

FREQUENTLY ASKED QUESTIONS
for the
Fiscal Year (FY) 2025 Resident Opportunity and Self-Sufficiency –
Service Coordinator (ROSS-SC) Program
Notice of Funding Opportunity (NOFO)

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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’ll 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**. See question 15 below for more information.

Question 2: I cannot find Appendix A (Sample Needs Assessment). How can I access Appendix A?

Answer 2. The Appendix A, also known as the Sample Needs Assessment, can be found in the attachment section of the ROSS FY2025 (FY25) NOFO, pages XX-XX:

INFORMATION FOR COMPLETING AND SUBMITTING YOUR APPLICATION

Question 3: When is the due date for the application?

Answer 3: The application due date is December 1, 2025. Applications that are submitted after December 1, 2025, will be ineligible for funding. If Grants.gov rejects your application before the deadline, you have up to 24 hours after the application deadline to correct and resubmit your application. Any application submitted during the grace period but not labeled as received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications. See Section VI. of the FY25 ROSS NOFO for more information on application submission deadline.

Question 4: How do I submit my application?

Answer 4: Instructions for Applicants: Grants.gov hosts all application materials, including the Application Instructions (also referred to as Download Instructions), the Application Package (also referred to as Mandatory Forms on grants.gov) and optional forms. You must access all required application materials by going to 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. You must submit your application electronically via Grants.gov under the Funding Opportunity Number cited within the NOFO. Your application must list the applicable Funding Opportunity Number. See Section VI. of the FY25 ROSS NOFO for more information on submission requirements and deadlines.

To submit a paper application, you must request a waiver in writing to HUD at least 15 calendar days before the application deadline, using the below information. Your reason for requesting a waiver must 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. HUD will not grant a waiver if you fail to meet the requirements outlined in this paragraph. 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: Public and Indian Housing
Street: 451 7th Street, SW
City: Washington
State: DC DISTRICT OF COLUMBIA

Zip: 20410

Question 5: How can I determine if I am considered a renewal applicant?

Answer 5: Under the FY25 NOFO, renewal applicants are FY20, FY21, and FY22 ROSS grantees. See Section III.F.8. The Previously Awarded list provides names of all FY20, FY21, and FY22 ROSS grantees and can be found here. If you feel that you should be on this list, please contact the ROSS team directly by sending an email to ROSS-PIH@hud.gov.

Question 6: Does my agency need to submit a Conducting Business in Accordance with Ethical Standards/Code of Conduct?

Answer 6: Federal regulations (2 CFR part 200) and HUD's NOFO for discretionary funds require that 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 Conducting Business in Accordance with Ethical Standards/Code of Conduct to HUD and nothing has changed, you do not need to submit a Conducting Business in Accordance with Ethical Standards/Code of Conduct with your application. See Section IV.C. of the FY25 ROSS NOFO.

If any changes have been made to your Code of Conduct since the last time it was submitted, you will have to submit the most current version. Please click [here](#) for more information.

Question 7: Does my agency have to submit the HUD-2880 form?

Answer 7: The form HUD 2880, also called the Applicant/Recipient Disclosure/Update Report, 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. 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 this 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. See Section IV.A. of the FY25 ROSS NOFO for detailed submission requirements.

Question 8: Must I submit the 424-B form?

Answer 8: Yes, the FY25 NOFO has been updated to require all applicants to submit form HUD 424-B (Applicant Assurances and Certifications). Applicants are also required to

update their SAM.gov registrations to comply with Federal Assistance Assurance. See Section IV.A2. of the FY25 ROSS NOFO for detailed submission requirements.

Question 9: I cannot submit the application because I am getting error messages. How can I correct my errors?

Answer 9: You must ensure that you have entered the information in all of the mandatory fields on the forms. If you need assistance correcting errors, please contact grants.gov by calling 1-800-518-4726 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. Before you begin see section of the FY25 ROSS NOFO for more information.

Question 10: What happens if I do not submit a HUD-52768 form by the application due date?

Answer 10: The application due date is December 1, 2025. If the form is not submitted by the application due date, your application will not be eligible for funding. Failure to submit a completed HUD-52768 is a non-curable threshold requirement. Your application shall be deemed ineligible for funding if there is any missing information on your HUD-52768 form. See Section IV.B of the FY25 ROSS NOFO for detailed submission requirements.

Question 11: It looks like the online resource, www.careeronestop.org, includes salary, but not fringe benefits. What should I do about fringe benefits?

Answer 11: The NOFO requires applicants to submit salary information provided by the U.S. Bureau of Labor Statistics (BLS) for the occupation entitled “*Social Worker, Other*” at the median level in your ZIP Code. The following link from CareerOneStop.org will help you to find the necessary data: www.careeronestop.org/Toolkit/Wages/find-salary.aspx. Because BLS data does not include fringe, you may request up to 30 percent above the BLS salary for fringe benefits. See Section IV of the FY25 ROSS NOFO for more information.

Question 12: What do I do if the salary information for my ZIP Code in BLS is lower than the current salary of our ROSS-SCs?

Answer 12: If you believe that the BLS salary comparison amount is insufficient, then you may submit salary comparability information from three different local sources (i.e., employers) to justify your salary and fringe request. You must submit the three salaries on the HUD-52768 form. See Sections IV.B. of the FY25 ROSS NOFO for detailed submission requirements.

Question 13: What’s the ROSS-SC salary maximum for FY2025?

Answer 13: In previous the previous NOFO, the maximum amount allowed for salary and fringe benefits was \$80,000. Under this NOFO for FY 2025, applicants may request up to the maximum grant amount (\$272,250), that can be designated for the salary, fringe, and administration/training/travel costs of the ROSS program for their service coordinator(s). It should be noted that any NOFO applicant, who request 100 percent of the ROSS NOFO funds for salary and fringe, will be forfeiting funds for administrative and training and travel costs. See Section III.A of the FY25 ROSS NOFO for more information.

Question 14: What do I do if there is no salary information in BLS for my ZIP Code?

Answer 14: For this NOFO, your salary location is based upon your agency's ZIP Code. You will use this ZIP Code to determine your salary maximum with BLS, per Section IV.B. of the NOFO. If there is no salary information for your ZIP Code in BLS, then HUD will accept 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 accept the *United States' median salary* information for the same occupational title (*Social Worker, Other*).

Question 15: When using grants.gov, do I have to apply using workspace?

Answer 15: Yes, you must use workspace to apply for ROSS funding.

- All applicants must use **workspace** to apply. For an overview of how to use workspace, click here: [grants.gov/applicants/workspace-overview/](https://www.grants.gov/applicants/workspace-overview/)
- You can also access grants.gov online user guide here: <https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm>.
- Please note: For issues with grants.gov, please contact their applicant support at: 1-800-518-4726 or support@grants.gov.

Question 16: Is it possible to use ROSS-SC funding to serve RAD PBV and PBRA residents?

Answer 16: Yes, the Full-Year Continuing Appropriations and Extensions Act, 2025 (Public Law 119-4), 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). The FY25 NOFO explains how RAD PBV or RAD PBRA PHAs and Multi-Family owners can apply. See Section II. of the NOFO for more information.

Question 17: If we also receive the Elderly Disabled Service Coordinator (EDSC) grant through the Operating Fund, are we still eligible for a ROSS grant?

Answer 17: Yes, FY25 applicants that receive EDSC funding from the Public Housing Operating Fund may now apply to serve elderly and disabled populations through the ROSS Program.

Question 18: Who should submit the application on behalf of my organization?

Answer 18: Only the Authorized Organization Representative (AOR) may submit 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. Please review Appendix Section of the FY25 NOFO for more information.

Question 19: What happened to DUNS?

Answer 19: On April 4, 2022, the unique entity identifier number used across the federal government for applicants changed from the DUNS Number to the Unique Entity ID (UEI), which is generated by SAM.gov, and you may obtain one here: <https://sam.gov/content/duns-uei>. Applicants are also required to update their SAM.gov registrations every year to keep your registration active.

Question 20: How can I sign up for the ROSS Mailing List?

Answer 20: You can sign up for the ROSS Mailing list here: <https://public.govdelivery.com/accounts/USHUDPIH/signup/32524>

This mailing list is for ROSS Service Coordinators, grantee staff, and other entities that are interested in obtaining program updates, including ROSS training opportunities.

Question 21: Will there be a webcast covering the NOFO?

Answer 21: Yes, a pre-recorded webcast has been posted to the FY25 ROSS NOFO webpage. The slides for the webcast are also available there.

Question 22: What do I do if I have a question that's not answered in this FAQ?

Answer 22: Please first read the NOFO and watch the NOFO webinar. If you still have questions, email the ROSS Team at ROSS-PIH@HUD.gov. Please note that the ROSS team may only provide clarifying information, we cannot assist with the completion of your application.

Question 23: What if there is a curable deficiency in my application?

Answer 23: When HUD identifies a curable deficiency, HUD will notify the Authorized Organization Representative (AOR) identified on the SF-424 Application for Federal Assistance via email. This email is the official notice of deficiency. If the AOR receives such a notification a timely response is required, please review Section IV of the FY25 NOFO for more information on curable/technical deficiencies.

Question 24: What are some of the major changes to this year's NOFO?

Answer 24: Please See Section III.F of the FY25 ROSS NOFO for the full list of changes. Below is a list of some of the major changes to this year's NOFO:

1. **U.S. Bureau of Labor Statistic Job Title.** Under this NOFO, salary and fringe will vary depending on the information provided by the U.S Bureau of Labor Statistics (BLS) for the job title “Social Worker: Other” occupation at the median level in your ZIP Code. This change ensures that ROSS-SCs' job title in BLS is the same job title used by FSS coordinators when applying for funding. This change also increases the comparable median salary by 30 percent. See Section IV.B. for more information.
2. **Increased Monitoring of Grantee Annual Expenditures.** Grantees are expected to have spent approximately 33 percent of their ROSS funding by June 1, 2027, approximately 66 percent by June 1, 2028, and 100 percent at the end of your grant period. Grantees who fail to spend the anticipated threshold percentages at the end of year one (approximately 33 percent) and year two (approximately 66 percent) of their grant award, may be subject to additional grant award conditions. See Section VII.E. for more information.
3. **Increased Funding Flexibility for Salary and Fringe Benefits.** In prior NOFOs, the maximum amount allowed for salary and fringe benefits was \$80,000. Under this NOFO, applicants may request up to the maximum grant amount to be designated for the salary and fringe benefits of the ROSS-SC program for their service coordinator(s). In cases where applicants are requesting 100 percent of ROSS funds for salary and fringe, they are forfeiting funds for administrative and training and travel costs. See Section III.A.8 for more information.
4. **Modification Requirement for Awarded Salary and Fringe Adjustment.** Grantees that will pay their service coordinator(s) less than 25 percent than the awarded amount for salary and fringe benefits, must submit a budget justification and modification to HUD. See Section VII.E. for more information.
5. **Salary Comparability Information.** Under this NOFO, salary comparability information is NOT required to be submitted with your application. Instead, HUD will use the median salary information from the BLS locality pay data, with 30 percent added for fringe benefits. See Section IV.B. for more information.
6. **Salary Location.** Under this NOFO, your salary location is based upon your entity's ZIP Code that you submit in your application. See Section IV.B. for more information.

7. **Rating Factor Criteria.** The rating factor criteria have been revised to improve comprehensibility for applicants, while providing additional guidance on criteria. In addition, HUD adjusted the point maximums for criteria. See Section V.B. for more information.
8. **Renewal Applicant Definition.** Under this NOFO, renewal applicants are FY20, FY21 and FY22 ROSS grantees. See attachments for more information.
9. **RAD PBV and RAD PBRA Residents.** Under this NOFO, PHAs and multifamily 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 II.2. for more information.

AVOIDING COMMON MISTAKES WITH APPLICATION SUBMISSION:

What are common mistakes with application submission:

Mistake 1: Applied for the Wrong Grant.

Corrective Action 1: Applicants should double check that they are applying for the Fiscal Year 2025 Resident Opportunity and Self-Sufficiency Service Coordinator Program.

Mistake 2: The HUD-52768 does not include project name and number.

Corrective Action 2: Applicants *must* include the correct project name **AND** project number or unique project identifier.

If this form is not submitted by the application deadline, your application will be deemed ineligible and will not be reviewed. Review Section IV.B of the FY25 ROSS NOFO for detailed submission requirements. For Part II of the HUD-52768 Form, 2nd column, "Project(s) to be Served": Those applying to serve public housing units must list the project number as identified in IMS/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 project information in Part II of the form.

- **Project Number or Unique Project Identifier Column:** PHA applicants should enter the identifier using the format of two letters followed by nine digits (e.g., SCXXXXXXXXX). RAD-PBRA and RAD-PBV Projects: Enter the former project name(s) and number(s) for each project served. Multifamily owners: Enter the Multifamily Contract Number (PBRA HAP Contract #). For tribes/Tribally Designated Housing Entities (TDHE) funded by NAHASDA, a project is identified by an official project name. If you are a tribe and there is not an official project name in use, develop a unique project identifier that can be used in this application and future applications.
- **Number of Units Served:** Confirm that the number of units entered corresponds accurately to the project number or unique identifier.

- **Please note that the FY25 ROSS NOFO clarifies that the unit count is based on the number of occupied units in projects with NAHASDA rental assistance.** In past NOFOs, the language was broader and only said that NAHASDA-assisted units were eligible. Therefore, there could be a change in the number of units you are eligible to serve. This, in turn, could affect the number of Service Coordinator positions you are eligible to receive.

Number of PHA/tribe/TDHE 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

Mistake 3: Incomplete Application Forms.

Corrective Action 3: Applicants should confirm all application forms are complete and submitted. You may want to have someone double check your application before you submit. Missing or incomplete application information can fall into one of two deficiency categories. Review Section VI.C. of the FY25 ROSS NOFO technical application errors.

Mistake 4: Incorrect Information on Application.

Corrective Action 4: Applicants should verify that all information included in the application is the correct information. This includes the name of the Public Housing Agency (PHA) (or tribe, Multi-Family provider), to be served PHA code, UEI 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, as long as it's before the deadline. HUD will only consider and review the latest submission.

Mistake 5: Expired UEI and SAMS.

Corrective Action 5: Applicants must maintain an active UEI and SAMS to receive any federal grant funds. Make sure to check whether the status of your UEI and SAMS is current before you submit your application.

Mistake 6: Failed to understand RAD PBV and RAD PBRA Provision.

Corrective Action 6: 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 previously received a prior ROSS grant. See Section II of the of the FY25 ROSS NOFO for more information.

Mistake 7: Does not include a narrative statement.

Corrective Action 7: All applicants (including renewals) are required to submit a narrative statement addressing all rating factors. See Section V.B in the NOFO for additional details. **If your application does not include a narrative, it will not be considered for funding.**

Mistake 8: Did not read the entire NOFO.

Corrective Action 8: Applicants should read the NOFO in its entirety to verify that all eligibility requirements are met before submitting application. Make a checklist to ensure you complete all required forms and narratives.

Mistake 9: Submitted the application on the due date and experienced errors during a timely submission.

Corrective Action 9: If you submit your application on the deadline date, and issues arise you *may* be granted a 24-hour grace period to resubmit. Applications received after the 24-hour grace period will not be considered. Please note that we encourage applicants to submit their applications at least 48 hours before the deadline in case there are technical issues. It also takes time for grants.gov to validate your application submission. By submitting your application 48 hours before the deadline, you should have enough time to correct any errors and resubmit by the deadline.

Mistake 10: Applied as a new applicant when grantee is a renewal applicant.

Corrective Action 10: Applicants should review the NOFO definitions of renewal and new applicants carefully in Section IV of the of the FY25 ROSS NOFO to ensure the correct information is included with their application. Please review the renewal list to determine if you should apply as a renewal applicant. If applicant applies under the incorrect new or renewal status, the missing information will not be requested during the curable period.