carry out (such as making a budget with residents one-on-one) to support financial literacy. Make sure to individually address each area of need that you select.
7. **Describe the capacity and experience of existing or proposed staff and any subcontractors (up to 2 points).** Discuss qualifications, number of years of experience spent working to address the needs of underserved communities, and a qualitative description of the capacity of your existing or proposed Service Coordinator as well as any additional staff and/or subcontractors who will support the ROSS Program.
8. **Describe how your staff will track residents' progress at the individual case-management level (up to 1 point).** Identify the staff positions responsible for tracking and explain your agency's strategy for tracking. For example: your Service Coordinator may be the staff position responsible for tracking, and they may track residents' progress by using case management software.
9. **Describe how your staff will submit annual program reports to HUD (up to 1 point).** Identify the staff positions responsible for reporting and explain your agency's strategy for reporting. For example: your Service Coordinator may be the staff position responsible for reporting, and they may use HUD Exchange resources and case management software to submit reports.

10. Describe how the staffing at your agency, including your organization’s leadership, will support the ROSS program (up to 2 points). Agency staff such as Human Resources, accounting, and management are expected to support your ROSS Program. Include the name of the departments and/or staff titles that will support the ROSS program and describe what actions they will take to provide support.

Fewer points will be awarded for Rating Factor 2 for lack of detail, if applicant and partner capacity/experience shown is not comparable to the plans proposed in the application, or for otherwise not addressing the directions above. Applicants who fail to provide both a description summarizing the results of the needs assessment they conducted that support the chosen area(s) of need and a description of how the need(s) will be addressed will receive 0 points.

High-Risk Designation for Tribes and TDHEs. In addition to meeting the requirements outlined above, all high-risk tribes and TDHEs must submit a detailed narrative as described at III.D.10. Failure to submit the detailed narrative as described at III.D.10 will result in applicant’s ineligibility for funding.

b. New applicants may receive up to 45 points (excluding any applicable preference points). All new applicants must submit a narrative statement addressing the criteria outlined below regarding relevant experience, capacity, and soundness of approach. HUD will evaluate information provided by applicants. If a new applicant has had previous Public & Indian Housing or other HUD awards, the review will also consider the past performance on these awards and whether the applicant adhered to grant and reporting requirements. Narrative statements must be no more than 10 pages, double-spaced, with one-inch margins and 12-point Times New Roman font and must address both rating factors below. **Narrative pages over the 10-page limit will not be read.**

RATING FACTOR 1: NEW APPLICANTS - PAST PERFORMANCE AND CAPACITY (maximum 5 pages), MAXIMUM POINTS: 25

HUD will evaluate whether new applicants (and their Contract Administrator, if applicable) have the relevant experience, capacity, and organizational resources necessary to successfully implement the ROSS program. Do not submit job descriptions or resumes. Do not submit Social Security Numbers of any personnel or consultants.

- 1. Describe experience with and capacity to manage multi-year grants that served public housing residents, Native Americans, and/or low-income residents within the past 5 years (up to 4 points).** Provide the grant name, grant year(s), source of funds, and grant amount(s).
- 2. Describe experience in providing supportive services to public housing residents, Native Americans, and/or low-income residents within the past 5 years (up to 3 points).** This experience may have taken place within a multi-year grant program or other non-grant programs. Your narrative should:
 - Discuss staff experience;
 - Specifically address the needs your program(s) were designed to meet;
 - Describe the activities you put in place to meet those needs;
 - Include descriptive and numeric information (i.e., how many residents were served)

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).** This experience may have taken place within a multi-year grant program or other non-grant programs. Your narrative should specifically address the achievements you attained. Descriptive and numeric information should be included in your response (i.e., how many residents completed training programs).
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).** Make sure to describe the data systems that have been used and staff positions responsible for case management tracking.
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.
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).** Include strategies that your agency has used to keeping residents engaged in case management and/or supportive services programs.

RATING FACTOR 2: NEW APPLICANTS - SOUNDNESS OF APPROACH (maximum 5 pages), MAXIMUM POINTS: 20

Applicants will receive 20 points for providing a clear written summary describing the results of the needs assessment conducted in support of the application and how the applicant will address the identified needs. The results of the needs assessment must support the applicant's chosen area(s) of need: Digital Inclusion, Education, Employment, Financial Literacy, Reentry, Health and Wellness, Elderly/Persons with Disabilities, and/or Substance Use. The chosen area(s) of need must be clearly identified on the HUD-52768.

1. **Provide the project names where the residents were surveyed (up to 1 point).** Ensure residents from each project to be served are represented in needs assessment responses. Residents of project(s) surveyed should match the projects to be served on the HUD-52768 form.
2. **Provide the number of households in each project to be served (up to 1 point).** If you propose to serve more than one project, provide the number of households for each individual project to be served.
3. **Provide the number of respondents (up to 1 point).**
4. **Provide the response rate (up to 1 point).** The response rate is the number of respondents divided by number of households.
5. **Describe the results of the needs assessment (up to 5 points).** Include numeric data demonstrating the needs that were the highest reported in the needs assessment. For example: if employment, education, and digital inclusion were the areas of need that were

the highest reported in your needs assessment, you may include the percentage or number of respondents who selected each of these areas of need. The description should also specifically identify which areas of need will be the focus of your ROSS program based on the results of the needs assessment.

6. **Describe how you and/or your partners will address each selected area of need (up to 5 points).** For each selected area of need, identify the name of the partner (including match partners) that will address that area of need and how they will address it. Additionally, for each selected area of need, describe what actions you will take to address it. For example: if financial literacy is one of your areas of need, and you have a match partner who will provide financial coaching onsite, you may provide the name of the match partner, describe the financial coaching they will provide, and describe the work your Service Coordinator may carry out (such as making a budget with residents one-on-one) to support financial literacy. Make sure to individually address each area of need that you select.
7. **Describe the capacity and experience of existing or proposed staff and any subcontractors (up to 2 points).** Discuss qualifications, number of years of experience spent working to address the needs of underserved communities, and a qualitative description of the capacity of your existing or proposed Service Coordinator as well as any additional staff and/or subcontractors who will support the ROSS Program.
8. **Describe how your staff will track residents' progress at the individual case-management level (up to 1 point).** Identify the staff positions responsible for tracking and explain your agency's strategy for tracking. For example: your Service Coordinator may be the staff position responsible for tracking, and they may track residents' progress by using case management software.
9. **Describe how your staff will submit annual program reports to HUD (up to 1 point).** Identify the staff positions responsible for reporting and explain your agency's strategy for reporting. For example: your Service Coordinator may be the staff position responsible for reporting, and they may use HUD Exchange resources and case management software to submit reports.
10. **Describe how the staffing at your agency, including your organization's leadership, will support the ROSS program (up to 2 points).** Agency staff such as Human Resources, accounting, and management are expected to support your ROSS Program. Include the name of the departments and/or staff titles that will support the ROSS program and describe what actions they will take to provide support.

Fewer points will be awarded for Rating Factor 2 for lack of detail, if applicant and partner capacity/experience shown is not comparable to the plans proposed in the application, or for otherwise not addressing the directions above. Applicants who fail to provide both a description summarizing the results of the needs assessment they conducted that support the chosen area(s) of need and a description of how the need(s) will be addressed will receive 0 points.

Maximum Points: 0

This program does not offer points for Section 3.

2. Other Factors

Preference Points

This program does not offer any preference points.

You may choose to voluntarily commit to address policy initiatives in your application. Addressing these policy initiatives is not a requirement to apply for or receive an award. If you choose to address a voluntary policy initiative in your application, however, you will be required to adhere to the information submitted with your application should you receive an award. The proposed information will be included as a binding requirement of any federal award you receive as a term and condition of that award.

This program does not offer preference points related to HBCUs.

Pursuant to Executive Orders [13985](#), [14041](#), [14045](#), and [14031](#), you may receive up to two (2) preference points if you are an applicant designated as a minority-serving institution (MSI) or if your application proposes one or more partnerships with minority-serving educational institutions that have been historically underserved.

This program does not offer Promise Zone preference points.

B. Review and Selection Process

1. Past Performance

In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD will consider include, but are not limited to:

OMB-designated repositories of governmentwide data, as noted in [2 CFR 200.206\(a\)](#)

The ability to account for funds in compliance with applicable reporting and recordkeeping requirements

Timely use of funds received from HUD

Timely submission and quality of reports submitted to HUD

Meeting program requirements

Meeting performance targets as established in the grant agreement

The applicant's organizational capacity, including staffing structures and capabilities

Timely completion of activities and receipt and expenditure of promised matching or leveraged funds

The number of persons served or targeted for assistance

Promoting self-sufficiency and economic independence

Producing positive outcomes and results

HUD may reduce scores based on the past performance review, as specified under V.A. Review Criteria. Whenever possible, HUD will obtain and review past performance information. If this review results in an adverse finding related to integrity of performance, HUD reserves the right to take any of the remedies provided in the [Pre-Selection Review of Performance section of the Eligibility Requirements for Applicants of HUD Financial Assistance Programs](#).

2. Assessing Applicant Risk

In evaluating risks posed by applicants, HUD may use a risk-based approach and may consider any items such as the following:

- (1) Financial stability;
- (2) Quality of management systems and ability to meet the management standards prescribed in this part;
- (3) History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- (4) Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- (5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

Risk will be evaluated by way of the elements described in Sections III.C., III.D., and V.B.1 of this NOFO.

- a. **Reviews:** HUD will review each application to determine whether it meets eligibility and threshold requirements in accordance with Section III of this NOFO. HUD will review for curable technical deficiencies and will follow the procedures for correcting curable technical deficiencies in accordance with “Corrections to Deficient Applications” criteria in this section and section IV.D.4 of the NOFO. HUD will not rate or rank applications that do not meet the eligibility and threshold requirements or are deficient at the end of the cure period (Corrections to Deficient Applications). Such applications will not be eligible for funding. HUD will review and assign scores to applications (that meet eligibility and threshold requirements and have corrected any deficiencies) in accordance with the rating factors in Section V.A. Applicants that earn less than 30 points are not eligible for FY23 ROSS funding.

Eligibility:

Minimum number of points for funding eligibility.	30
Maximum number of points for applicants.	45

b. Funding Priorities. Funding for the ROSS-SC is prioritized as follows:

- **Funding Category 1: RA Applicants.** By statute, and to the extent HUD receives enough qualified applications, 25 percent of all ROSS funds must be awarded to eligible RAs to fund one ROSS-SC position per RA. Both renewal and new applicants that are RAs are included in this 25 percent set-aside. HUD will fund this category in ranked order starting with the highest review score. If there is not enough funding to award applicants with tied scores, HUD will conduct a lottery to establish the order of funding. Any RAs not funded in this set aside will be placed in the

appropriate renewal or new funding category. Please note that a maximum of three site-based RA applications serving any one PHA (new or renewal applications) will be funded through this NOFO. If more than three site-based RA applications are received to serve the same PHA and are deemed eligible for funding, HUD will select the three applicants with the highest scores, all others will be considered ineligible. NOTE: In order for a joint application that includes a RA to be eligible for the 25 percent set-aside, the joint applicants must all be RAs.

- **Funding Category 2: Renewal Applicants.** After the RA 25 percent set-aside category is funded, qualified renewal applicants with FY20 ROSS grants will be funded. After the qualified FY20 ROSS renewal applicants are funded, HUD will fund qualified FY18 and FY19 ROSS renewal grants. HUD will fund this category in ranked order starting with the highest review score. If there is not enough funding to award applicants with tied scores, HUD will conduct a lottery to establish the order of funding. Please note that renewal applicants may be subject to a reduced award. See Section V.A.1 above for more information.
- **Funding Category 3: New Applicants.** After the RA 25 percent set-aside and renewal categories are funded, remaining qualified applicants that are new will be funded. HUD will fund this category in ranked order starting with the highest review score. If there is not enough funding to award applicants with tied scores, HUD will conduct a lottery to establish the order of funding. **NOTE:** Once an applicant or application is selected from the pool, it will not be reintroduced to the pool to deliberately avoid selecting the same applicant or application a second time.

c. Corrections to Deficient Applications. Please read this NOFO thoroughly to ensure that you meet the requirements to successfully file an application with Grants.gov and register with SAM which requires a UEI number. For more information about conditions that allow a grace period, see section IV.D.2.

If HUD finds a curable deficiency in an application, HUD will notify the applicant in writing describing the clarification or technical deficiency. Clarifications or corrections of technical deficiencies in accordance with the information provided by HUD in the email notification of a technical deficiency must be received by HUD within seven calendar days of the date of the HUD email notification. HUD will use, as the start of the cure period, the date stamp on the email that HUD sends to the applicant. (If the deficiency cure deadline date falls on a Saturday, Sunday, or federal holiday, then the applicant's correction must be received by HUD on the next day that is not a Saturday, Sunday, or federal holiday). For more information on the procedures to correct a deficient application, including how to email or fax information required to resolve the deficiency, see section IV.D.4. "Corrections to Deficient Applications."

HUD will treat paper applications with the wrong UEI number as a technical deficiency and the applicant will be able to provide a corrected SF-424 to the location indicated in the waiver approval within the cure period specified in the waiver approval and in accordance with the notification of the need to cure the application. Failure to correct the deficiency and meet the requirement to have a UEI number and active registration in the System for Award Management (SAM) will render the application ineligible for funding.

Electronic filers that do not meet the registration requirements for a UEI number and registration with SAM.gov (www.SAM.gov) will not be provided a cure period other than the timely receipt and grace period policy. The seven-day cure period for the ROSS-SC NOFO does not apply to UEI numbers and registration requirements for electronic filers.

3. Experience Promoting Racial Equity

In evaluating applications for funding, HUD will consider the extent to which the application demonstrates that the applicant has the experience and the resources to effectively address the needs of underserved communities, particularly Black and Brown communities. This may include experience successfully working directly with such groups, experience designing or operating programs that equitably benefit such groups, or experience successfully advancing racial equity in other ways. This may also include experience soliciting, obtaining, and applying input from such groups when designing, planning, or implementing programs and activities.

Applicants will demonstrate their experience and resources to effectively meet the needs of underserved communities in response to Rating Factor .2, subsections (5) and (6) (Soundness of Approach).

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline but were not chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

1. Final Grant

After HUD has made selections, HUD will finalize specific terms of the award and budget in consultation with the selected applicant. If HUD and the selected applicant do not finalize the terms and conditions of the award in a timely manner, or the selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. HUD may also impose specific conditions on an award as provided under [2 CFR 200.208](#).

2. Adjustments to Funding

To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD may fund no portion of an application that:

- (1) Is ineligible for funding under applicable statutory or regulatory requirements;
- (2) Fails, in whole or in part, to meet the requirements of this notice;
- (3) Duplicates activities funded by other federal awards; or
- (4) Duplicates activities funded in a prior year.

b. HUD may adjust the funding for an application to ensure funding diversity, geographic diversity, and alignment with HUD administrative priorities.

c. If an applicant turns down an award offer, or if HUD and an applicant do not finalize the terms and conditions of the award in a timely manner, HUD may withdraw the award offer and make an offer of funding to another eligible application.

d. If funds remain after all selections have been made, remaining funds may be made available within the current fiscal year for other competitions within the program area, or be held for future competitions (if allowable in accordance with the applicable appropriation or authorizing statute), or be used as otherwise provided by authorizing statute or appropriation.

e. If, after announcement of awards made under the current NOFO, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may, in accordance with the appropriation, use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

3. Funding Errors

If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFO, HUD may select that applicant for funding, subject to the availability of funds. If funding is not available to award in the current fiscal year, HUD may make an award to this applicant during the next fiscal year, if funding is available.

4. Award Announcements. HUD will make announcements of grant awards after the review process is completed. HUD will first issue a press release which applicants may access by going to HUD's press homepage at: <https://www.hud.gov/press>. Subsequently, grantees will be notified and will receive instructions regarding the steps they must take to access funding and begin implementing grant activities. Once HUD issues the Notice of Award in Grant Solutions, grantees will have up to 30 days to accept their award. If grantees fail to do so, they may risk forfeiting their award. Applicants who are not funded will also receive a letter via electronic mail.

5. Appeals. If an applicant wishes to appeal the determination on their application, in accordance with the Office of Public and Indian Housing's policy, the applicant must submit a request that is received within 30 calendar days of the date on the award/ineligible letter. The applicant's request must include the basis for the appeal and must be sent via email to ROSS-PIH@hud.gov. In the event that HUD committed an error in funding, HUD may issue an award, subject to the availability of funds. HUD will award funds for overturned appeals in order of the highest-ranking applications during the appeal period, which will be based on the availability of funds.

B. Administrative, National and Departmental Policy Requirements and Terms for HUD Applicants and Recipients of Financial Assistance Awards

Unless otherwise specified, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply. Failure to comply with these requirements may impact your ability to receive or retain a financial assistance award from HUD. Read the requirements carefully as the requirements are different among HUD's programs.

1. Compliance with The Fair Housing Act ([42 U.S.C. 3601-3619](#)) and implementing regulations at [24 CFR part 100 et seq](#)

2. Compliance with Title VI of the Civil Rights Act of 1964, [42 U.S.C. 2000d-2000d-4](#) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at [24 CFR part 1](#)
3. Compliance with the Age Discrimination Act of 1975 ([42 U.S.C. 6101-6107](#)) and implementing regulations at [24 CFR part 146](#)
4. Compliance with Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)) and implementing regulations at [24 CFR part 8](#)
5. Compliance with the Americans with Disabilities Act, [42 U.S.C. 12101 et seq](#)
6. Compliance with Affirmatively Furthering Fair Housing (AFFH) requirements, including those listed on HUD's [Affirmatively Furthering Fair Housing](#) webpage
7. Compliance with Economic Opportunities for Low-and Very Low-income Persons (Section 3) requirements, including those listed at [24 CFR part 75](#)
8. Compliance with Improving Access to Services for Persons with Limited English Proficiency (LEP) requirements, including those listed within [Federal Register Notice, FR-4878-N-02](#) (also see [HUD's webpage](#))
9. Compliance with Accessible Technology requirements, including those listed on in [HUD's Policy on Section 508 of the Rehabilitation Act and Accessible Technology](#)
10. Compliance with Equal Access Requirements (see [24 CFR 5.105\(a\)\(2\)](#) and [5.106](#))
11. Compliance with Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business requirements at [2 CFR 200.321](#)
12. Compliance with Energy Efficient, Sustainable, Accessible, and Free from Discrimination by Design
13. Compliance with Participation in HUD-Sponsored Program Evaluation (see [Federal Register Notice, FR-6278-N-01](#))
14. Compliance with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (see [2 CFR part 200](#))
15. Compliance with Drug-Free Workplace requirements (see [2 CFR part 2429](#), which is HUD's implementation of [41 U.S.C. 701, et seq.](#))
16. Compliance with the requirements related to safeguarding resident/client files
17. Compliance with the Federal Funding Accountability and Transparency Act of 2006 ([2 CFR part 170](#)) (FFATA), as amended
18. Compliance with Accessibility for Persons with Disabilities requirements on [HUD's Disability Overview](#) webpage
19. Compliance with Violence Against Women Act at [24 CFR part 5](#), subpart L and applicable program regulations
20. Compliance with Conducting Business in Accordance with Ethical Standards/Code of Conduct, including [2 CFR 200.317](#), [2 CFR 200.318\(c\)](#) and other applicable conflicts of interest requirements
21. Compliance with System for Award Management and Universal Identifier Requirements at [2 CFR part 25](#)
22. Compliance with [section 106\(g\) of the Trafficking Victims Protection Act of 2000 \(TVPA\), as amended \(22 USC 7104\(g\)\)](#) and implementing regulations at [2 CFR part 175](#) (Award Term for Trafficking in Persons)
23. Compliance with Award Term and Condition for Recipient Integrity and Performance Matters (see [Appendix XII to 2 CFR part 200](#))
24. Compliance with Suspension and Debarment (see [2 CFR part 2424](#) and [2 CFR part 180](#))

25. Compliance with Eliminating Barriers That May Unnecessarily Prevent Individuals with Criminal Histories from Participation in HUD Programs (see [HUD Secretary Fudge's April 12, 2022 memorandum](#))
26. Compliance with equity requirements, which include compliance with racial equity and underserved communities and LGBTQ+ requirements under Executive Orders [13985](#) and [13988](#)
27. Compliance with waste, fraud, and abuse requirements, including whistleblower protections (see [HUD's webpage](#))

Environmental Review

In accordance with 24 CFR 58.34(a)(3), (a)(4), and (a)(9); 58.35(b)(2); and 50.19(b)(3), (b)(4), (b)(9), and (b)(12) activities funded under this NOFO are exempt or categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to environmental review under related laws and authorities.

Prohibition on Surveillance

Compliance with [2 CFR 200.216, Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment](#) is required.

Remedies for Noncompliance

HUD may terminate a Federal award, in whole or in part, for any of the reasons specified in [2 CFR 200.340, Termination](#).

If HUD determines that a default cannot be remedied by imposing additional conditions, HUD may, pursuant to 2 CFR 200.339 “Remedies for noncompliance,” take one or more of the following actions, as a proportional response:

- a. Temporarily withhold cash payments pending correction of the deficiency by the Grantee or more severe enforcement action by HUD;
- b. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
- c. Wholly or partly suspend or terminate the grant;
- d. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and HUD regulations;
- e. Withhold further grant awards for the program;
- f. Take action against the Grantee under 2 CFR part 2424 and Executive Order 12549 with respect to future HUD or Federal grant awards; and/or
- g. Take other remedies that may be legally available, including requiring reimbursement by the Grantee for grant amounts used improperly.”

Lead-Based Paint Requirements

Not Applicable

C. Reporting

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

1. Recipient Integrity and Performance Matters

You should be aware that if the total Federal share of your federal award includes more than \$500,000 over the period of performance, the award will be subject to post award reporting requirements reflected in [Appendix XII to 2 CFR part 200, Award Terms and Conditions for Recipient Integrity and Performance Matters](#).

2. Race, Ethnicity and Other Data Reporting

HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. These authorities prohibit discrimination in housing and in programs receiving financial assistance from the Department and direct the Secretary to administer the Department's programs and activities in a manner affirmatively to further these policies and to collect certain data to assess the extent of compliance with these policies. Each recipient shall keep such records and submit to the Department timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the Department may determine to be necessary to enable it to ascertain whether the recipient has complied or is complying with 24 CFR parts 1 and 121. In general, recipients should have available for the Department data showing the demographics of beneficiaries of federally-assisted programs.

3. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA)

FFATA requires information on federal awards be made available to the public via a single, searchable website, which is www.USASpending.gov. Accordingly, each award HUD makes under this NOFO will be subject to the requirements provided by the Award Term in Appendix A to [2 CFR part 170](#), "REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION," unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month following the month in which the recipient awards any sub-grant equal to or greater than \$30,000.

4. Program-Specific Reporting Requirements

Grantees are required to submit an annual report on October 30th of each grant year and a final report 120 days after the grant period ends. Noncompliance with reporting requirements may result in grant suspension or termination. More specific guidance will be provided once awards are made.

D. Debriefing

For a period of at least 120 calendar days, beginning 30 calendar days after the public announcement of awards under this NOFO, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the AOR whose signature appears on the SF-424 or by his or her successor in office and be submitted to the POC in Section VII Agency Contact(s) of this NOFO. Information provided

during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

VII. AGENCY CONTACT(S)

HUD staff will be available to provide clarification on the content of this NOFO.

Questions regarding specific program requirements for this NOFO should be directed to the POC listed below.

Name:

HUD ROSS Program Office

Phone:

202-402-3624

Email:

ROSS-PIH@HUD.gov

Individuals who are deaf or hard of hearing, or who have speech and other communication disabilities may use a relay service to reach the agency contact. To learn more about how to make an accessible telephone call, visit the webpage for the [Federal Communications Commission](#). Note that HUD staff cannot assist applicants in preparing their applications.

VIII. OTHER INFORMATION

1. Compliance of this NOFO with the National Environmental Policy Act (NEPA)

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFO in accordance with HUD regulations at [24 CFR part 50](#), which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at [HUD's Funding Opportunities](#) web page.

2. Web Resources.

- [Affirmatively Furthering Fair Housing](#)
- [Assistance Listing \(formerly CFDA\)](#)
- [Climate Action Plan](#)
- [Climate and Economic Justice Screening Tool \(CEJST\)](#)
- [Code of Conduct Requirements and E-Library](#)
- [Environmental Review](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Fair Housing Rights and Obligations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [Federal Funding Accountability and Transparency Act \(FFATA\) Subaward Reporting System](#)
- [Grants.gov](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [Historically Black Colleges and Universities \(HBCUs\)](#)
- [HUD's Strategic Plan](#)

- [HUD Grants](#)
- [HUD Reform Act](#)
- [HUD Reform Act: HUD Implementing Regulations](#)
- [Limited English Proficiency \(LEP\)](#)
- [NOFO Webcasts](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Real Estate Acquisition and Relocation](#)
- [Unique Entity Identifier](#)
- [USA Spending](#)

3. Program Relevant Web Resources

[Resident Opportunities and Self-Sufficiency Grant Program - HUD Exchange](#)
[ROSS Official Site - HUD](#)

APPENDIX

Appendix A - Sample Community Needs Assessment below and also can be found here:
<https://www.hud.gov/grants> and click on the FY23 ROSS NOFO.

SAMPLE COMMUNITY NEEDS ASSESSMENT SURVEY FOR THE ROSS SERVICE COORDINATOR PROGRAM

Part I: Household Information:

1. Are you an adult 18 years or older? (circle one)

Yes	No
-----	----

1. Are you the head of household? (circle one)

Yes	No
-----	----

1. Does anyone in your household have a mental or physical disability? (circle one)

Yes	No
-----	----

Part II: Community/Household Needs:

How would you rate the following issues for your household?

Issue	Serious Problem	Moderate Problem	Not a Problem	Does Not Apply to My Household
Availability of job training opportunities				
Availability of jobs for adults				
Availability of jobs for youth				
Education				
Availability of affordable, reliable child-care services				
Lack of computer/digital literacy				
Lack of affordable Internet service				
Cost of living				
Income/wages				
Debt				
Financial security				
Availability of financial services				
Availability of financial counseling				
Elderly living assistance (62+)				
Physical health				
Mental health				
Seeking employment with a criminal record				
Obtaining a degree/diploma with a criminal record				
Availability of substance use services				

Need for substance use treatment				
----------------------------------	--	--	--	--

What are the things that make it difficult for you or other adults in your household to find and/or keep work? (check all that apply)

BARRIER	Check All that Apply
Nothing	
Need affordable childcare	
Caring for a family member who is sick or disabled	
Do not speak English well	
Need computer training	
Need transportation	
Need Internet access	
Need job experience	
Need job training	
No job opportunities	
Do not have a high school diploma/GED	
Do not have a college degree/professional license	
Disability	
Criminal record	
Lack of transportation	
Other – specify	
Other – specify	
Other – specify	
Don't know	
No response	

Do you or others in your household have interest in the following? (check all that apply)

INTEREST	Check All that Apply
GED/Adult education	
Vocational training	

Increasing income	
Getting a job	
Getting a better job	
Computer training	
Saving money	
Eliminating debt	
2-year college	
4-year college	
Trade school	
Other (specify)	
Other - specify	
Don't know	
None	
No response	

Do you or another adult in your household have difficulty with any of the following? (check all that apply)

SUBJECT/SKILL	Check All that Apply
Reading	
Math	
Writing	
Speaking English	
Writing English	
Using a computer	
Other – specify	
Other – specify	
Other – specify	
Don't know	
None	

No response	
-------------	--

What are the primary health care needs of your household? (check all that apply)

HEALTHCARE NEEDS	Check All that Apply
Primary health care	
Pediatric (child) care	
Prenatal (pregnancy) care	
Dental care	
Healthcare education/prevention	
Nutrition and exercise programs	
Services to help alleviate stress/anxiety/depression	
Assistance with daily living for elderly/disabled residents	
Health screening services	
Substance use treatment	
Smoking cessation programs	
Drinking cessation programs	
Transportation to healthcare services	
Other – specify	
Other – specify	
Other – specify	
Don't know	
None	
No response	

What is your gender? (check one)

GENDER	Check One
Identifies as female	
Identifies as male	
Other	

What is your age (check range)

AGE RANGE	Check One
18-24	
25-34	
35-44	
45-54	
55-65	
65 or older	
No response	