

# FREQUENTLY ASKED QUESTIONS

## Fiscal Year (FY) 2020 Resident Opportunity & Self-Sufficiency (ROSS) Notice of Funding Availability (NOFA) APPLICATION

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### ACCESSING THE APPLICATION AND NECESSARY FORMS:

#### **Question 1: How do I access the application?**

##### **Answer 1:**

- Go to grants.gov, click on “search grants”
- You can search by key word, CFDA number or Opportunity Number but enter only one. If you enter more than one, you will not find the grant. You may enter “Resident Opportunity & Self-Sufficiency” or the CFDA number, “14.870”.
- Then, click on the “package” tab.
- Then click “apply” (you can also click on “preview” to view application forms). Once you click “apply,” you will need your email and password to access the application.
- Also, we recommend signing up for updates in case any are sent regarding the application package.
- The application package is made available in what grants.gov calls “workspace”.

You may also view the Notice of Funding Availability (NOFA) and other NOFA related information on HUD’s FY20 ROSS funding opportunity page:

[https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps/fy2020\\_ross](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy2020_ross)

#### **Question 2: Will there be a webinar for applicants that are interested in applying for FY20 ROSS funding?**

**Answer 2:** Yes, we will be hosting a webinar to walk through the FY20 ROSS NOFA requirements. Renewal and new applicants are encouraged to attend. The details for this webinar are forthcoming. The webinar will be recorded and added to the FY20 ROSS funding page:

[https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps/fy2020\\_ross](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy2020_ross)

**Question 3: I cannot find the HUD-52768. How do I access the HUD-52768 form?**

**Answer 3:** Once you have downloaded the application package, you must click the HUD-52768 box under the section “Select Forms to Complete.” Once you click the HUD-52768 form, then it will appear.

**Question 4: I cannot find Appendix B (Sample Needs Assessment). How I access Appendix B?**

**Answer 4:** Once you have downloaded the application package and instructions on grants.gov, you will find Appendix B along with other application forms.

## INFORMATION FOR COMPLETING AND SUBMITTING YOUR APPLICATION

**Question 5: Does my agency need to submit a Code of Conduct?**

**Answer 5:** Federal regulations (2 CFR part 200) and HUD's NOFA for discretionary funds require non-Federal entities receiving Federal assistance awards, excluding States, to develop and maintain written standards/codes of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. If your agency has previously submitted an electronic copy of the Code of Conduct to HUD, then you will not need to submit a Code of Conduct with your application. Please click [here](#) for more information.

**Question 6: Does my agency need to submit the HUD-2880 form?**

**Answer 6:** This document is the PDF version of the Applicant/Recipient Disclosure/Update Report. You must complete this report if: (1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year; (2) You are updating a prior report to reflect substantial changes to the initial applicant disclosure reports; or (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

**Question 7: I cannot submit the application because I am getting error messages. How can I correct my errors?**

**Answer 7:** You must ensure that you have entered the information in all the mandatory fields of the forms. The mandatory fields are highlighted in yellow. Additionally, you must confirm that you have entered in the correct information on the forms. If information (i.e., funding amount requested) on the SF-424 form does not match with the information on the HUD-52768, then you may get error messages.

**Question 8: I am trying to enter the PHA code for Part 1.E on the 52768 form and the form won't allow me to. How can I enter in the PHA code so I can submit my application?**

**Answer 8:** Some Information from the HUD-52768 form is prepopulated from the SF-424 form. If the SF-424 information is incomplete, then some fields on the HUD-52768 form will be incomplete. On the SF-424 you must enter in the Federal Entity Identifier. Once that is entered, it will appear on the 52768. Additionally, please confirm that information on all forms match. There may be instances where you may get an error message due to information not matching.

**Question 9: Does my salary comparability information have to be from different employers?**

Answer 9: Yes, you must salary comparability information from three different sources/employers. No source/employer should be listed more than once on the HUD-52768 form. Please note that you may use only one comparable position from your own organization as a source of one of the entries for salary comparability.

**Question 10: It looks like the online resource, [www.careeronestop.org](http://www.careeronestop.org), includes salary, but not fringe benefits. What should I do about fringe benefits?**

**Answer 10:** The NOFA allows applicants to use CareerOneStop.org to serve as one of the sources of this information. But CareerOneStop.org does not include fringe benefits. If you choose to use CareerOneStop or any other online source that does not include fringe benefits, you will need to use another source (other than the two additional sources of salary comparability information) for fringe benefits. In such cases, include both sources in the “source” box on the HUD 52678 and include the information for the Point of Contact (POC) for that second source. If the second source is not online, make sure to include the Point of Contact (POC) information. If both are online sources, please enter either the POC at your local OneStop or a POC at your agency.

**Question 11: When using grants.gov, do I have to apply using the workspace?**

**Answer 11:** Yes, you must use the workspace to apply for ROSS funding.

- Your organization must authorize you to either **create a workspace** or add you to an existing workspace.
- You must have Adobe Reader installed to apply. For information on this go to: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.
- Please note: For issues with grants.gov, please contact their applicant support at: 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).
  - You can access their FAQs here: <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>
  - You can also access their online user guide here: <https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm>.

**Question 12: Who should submit the application on behalf of my organization?**

**Answer 12:** Only the Authorized Organization Representative (AOR) may submit an application on behalf of your organization. However, other staff (such as a grant writer or ROSS-SC) may work on the application in grants.gov. The AOR 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. For information on roles within grants.gov, please go to: <https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-roles.html>.

**Question 13: I do not see a Logic Model with this application. Is the e-Logic Model required to be submitted with this application?**

**Answer 13:** You are not required to submit the e-Logic Model with this application. This form has been discontinued. If awarded FY20 ROSS funds, HUD will provide more information on the reporting tool that will be used.

**Question 14: How can I sign up for the ROSS Mailing List:**

**Answer 14:** You may sign up for the ROSS Mailing list here: <https://www.hud.gov/subscribe/signup?listname=ROSS-Service%20Coordinator&list=ROSS-SC-L>

This mailing list is for ROSS Service Coordinators, staff of grantees, and all other entities that are interested in applying for and accessing ROSS opportunities.

## AVOIDING COMMON MISTAKES WITH APPLICATION SUBMISSION:

### Common Mistakes with Application Submission:

- 1. Applied for the Wrong Grant.** You should double check you are applying for the Fiscal Year 2020 Resident Opportunity & Self-Sufficiency program.
- 2. 52768 does not include project name and number.** If you are PHA and/or serving public housing residents, you *must* include the correct project name AND 11-digit project number. For tribes/TDHEs with projects previously funded by NAHASDA, 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. Remember, this form is considered a non-curable deficiency. Any information that's missing from this form cannot be requested by HUD.
- 3. Incomplete Application Forms.** Applicants should confirm all application forms are complete and submitted.
- 4. Incorrect Information on Application.** Applicants should verify that all information included in the application is the correct information. This includes the name Public Housing Authority (PHA) or Tribally Designated Housing Entity (TDHE) to be served, PHA code, DUNS/EIN number, and all other information on application forms. If an error is

discovered after you submit your application, you may correct it by resubmitting a new, complete application. HUD will only consider and review the latest submission.

5. **Expired DUNS and SAMS.** Applicants must maintain an active DUNS and SAMS to be funded any federal grant funds. Make sure to check whether the status of your DUNS and SAMS is current before you submit your application.
6. **Does not include Salary Comparability Information from three different sources/employers.**
7. **Applied for RAD conversion.** Applicants must verify that projects to be served are public housing units and did not receive a Commitment to enter a Housing Assistance Payment (CHAP).
8. **Does not include a narrative statement.** All applicants (including renewals) are required to submit a narrative statement. See the NOFA for details.
9. **Did not read the entire NOFA.** Applicants should read the NOFA in its entirety to verify that all eligibility requirements are met before submitting application.
10. **Submitted the application on the due date and experienced errors submitting.** Please note that we encourage applicants to submit their applications at least 48 hours before the deadline in case there are technical issues. By submitting your application 48 hours before the deadline, you should have enough time to correct any errors and submit by the deadline.