



No. 2005-07  
April 11, 2005

# PROGRAM GUIDANCE

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**PROGRAM:** Resident Opportunities and Self Sufficiency (ROSS)

**FOR:** Tribal Government Leaders and Tribally Designated Housing Entities

*T.D.H.E.*

**FROM:** Rodger J. Boyd, Deputy Assistant Secretary, PN

**TOPIC:** Fiscal Year 2005 Super Notice of Funding Availability for the Resident Opportunities and Self Sufficiency Program

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**Purpose:** The purpose of this guidance is to provide tribes and tribally designated housing entities (TDHEs) with a summary of the Department's Fiscal Year (FY) 2005 Super Notice of Funding Availability (SuperNOFA) for the Resident Opportunities and Self-Sufficiency (ROSS) Program that was published in the Federal Register on March 21, 2005.

**Background:** The purpose of the ROSS Program is to provide grants to Public Housing Agencies (PHAs), tribes, TDHEs, and non-profit organizations, including grass roots and other charity and community-based organizations. The grants provide funds for the delivery and coordination of supportive services and other activities designed to help Public and Indian housing residents attain economic self-sufficiency and elderly residents and residents with disabilities continue to live independently.

**Program Information:** The specific ROSS program requirements begin on page 14054 of the Federal Register. Following is a chart that summarizes the funding categories that are available for ROSS, eligible applicants and maximum grant awards for each category:

GRANT	ELIGIBLE	SUBMISSION DATE	MAXIMUM GRANT AWARD
Resident Services Delivery Model (RSDM) - Elderly and Persons with Disabilities	Indian tribes, TDHEs, resident organizations (ROs) for tribal entities, nonprofits	July 6, 2005	\$250,000 - tribes with 1-217 units \$350,000 – 218 - 1,155 units \$450,000 – 1,156 or more units  Nonprofits supported by tribes are limited to \$125,000
RSDM – Family	Indian tribes, TDHEs, ROs for tribal entities, nonprofits	July 25, 2005	\$250,000 - tribes with 1 – 780 units \$350,000 – 781 – 2,500 units \$500,000 – 2,501 – 7,300 units \$1,000,000 – 7,301 or more units  Nonprofits supported by tribes are limited to \$125,000
Homeownership Supportive Services (HSS)	Indian tribes, TDHEs, ROs for tribal entities, nonprofits	May 26, 2005	\$250,000 – tribes with 1 – 780 units \$350,000 – 781 – 2,500 units \$500,000 – 2,501 – 7,300 units \$1,000,000 – 7,301 or more units  Nonprofits supported by tribes are limited to \$125,000

**GENERAL SECTION OF THE SUPERNOFA**

Applicants are required to follow the procedures located in the General Section, which begin on page 13576 of the Federal Register, as well as in the Program Section of the SuperNOFA. Following are important general facts regarding submission of your ROSS application:

**Application Procedures:** Application forms and other submission requirements are available at [www.grants.gov/Apply](http://www.grants.gov/Apply). In the event you experience difficulty with downloading forms, call 1-800-518-GRANTS. If you do not have Internet access, you may call 1-800-HUD-8929 to receive the NOFA and the application forms.

Eligible applicants may submit an application for more than one funding category; however, separate applications must be submitted for each category.

**Code of Conduct:** If awarded assistance under a HUD FY 2005 program NOFA, you will be required to submit a copy of your Code of Conduct.

**DUNS Number:** All applicants are required to obtain a Dun and Bradstreet Universal Numbering System (DUNS) Number before receiving an award from HUD.

**Guidebook:** A guidebook to HUD programs entitled, “Connecting with Communities: A User’s Guide to HUD Programs and the FY2005 NOFA Process,” is available from the HUD NOFA Information Center and the HUD website at [www.hud.gov/offices/adm/grants/fundsavail.cfm](http://www.hud.gov/offices/adm/grants/fundsavail.cfm).

**Waivers:** See page 13584, paragraph 4, in the General section of the SuperNOFA regarding information on seeking a waiver of the requirement to submit applications electronically. Waiver requests will be accepted beginning on the date of publication of the NOFA (March 21, 2005) and no later than 30 days prior to the application submission date.

If you receive a waiver of the electronic submission requirement, send an original paper application and one copy to the Grants Management Center (GMC), 501 School Street, SW., Suite 800, Washington, DC 20024. *In addition*, send one copy to the Office of Native American Programs (ONAP) located at 1670 Broadway, 23<sup>rd</sup> floor, Denver, Colorado 80202, Attention: Carol Quinlan, by the date and time indicated in the SuperNOFA. Please do not submit applications to the Area ONAP.

Applicants receiving a waiver to the electronic submission requirement must use the United States Postal Service to submit applications. Further information regarding this requirement is located on page 13585 of the General Section of the SuperNOFA.

If you submit applications for other programs, you must request this waiver for each.

### **HIGHLIGHTS OF THE ROSS NOFA**

- Nonprofit applicants must submit a letter from a tribe or TDHE supporting the application and a signed Contract Administrator Partnership Agreement.
- Grantees may hire a Project Coordinator to create a resident group to promote self-sufficiency efforts on the reservation. The salary may not exceed \$65,000 in combined annual salary and fringe benefits or total more than 30 percent of the grant amount.
- ROSS funds may not be used to pay for any salaries other than a Project Coordinator. The RSDM-family component also allows ROSS funds to be used for resident salaries.
- As part of the threshold requirement, applicants will be evaluated on their ability to manage a ROSS Program grant.

### **SUGGESTIONS FOR DEVELOPING A SUCCESSFUL APPLICATION**

- ✓ Applicants are required to have adequate documentation showing that they have in place a 25 percent match in cash or in-kind donations. Letters of support or Memorandums of Understanding must be on the appropriate organization’s letterhead and signed and dated.
- ✓ Forms must be completely filled out and signed by the authorized official.
- ✓ Form HUD-52751, ROSS Funding Fact Sheet, must include the housing developments targeted for ROSS activities. These are units constructed under the 1937 Housing Act or under the Native American Housing Assistance and Self Determination Act (NAHASDA).
- ✓ Threshold items must be included in the application at the time of submission. If they are missing, the application will not be reviewed.

**IMPORTANT WEB SITES**

Applying for a DUNS number	<a href="http://www.grants.gov/GetStarted">www.grants.gov/GetStarted</a>
Application packages	<a href="http://www.grants.gov/Find">www.grants.gov/Find</a>
Application information	<a href="http://www.grants.gov/Apply">www.grants.gov/Apply</a>
Guidebook to HUD programs	<a href="http://www.hud.gov/offices/adm/grants/fundsavail.cfm">www.hud.gov/offices/adm/grants/fundsavail.cfm</a>

If you need additional assistance regarding submission of your FY 2005 ROSS application, contact Carol Quinlan at (303) 675-1613.

**Applicants should not rely solely on information in this Guidance since it does not include all applicable NOFA requirements on the subjects addressed.**