

Youthbuild Application



U.S. Department of Housing and Urban Development
Andrew Cuomo, Secretary



**U.S. Department of Housing
and Urban Development**
Office of Community Planning
and Development

1998 Application and Guidance for

Andrew Cuomo,
Secretary

Youthbuild Program



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
THE SECRETARY
WASHINGTON, D.C. 20410-0001

Spring 1998

Dear Friend:

For many years, local citizens and organizations have worked hard to build strong and healthy communities, and the U.S. Department of Housing and Urban Development (HUD) has often been an important partner in those efforts. Under the direction of President Clinton, HUD has streamlined operations and redesigned programs to make us more effective and to make it easier for people to work with the agency. HUD's reinvention will make HUD one department with one mission – empowering people to create viable communities for all Americans.

The key elements of viable and sustainable American communities are good, safe homes; economic vitality; and supportive living environments for people of all income levels. The Youthbuild program helps make strong communities possible by enabling young people to increase their self-sufficiency while improving the housing stock in their communities. Youthbuild provides classroom and on-site education and training in housing construction/rehabilitation and leadership skills to very low income high school dropouts. Together, these experiences provide hope for the future to participants and help them to be productive members of their communities.

We know that Youthbuild can have an even greater impact on a community when it works in tandem with other HUD programs. As part of HUD's continuing management reforms, we have streamlined our competitive grant funding process for Fiscal Year 1998 to make it easier for citizens to do just that. Instead of 40 separate, hard-to-track Notices of Funding Availability (NOFAs), we are using three consolidated "SuperNOFAs" to provide information on the array of HUD's competitive programs. Because we use a standardized format, the application and selection process is simplified. Our SuperNOFAs will give those interested in the health and vitality of our communities greater opportunities to create and implement successful, comprehensive local plans. When designing your proposed Youthbuild strategy, we urge you to use the new SuperNOFA process as an opportunity to create truly holistic, coordinated strategies by combining your Youthbuild activities with other efforts designed to effectively address your community's housing and development needs.

Good luck! We look forward to working with you in addressing the needs and interests of our nation's communities and of the people who live and work within them.

Sincerely,


Andrew Cuomo

The information collection requirements contained in this application have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

The information is requested in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and to establish grant amounts.

Selection of applications for funding is based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year. The information collected in the application will only be collected for specific funding competitions.

Public reporting burden for this collection of information is estimated to average 44 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

To the extent that any information collected is of a confidential nature, there will be compliance with the Privacy Act requirements.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Youthbuild Application Guidebook

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Application and Guidance for 1998 Youthbuild Program

General Instructions

1. Program Purpose: The purpose of the Youthbuild program is to provide economically disadvantaged youth with education and employment skills through opportunities for meaningful work in their communities by helping to meet the housing needs of homeless individuals and members of low- and very low-income families. The program is designed to provide both on-site housing construction and rehabilitation work experience and off-site academic classes, job skills training, leadership development and supportive service for young adults, primarily high school dropouts. In addition to benefiting the youth participants, the program will also increase the supply of permanent affordable housing for the homeless and low- and very-low income families.

2. Kinds of Grants: This application is to be used by applicants for implementation grants only. Planning and combined applications will not be accepted. Applications that are not on the 1998 forms will not be accepted.

3. Application Kit: This application is one part of the Application Kit that will be distributed to potential applicants. The Kit includes the Youthbuild Notice of Funds Availability (NOFA), all of which are published in the SuperNOFA. Refer to the Youthbuild NOFA for detailed information on Youthbuild program components, eligible applicants, eligible activities, maximum awards, grant periods, project-related restrictions and other requirements of the program. Refer to the NOFA for information on the application due date, selection criteria and the selection process.

4. Application Deadline: An originally signed application and two copies shall be received at HUD Headquarters at the address below by the deadline date specified in the NOFA, or postmarked by the specified date. Applicants should submit applications to the following address:

**US Department of Housing and Urban Development
Office of Community Planning and Development
Processing and Control Unit, Rm. 7255
451 Seventh St. SW
Washington, DC 20410**

It is critical that you check the NOFA published in 1998 for the deadline date. Please carefully review the NOFA for specific information on meeting the application submission deadline. Applications sent by facsimile will not be accepted. Applications that are not on the 1998 forms will not be accepted. In addition, one copy of the completed application should be forwarded to the local HUD CPD field office. Please refer to the list in the NOFA for the address of the field office nearest you.

5. Organization of the Application: In addition to the standard application cover sheet (Form SF424), the application is composed of five Exhibits, as listed in the Checklist of Exhibits. The SF424 and the program certifications in Exhibit 5 must be signed by the same authorized representative of the applicant entity.

6. Assembling the Application: To help us expedite review of the application, please assemble in the order shown in the Checklist of Exhibits. Ensure that all five exhibits are complete and concise. After the entire application is assembled, please mark each exhibit with an appropriately numbered tab and number each page of the application, including resource commitment letters, sequentially. Do not include an appendix.

7. Further Information: Any questions regarding application forms or any aspect of the Youthbuild program should be addressed to: SuperNOFA Information Center at 1-800-HUD-8929, or through the Internet at <http://www.HUD.GOV>.

I. OVERVIEW OF THE YOUTHBUILD PROGRAM

Youthbuild was authorized as " Youthbuild (HOPE for Youth)" on October 28, 1992, under the Housing and Community Development Act of 1992. The purpose of the program is to provide disadvantaged young adults with education, employment, and leadership skills and expand the supply of affordable housing by building and rehabilitating housing for low-income and homeless persons. It provides both on-site construction work experience and off-site academic and job skills training for high school dropouts (ages 16 to 24) in low-income communities.

A. Eligible Applicants

All applicants must be public or private nonprofit organizations or agencies. For-profit organizations and private individuals are not eligible to apply.

1. A **private** nonprofit organization is one that:
 - o is organized and exists under Federal, State, local or tribal law,
 - o has no part of its earnings inuring to the benefit of any individual,
 - o has a voluntary board,
 - o has an accounting system or has designated a fiscal agent in accordance with requirements established by HUD, and
 - o practices nondiscrimination in the provision of assistance.

Private non-profit eligible applicants include:

- o Community-based nonprofit organizations,
 - o Community Action Agencies, and
 - o Community Development Corporations.
2. A **public** nonprofit organization is one that is chartered or otherwise authorized by a State or local government.

Public non-profit eligible applicants include:

- o Administrative entities designated under section 103(b)(1)(B) of the Job Training Partnership Act,
- o State and local youth service and conservation corps,
- o Entities eligible to provide education and employment training. This includes school districts, community colleges, units of State and local government, etc., and
- o Resident management corporations, resident councils, and resident organizations in Public and/or Indian Housing Authorities.

3. **Governmental** eligible applicants include:
 - o State or local units of general government and
 - o State or local housing development agencies/authorities.

B. Program Components

1. Educational Services designed to meet the basic educational needs of participants. Examples include basic skills instruction, remedial education, bilingual education for individuals with limited English proficiency, secondary education, and courses designed to lead to the attainment of a high school diploma or its equivalency (GED). It can also include counseling and assistance in attaining post-secondary education and required financial aid.
2. Leadership Training designed to develop employment and leadership skills. Examples of such activities are participation in policy groups, task forces, youth councils, etc., other basic involvement in policy and decision making, work in the community, peer counseling and tutoring, provision of bonuses or other incentives for exemplary leadership, and leadership development courses.
3. Optional Activities. Local programs may want to include other activities that meet the needs of their participants. Such special activities may include entrepreneurial training, courses in small business development, assistance in correcting learning disabilities, drivers' training, and internships in other kinds of work environments.
4. On-site training.

Nature of work. The only kind of on-site training that is eligible is rehabilitation or new construction of housing and related facilities.

Uses of housing. All housing produced by Youthbuild participants, regardless of the source of the construction funds, must be provided for the homeless, low-income, or very-low income families. In addition, if Youthbuild funds are used for construction or rehabilitation (i.e., if any amounts are entered in the Youthbuild column on Exhibit 2C(10), the following statutory restrictions apply:

- a. Residential Rental. For 10 years, owners of residential rental properties produced with Youthbuild funds must comply with several restrictions on tenants, rental payments, profit, and conveyance. See Section 309 of the Final Rule for details of these restrictions.
- b. Transitional Housing. For 10 years, owners of transitional housing for the homeless produced with Youthbuild funds must comply with several restrictions on profit and conveyance. In addition, operators of such housing must adhere to

the requirements of the Transitional Housing Component of the Supportive Housing Program regarding service delivery, housing standards, and rent limitations. The requirements of the Supportive Housing Program are published as 24 CFR Part 583. Additional restrictions are in Section 310 of the Youthbuild Final Rule.

- c. Homeownership Housing. For 10 years, owners of homeownership housing produced with Youthbuild funds must comply with conveyance restrictions. In addition, each homeownership project must comply with the requirements of the HOPE II (multifamily) or HOPE III (single family) programs. See Section 311 of the Youthbuild Final Rule.

Housing and Related Facilities. All on-site training, regardless of the source of construction funding, is restricted to housing and related facilities. Related facilities are rooms or other facilities that are attached to and related to the housing being constructed. Examples are cafeterias or dining halls, community rooms or buildings, child care centers, recreation facilities, and other essential service facilities. Facilities that stand alone, without housing, are ineligible for use in the Youthbuild program. **Standalone daycare centers, community centers, businesses, parks, or other facilities are NOT eligible on-site locations for Youthbuild projects.**

C. Eligible Participants

To be eligible to participate in a Youthbuild program, an individual must be:

1. **Age 16-24, inclusive.** ALL participants must be between the ages of 16 and 24, inclusive, at the time of enrollment. There can be no exception to this rule.
2. **Very low income.** At least 75 percent of all participants in a Youthbuild program must be a very low-income individual or a member of a very low-income family. Very low-income is defined in Section 3(b) of the U.S. Housing Act of 1937. A very low-income family has an income that does not exceed 50 percent of the median family income for the area.
3. **A High School Dropout.** A dropout is an individual who:
 - a. is not attending any school,
 - b. is not subject to a compulsory attendance law,
 - c. has not received a high school diploma, and
 - d. has not received a certificate of equivalency or GED.

Individuals who have dropped out of high school but are now attending an alternative school for dropouts are not considered to be dropouts for the purposes of the Youthbuild program. However, participants may attend such an alternative school as part of the educational services component of the Youthbuild program after they have been selected to

participate in the program. At least 75 percent of the participants in a Youthbuild program must be dropouts.

4. **Exceptions.** Up to 25 percent of participants do not need to be dropouts or be very low-income, but must have educational needs that justify their participation in the program.

II. THE APPLICATION PROCESS

The application process consists of an initial screening, rating, ranking, selection, and grant agreement execution. The information in the exhibits will be used to conduct the threshold review (i.e., determine eligibility), to assign rating points, and to make selections.

A. Initial Screening

During the Initial Screening phase, HUD will review all applications to ensure that they meet the following:

1. The application is submitted on the FY 1998 application form. Applications submitted on previous years' forms or in any other format will be rejected.
2. The application is received or postmarked by the deadline date specified in the NOFA.
3. The applicant is eligible to apply.
4. The proposed activities are eligible. Applications that propose to conduct on-site job training that is not housing construction or rehabilitation (e.g., office work, other occupations) will be rejected. If one nonessential element of an application is ineligible and that element can be separated in the budget, the application will not be rejected, but the budget will be reduced accordingly.
5. The applicant has no major unresolved audit or monitoring findings.
6. The applicant is in compliance with applicable civil rights laws and Executive Orders.

The HUD Reform Act requires that no a plicants may be informed of their status until all awards are announced; therefore, if an application is rejected, the applicant cannot be informed until all awards are announced.

B. Rating and Ranking

1. Rating

Applications that pass the initial screening will be rated using the competitive selection criteria. The NOFA gives a description of how HUD will award points for each of the criteria.

2. Ranking

When all applications are rated they will be placed in rank order as explained in the NOFA. Applications will be selected until all funds are exhausted, thus creating the funding line.

3. **Breaking Ties**

If two or more applications have the same score and there are insufficient funds to select all of them, they will be subject to the tie breaker. First, the application(s) with the highest score for C(1) in the Soundness of Approach criterion will be selected. If two or more applications have the same score for that criterion and there are still insufficient funds to select all of them, the application(s) with the highest score for the Capacity of the Applicant and Relevant Organizational Staff criterion will be selected.

C. Application Clarification

After rating and ranking, HUD will review all competitive applications for missing or incomplete information. HUD cannot allow applicants the opportunity to submit missing items that affect rating, including supporting documentation. Applicants should carefully check their applications to ensure that all of the exhibits are complete, as most of the information requested relates to rating. Clarification items are those which do not affect rating, but are necessary to provide a complete application. Examples are:

1. Missing or unsigned program certifications.
2. Failure to identify and/or provide access to housing sites proposed for on-site training. Each property to be used **MUST** be specifically identified, and the current owner must provide access to Youthbuild participants for the entire project term.
3. Failure to structure the program such that 50 percent of participants' time is spent in on-site training.
4. Targeting participation to those other than those ages 16 to 24 inclusive.
5. Designating the housing to be produced for persons or families that are not homeless, low-income, or very low-income.

If an application clarification item is identified, HUD will contact the applicant and request additional information to cure the deficiency. The applicant will have 14 calendar days to respond to the request. Applicants should fax the information to HUD as quickly as possible and send a hard copy of the information to HUD by mail. Any missing information that is not received within the 14 day time period may be inadmissible, and the application may be rejected as incomplete. This procedure is governed by the HUD Reform Act.

D. Final Selection and Notification

Final selection will be made from the applications that either did not require a callback or adequately addressed all callback issues. Each applicant will receive a letter at the end of the competition notifying them of their funding status.

E. Grant Execution and Startup

Each successful applicant will receive an award letter. Thereafter, three copies of the Youthbuild Grant Agreement will be mailed to you. The applicant must sign all three copies of the Grant Agreement and return them to HUD. The Grant Agreements will be executed by HUD, and one copy with original signatures will be returned to the Grantee. The Grantee must also submit a Direct Deposit form signed by its financial institution to designate the bank account where HUD funds will be wire-transferred. Each representative of the Grantee that is to be authorized to request funds through the Line of Credit Control System (LOCCS) Voice Response System (VRS) must submit an authorization form for that purpose.

III. APPLICANT INFORMATION

The following are companion notes to certain application exhibits.

A. Helpful Hints

- o Keep the selection criteria in mind when completing exhibits.
- o Do not include any information not specifically requested in the application. The application forms are designed to provide HUD with sufficient information to determine eligibility and to assign rating points for each selection criterion.
- o Do not include an appendix. Resource commitment and site access documents should immediately follow the exhibit which they support and be sequentially page numbered.
- o Make sure that the application is complete and that all requested information is included in the application before submitting it. HUD cannot allow applicants the opportunity to submit missing information that affects rating, including supporting documentation.
- o Have the reviewer in mind. Step back and read your proposal from the perspective of someone who is unfamiliar with your proposal. Your application will be improved if you have the reviewer in mind when you write.
- o Meet the deadline. Do not wait until the last possible minute to give the application to your carrier; plan ahead for the unexpected.
- o If you have questions, ask for clarification, do not guess.
- o Be concise. Do not exceed the page limits specified in each exhibit. A concise narrative will get more attention than a long discussion.
- o Completely fill out forms. Always reference page numbers of supporting documents.
- o Don't waste time or money on elaborate bindings for your application. HUD places all applications in legal size press board folders. Although not required, it would be helpful if applications are provided in a reproducible format on 8 ½" by 11" paper. Assemble the application in the order shown in the Checklist of Exhibits, insert a tab to mark each of the exhibits, number every page of the application sequentially, enter the appropriate page number of each exhibit on the Checklist of Exhibits, and two-hole punch the pages at the top with a 2-3/4" center.

Do not include:

appendices; audits; intake or other forms; resumes; brochures or newspaper articles; deeds; pictures (except of proposed housing sites); videos; articles of incorporation, bylaws; or petitions

B. Exhibit Guidance

SF-424

Please place the completed SF424 on the top of your application. The following instructions are those particular to the Youthbuild program. Any items not addressed below are either self-explanatory or are described in the instructions on the back of the form.

1. All Youthbuild submissions are applications, not preapplications. If any amounts are entered in the Youthbuild column on Exhibit 2C(10), mark Construction. If not, mark Non-Construction.
2. Enter the date you are submitting the application to HUD. Leave the Applicant Identifier box blank.
3. and 4. Leave blank.
5. Enter the legal name of the organization. The Organizational Unit section is primarily for State or Local governments. For example, the Legal Name might be the State of Oregon, and the Organizational Unit might be the Department of Jobs and Training.

Name of person to be contacted: This should be the person most familiar with the application who can be contacted if HUD needs to make a call to cure a technical deficiency. It may be (but is not necessarily) the person who signs the form at the bottom.

6. The Employer Identification Number is the number assigned by the Internal Revenue Service. This is a crucial piece of information and it is important that it is correct.
11. Unless your project has a special name, enter " Youthbuild Project."
12. Areas Affected by Project: Enter the name of the jurisdiction that the program is located in the space provided. Please enter only one jurisdiction.
- 14a. Enter the number of the Congressional District in which the applicant organization's office is located.
- 14b. Enter the number of the Congressional District(s) in which the proposed housing project is located.
18. The authorized representative of the organization must sign and date the Form 424 at the bottom. The person that signs this box must also be the person who signs the Applicant Certifications in Exhibit 5A. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office.

Budget Information — Non-Construction Programs

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$	\$	
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)						
j. Indirect Charges						
k. Totals (sum of 6i and 6j)						
7. Program Income		\$	\$	\$	\$	\$

Section C - Non-Federal Resources

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. Total (sum of lines 8 - 11)	\$	\$	\$	\$

Section D - Forecasted Cash Needs

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. Total (sum of lines 13 and 14)	\$	\$	\$	\$	\$

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. Total (sum of lines 16-19)	\$	\$	\$	\$

Section F - Other Budget Information

21. Direct Charges	22. Indirect Charges
23. Remarks	

Instructions for the SF-424A

Public Reporting Burden for this collection of information is estimated to average 3.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please do not return your completed form to the Office of Management and Budget; send it to the address provided by the sponsoring agency .

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the later case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a **single** Federal grant program (Federal Domestic Assistance Catalog number) and **not requiring** a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a **single** program **requiring** budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in **Column (a)** and the respective catalog number on each line in Column (b).

For applications pertaining to **multiple** programs where one or more programs **require** a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5—Show the totals for all columns used.

Section B. Budget Categories

In the column headings (a) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i—Show the totals of Lines 6a to 6h in each column.

Line 6j—Show the amount of indirect cost.

Line 6k—Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7—Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11—Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a)—Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b)—Enter the contribution to be made by the applicant.

Column (c)—Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d)—Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e)—Enter totals of Columns (b), (c), and (d).

Line 12—Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f) Section A.

Section D. Forecasted Cash Needs

Line 13—Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14—Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15—Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19—Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20—Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21—Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22—Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23—Provide any other explanations or comments deemed necessary.

Application for Federal Assistance

OMB Approval No. 0348-0043

1. Type of Submission: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. Date Submitted	Applicant Identifier
	3. Date Received by State	State Application Identifier
	4. Date Received by Federal Agency	Federal Identifier

5. Applicant Information

Legal Name	Organizational Unit
Address (give city, county, State, and zip code): matters	Name, telephone number, and facsimile number of the person to be contacted on involving this application (give area codes)

6. Employer Identification Number (EIN):

<input type="text"/>									
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7. Type of Applicant: (enter appropriate letter in box)

A. State	J. Private University
B. County	K. Indian Tribe
C. Municipal	L. Individual
D. Township	M. Profit Organization
E. Interstate	N. Nonprofit
F. Intermunicipal	O. Public Housing Agency
G. Special District	P. Other (Specify):
H. Independent School Dist.	
I. State Controlled Institution of Higher Learning	

8. Type of Application:

New Continuation Revision

If Revision, enter appropriate letter(s) in box(es):

A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other (specify):

9. Name of Federal Agency:
U.S. Department of Housing and Urban Development

10. Catalog of Federal Domestic Assistance Number:

Title:

11. Descriptive Title of Applicant's Project:

12. Areas Affected by Project (cities, counties, States, etc.):

13. Proposed Project:		14. Congressional Districts of:	
Start Date	Ending Date	a. Applicant	b. Project

15. Estimated Funding:

See attached Funding Matrix

16. Is Application Subject to Review by State Executive Order 12372 Process?

a. **Yes** This pre-application/application was made available to the State Executive Order 12372 Process for review on:
Date: _____

b. **No** Program is not covered by E.O. 12372
or Program has not been selected by State for review.

17. Is the Applicant Delinquent on Any Federal Debt?

Yes If "Yes," explain below or attach an explanation No

18. To the best of my knowledge and belief, all data in this application/pre-application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

a. Typed Name of Authorized Representative	b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed

Instructions for the SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please do not return your completed form to the Office of Management and Budget; send it to the address provided by the sponsoring agency .

This is a standard form used by applicants as a required facesheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item	Entry	Item	Entry
1.	Self-explanatory.	9.	Name of Federal agency from which assistance is being requested with this application.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.
3.	State use only (if applicable).	11.	Enter a brief descriptive title of the project.
4.	If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.	12.	List only the largest political entities affected (e.g., State, counties, cities).
5.	Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.	13.	Self-explanatory.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	14.	List the applicant's Congressional District and any District(s) affected by the program or project.
7.	Enter the appropriate letter in the space provided.	15.	Not applicable.
8.	Check appropriate box and enter appropriate letter(s) in the space(s) provided: <ul style="list-style-type: none">– "New" means a new assistance award.– "Continuation" means an extension for an additional funding budget period for a project with a projected completion date.– "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process
		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
		18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

Application for Federal Assistance Funding Matrix

The applicant must provide a funding matrix as shown below listing each program for which Federal funding is being requested.

Program*	Requested Dollar Amount	Federal Share	State Share	Local	Other

* For FHIPs, show both initiative and component

Youthbuild Application

Checklist of Exhibits

Applicant

Name: _____

insert page number

Exhibit 1: Program Summary

Exhibit 2: Proposed Project

Exhibit 3: Applicant Information

Exhibit 4: Program Budget

Exhibit 5: Statutory Certifications (Required by law)

Exhibit 1: Program Summary (2 pages, excluding MOAs (Item G))

Applicants must provide the following information in a narrative labeled Exhibit 1.

A. Name of Lead Applicant Organization

When determining which organization will be the lead applicant, keep in mind that the lead applicant will be the organization or agency that will be responsible for:

1. the ultimate performance of all proposed activities,
2. signing the 424, the Exhibit 5A Certifications, and the Youthbuild Grant Agreement,
3. receiving all grant funds and disbursing them appropriately, and
4. submitting all reports required by HUD.

B. State whether applicant received a Youthbuild Implementation Grant in prior competitions. IF YES, COMPARE THE SCOPE OF THAT GRANT TO THIS APPLICATION.

Existing implementation grantees should indicate whether this application is for an entirely new program in the same or different jurisdiction, or if it is for a new class of participants selected under the previous grant.

C. State the total cost of the proposed Youthbuild activities to be undertaken and the amount requested in this Federal grant request and the category of grant requested (See NOFA Section III C). The Youthbuild amount requested cannot exceed \$700,000.

D. Provide a brief summary of the educational, leadership development, supportive services and on-site training components of the Youthbuild program to be undertaken.

E. Provide a brief description of the housing rehabilitation or new construction, including number of units, to be undertaken by Youthbuild participants.

F. Indicate the number of participants you expect to complete the program. (A good rule of thumb is to expect a 25-30 percent attrition rate.)

G. If an application proposes more than one organization as the applicant, identify all the organizations and attach a copy of an executed Memorandum of Agreement (MOA), conditioned upon approval of the Youthbuild grant, that 1) is signed by all the applicant organizations, 2) defines the roles and responsibilities each organization will have in administering the grant program, and 3) identifies which organization will have legal responsibility as the grant recipient. The authorized representative of the organization with this legal responsibility must sign the application (Form SF424), the certifications and the eventual grant agreement as the lead applicant and potential grant recipient.

There is a difference between a joint applicant and a participating party. A joint applicant or co-applicant is akin to a partner in the project. It may participate in the design and development of the program or provide a basic component such as education or job training. It is not necessary to have joint applicants, but some programs operate as a consortia with organizations cooperating on a more or less equal basis; since only one organization can be the lead applicant, the other organizations prefer to be joint applicants. For example, organizations X, Y, and Z may have been working together for some time to design a Youthbuild program. They may decide that X is the lead Applicant, and Y and Z are joint applicants. A participating party may also provide a key service or component, but may act as a subcontractor or subordinate to the applicant. For example, organization X may have initiated and planned the Youthbuild program internally, and asked Y and Z to participate strictly by providing the education and job training components. X would be the lead applicant, and Y and Z would be the participating parties.

Exhibit 2: Proposed Program

A. Economic Distress Information (2 Pages)

Background and requirement

The Distress, Needs/Extent of the Problem criterion will be rated based on the need for funding activities in the target area. Reviewers will rely on documentation of this information as it applies to the target area. It could be an entire city or county, or a few city blocks.

How should you respond to this requirement?

It is important to define your target community as clearly as possible. HUD does not have a definition of the term "community" for the purposes of this application; the community is whatever the applicant describes. It could be an entire city or county, or a few city blocks.

Information presented about the degree of distress, needs/extent of the problem should be as precise as possible. A chart may be more useful than a narrative. Raw numbers do not tell as much as percentages. Make it clear what the information you are providing applies to, whether it be the city, county, or a smaller community that you have defined. Comparisons to State or other data should be included.

For example, your target participant recruitment community may be a 12 block neighborhood in a central city, and the city is within the borders of a large county. In Exhibit 2A you will define the neighborhood and provide statistics about it. Refer to the Youthbuild NOFA for examples of data that might be used to demonstrate distress, needs/extent of the problem.

1. Participant Recruitment Area

- a. Define the community from which the Youthbuild program participants will be recruited. Include a map, if useful. Use Census tracts, political borders, neighborhood designations or other boundaries to define the community.
- b. Provide information on the high school dropout rate, young adult (ages 16-24) unemployment rate, crime rate and other information that describes the need for education, job training, work experience and leadership development skills for young adults in the defined area. Provide comparative statistics and state source of information provided.

2. **Housing Need Area**

a. Define the community in which the housing to be used for the on-site construction/rehabilitation training is located. Include a map, if useful. Use Census tracts, political borders, neighborhood designations or other boundaries to define the community.

b. Provide information on vacancy rates, substandard housing, shortage of affordable housing, rent burden or other statistics that demonstrate the need for the expansion of the low-income housing supply in the defined area. Provide comparative statistics and state source of information provided. Remember that the two major issues are the cost of housing and the ability to pay. These are the issues which should be addressed.

B. **Soundness of Approach** (15 Pages)

Background and requirement

Information from this exhibit will be used to rate the Soundness of Approach criterion.

How should you respond to this requirement?

1. **Outreach, Recruitment, and Selection**

Describe the proposed outreach, recruitment and selection strategies to be used to enlist young adult participants in the Youthbuild program. **Note: All young adult participants in the Youthbuild program must be between the ages of 16 and 24, inclusive, at time of enrollment, and at least 75 percent of the participants must be individuals who have dropped out of high school and are very low-income or a member of a very low-income family.**

Include information on:

- a. the specific steps to be taken to attract potential eligible participants who are unlikely to be aware of the program because of race, ethnicity, sex or disability,
- b. special outreach efforts to recruit eligible young men and young women with dependent children,
- c. the recruitment arrangements to be made with public agencies, courts, homeless shelters, local school systems, private community-based organizations, etc. and letters committing services, and
- d. the selection system and criteria to be used.

Be as specific as possible about your plans for outreach and recruitment. Information on the ages, income, and dropout status of potential participants are threshold factors and must be specifically stated in this exhibit.

2. Educational and Job Training Services and Activities

Identify and describe the education component of the Youthbuild program. Include:

- a. the specific instructional courses to be provided, including any basic educational skills, bilingual courses, General Equivalency Diploma (GED) courses, construction skills, etc. (Do not include actual curricula.)
- b. the number and qualifications of classroom instructors, including specific information to show that there will be a sufficient number of adequately trained instructors. (Do not include resumes.) Indicate the ratio for classroom instructors to participants (Maximum ratio is one teacher to 22 participants).
- c. the scheduling plan for classroom and on-site training and the percentage of time participants will spend in each type of training. **Note: The applicant must specifically structure the program so that 50 percent of the time spent by program participants is devoted to educational and employment training services and activities, and 50 percent to on-site training.**
- d. the length of time a participant is expected to be enrolled in the program. **Note: Participant enrollment period must be not less than six months and not more than 24 months.**
- e. the location (street address) of the classroom training.
- f. the amounts (if any) of participant stipends during the education phase, including benefits and incentives. Provide justification of rationale for stipend amounts.

Address each and every question asked in the application. If you omit the ratio of instructors to students, for example, you will lose points. If a description is requested, provide ONLY a brief, concise, precise description. Do not attach any actual curricula or lists of courses. If an item is specifically requested, you will lose points if the information is not in the application.

3. Leadership Development Activities

Describe the principles, strategies and approaches to be used to develop strong leadership skills, build commitment to community, foster group cohesion and promote other peer support activities. Include the location where these activities will take place and the proximity of that location to the education site. Include letters committing resources from providers, when possible.

It is important to specifically describe what you plan to provide in terms of leadership development skills and training. Specifically describe HOW you will provide them.

4. Counseling and Support Services

Specifically describe what you plan to provide in terms of counseling and support services and HOW you will provide them. Include commitment letters from resource providers, when possible.

5. Coordination and Cost Efficiency

Describe how the Youthbuild program will make use of other public and private resources, programs, services and facilities to reduce the cost burden to the Youthbuild program in areas such as:

- a. educational, job training, child care, social services, counseling and referral services,
- b. on-site housing construction/rehabilitation training,
- c. homeless and housing programs,
- d. apprenticeship programs of local building trade unions, and
- e. administrative, overhead and salary costs.

Identify organizations that you will coordinate with during the course of the program. Describe how you will make use of other programs, resources, services and facilities to implement a cost effective program and serve the maximum number of disadvantaged youths. Include commitment letters from resource providers, when possible.

6. On-Site Training

- a. Describe the new construction or rehabilitation work the Youthbuild participants will undertake during the on-site training component of the program. Indicate the specific construction skills the training is intended to teach participants.
- b. Describe the number and qualifications of on-site supervisors, including specific information to show that there will be a sufficient number of adequately trained supervisory personnel for the on-site training who have attained the level of journeyman or its equivalent. (Do not include resumes.) Indicate the ratio of on-site supervisors/trainers to participants and the ratio of students per site. (Maximum ratio is one trainer to seven participants.)
- c. Indicate the amounts to be paid to participants as wages/stipends during on-site construction training, including anticipated raises, bonuses, and other work-related incentives. Provide justification or rationale for amounts to be paid.

Information on the on-site training component of the program has been divided into two sections. Exhibit 2B(6) includes the information needed to rate the on-site training aspect of your program. If items are missing from this exhibit, you will not be allowed to provide additional information and you will lose points. Exhibit 2C(9) includes the information needed to determine access to the housing proposed for on-site training. If items are missing from Exhibit 2C, HUD can request additional information from competitive applicants.

7. Scope of Construction or Rehabilitation Work

While one of the basic purposes of the Youthbuild program is to expand the supply of permanent affordable housing for homeless and low- and very low-income persons, it is most important that the on-site construction performed by Youthbuild participants is adequate in scope to provide meaningful training that will increase the eventual employability of participants. To that end, a construction or rehabilitation project that involves a comprehensive series of tasks to be done by participants is better than a project that involves only cosmetic fix-up jobs like painting and replacing carpets. Quality of the experience to be provided Youthbuild participants is more important than the number of units per site.

In addition, any construction work proposed should be done using cost-effective energy standards. Using energy efficient standards will ensure that the eventual residents of the housing produced will not be burdened with high utility costs. Teaching energy efficient construction methods can also provide valuable skills to participants that increase post-graduation opportunities.

Reasonable Wage Amounts

There are no hard and fast rules regarding the amounts to be paid to Youthbuild trainees. Some programs make a distinction between the amounts paid to Youthbuild participants while they are in the classroom and the amounts paid while on the job. Some do not. To assist you in determining the amounts you will pay, here are some guidelines.

- o Amounts must be at least minimum wage; the Federal minimum wage is \$5.25 per hour. Some jurisdictions have a higher minimum wage.
- o The Federal government has developed wage regulations for the construction trade, known as Davis-Bacon wage rates. Such rates differ for each section of the country. While Davis-Bacon wage rates are not applicable to Youthbuild trainees (see chart below), you may want to use a percentage of those rates as a guideline. If you wish, you may contact your local HUD office for information on the Davis-Bacon rates in your locality.
- o Amounts should be enough to represent an incentive to work.
- o Amounts should be less than first year trade apprentice rates. If you wish, you may contact your local trade unions to research apprenticeship rates in your area.

Wages and Benefits as Income

Section 142 of the Job Training Partnership Act (JTPA) relating to wages and benefits apply to Youthbuild programs as if they were conducted under the JTPA. Section 142 states, in part, that individuals in on-the-job training:

1. shall receive no payments for training activities in which the trainee fails to participate without good cause.
2. shall be compensated by the employer at the same rates, including periodic increases, as similarly situated employees or trainees and in accordance with applicable law, but in no event less than the higher of the Federal minimum wage or any applicable State or local minimum wage law.
3. shall be paid wages which shall not be less than the highest of (a) the Federal minimum wage, (b) any applicable State or local minimum wage, or (c) the prevailing rates of pay for individuals employed in similar occupations by the same employer.
4. Allowances, earnings, and payments to individuals participating in programs under this Act shall not be considered as income transfer and in-kind aid furnished under any Federal or Federally-assisted program based on need, other than as provided under the Social Security Act.

Wage Rate Regulations

The Youthbuild regulations exempt Youthbuild trainees from Federal wage rate regulations (Davis-Bacon wage rates) in most instances. Applicants should use the chart below to determine if their Youthbuild implementation budget should factor in Federal wage rates for trainees or laborers and mechanics. Please note that HUD does not have the authority to declare State and local wage regulations inapplicable on the basis of an employee's status as a Youthbuild trainee.

Source of New Construction or Rehab Funds	Wage Rate Rules for Trainees	Wage Rate Rules for Laborers and Mechanics
Youthbuild funds will be used for construction costs; no other Federal Funds will be used.	Davis-Bacon does not apply.	Davis-Bacon does apply.
Other Federal funds will be used for construction costs; Youthbuild funds will be used solely to cover costs for classroom and on-site training and support services.	Davis-Bacon does not apply.	Davis-Bacon does apply to the extent required by the other Federal program.
Neither Youthbuild nor other Federal funds will be used for construction costs.	Davis-Bacon does not apply.	Davis-Bacon does not apply.
Both Youthbuild and other Federal funds will be used for construction costs.	Davis-Bacon does not apply.	Davis-Bacon does apply.
Trainees perform "non-routine maintenance" (see 24 CFR 968.105) at a Public or Indian Housing Authority.	Trainees must be paid HUD-determined wage rates. See 24 CFR 968.110(e)(2). Trainee rates, not journey person rates, would apply.	Davis-Bacon does apply.

8. Job Placement and Post-Graduation Follow-up

Describe your strategies and plans for finding permanent full-time jobs for Youthbuild participants and for providing follow-up support services. Include information on all of the following:

- a. job development, placement and retention strategies,
- b. enrollment in continued training and/or post-secondary education programs,
- c. assistance in starting business enterprises, and
- d. any other follow-up assistance and support services, including need-based stipends, to be provided to program graduates.

Do not skip any of the four items requested. Many applicants lost crucial points last year when they did not address assistance in job placement. All items must be adequately addressed to receive full points.

Section 3 Opportunities for Youthbuild Participants

Youthbuild applicants should be aware that under Section 3 of the Housing and Urban Development Act of 1968, entities that receive HUD funds for construction activities are required to provide, to the greatest extent feasible, training and employment opportunities to participants in HUD Youthbuild programs being carried out in the area in which the HUD assistance is expended. This means that Youthbuild program participants are considered a priority group for jobs generated by construction activities funded, in whole or in part, with HUD assistance. See 24 CFR 135 for further information on Section 3.

Exhibit 2C: Housing Site Description

For each housing site proposed for on-site training, attach one copy of Exhibit 2C and attach any applicable exhibits behind each Exhibit 2C. Fill in the form completely and do not forget to attach supplementary exhibits such as those for relocation or environmental requirements. These are not correctable items.

1. Identify each site by street address, city, and zip code. Use a separate copy of Exhibit 2C for each site. Unidentified scattered sites are NOT acceptable. Only one site is required; applicants may propose multiple sites if desired. The construction work needed on the proposed site(s) must provide opportunities for meaningful and appropriate on-site work experience.
2. Provide only housing sites for which you have up front funds committed to cover the full cost of construction in order to receive the housing priority points.
3. Indicate the number of housing units to be produced at the site.
4. Indicate the type of housing to be produced for this site.
5. If you indicated in Exhibit 2C(3) that you would be producing transitional housing for the homeless, attach a separate, one page narrative describing the plan for the outreach and placement of homeless families or individuals. Label this narrative Exhibit 2C(4).
6. Check yes. This is a statutory requirement.
7. Indicate whether the housing production will be new construction or rehabilitation . If you plan to move an existing house to a vacant lot, check rehabilitation.
8. Indicate whether any of the units of the proposed site are occupied. If so, Relocation Assistance and Real Property Acquisition rules apply. Please read the material below.

Guidance on the Applicability of Relocation

The Youthbuild program is subject to the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and implementing regulations at 49 CFR part 24. HUD Handbook 1378, Tenant Assistance, Relocation and Real Property Acquisition, describes these policies and procedures.

Any occupied property used in a Youthbuild program is subject to the URA regardless of the source of funding for the acquisition or rehabilitation of the property. The URA requires grantees to provide relocation assistance to families, individuals, businesses and nonprofit organizations that are displaced as a direct result of acquisition, rehabilitation or demolition for an assisted project. It also provides protection for persons whose property is acquired for a project. (For the purposes of the URA, if Youthbuild trainees are working on the rehabilitation of housing, the rehabilitation of the housing considered to be an "assisted project.") Property occupants who are not displaced also have certain rights.

Therefore, if a proposed Youthbuild program involves occupied property, before submitting the application, the applicant should consult with staff of the Relocation and Real Estate Division, Office of Community Planning and Development, Department of Housing and Urban Development, Room 7154, 451 Seventh Street, SW, Washington, DC 20410; telephone (202) 708-0336. This staff will help the applicant to identify the relocation costs involved. These costs are eligible for Youthbuild funding, and must be reflected in the budget in Exhibit 4B. If the property is occupied, provide a separate narrative, not to exceed two pages, that identifies:

- o the number of persons (families, individuals, other households, businesses, and nonprofit organizations) occupying the property on the date of the submission of this application;
- o the number to be displaced;
- o the number to be temporarily relocated (but not displaced);
- o the estimated cost of relocation payments and services;
- o the source of funds for relocation; and
- o the organization that will administer the assistance to site occupants with the name and phone number of a contract person.

Label the Relocation narrative Exhibit 2C(7).

8. Identify the current owner of each property. Every property has a current legal owner. If the project is for new construction or move-on, identify the owner of the land where the housing will be eventually located.

9. Guidance on Access

- o If the applicant or joint applicant (as identified in a Memorandum of Agreement in Exhibit 1) is listed in Exhibit 2C(8) as the owner of the property, skip Exhibit 2C(9).
- o If the applicant or joint applicant has a contract or option to purchase the property, the applicant should provide a statement to that effect and include a copy of the contract or option. Label the documentation Exhibit 2C(9).
- o If a third party owns the property or has a contract or option to purchase, that third party must provide a letter to the applicant stating the nature of the ownership and specifically providing the applicant with access to the property for the purposes of the program and the time frame in which the property will be available. In the case of a contract or option, include a copy of the document. Label the documentation Exhibit 2C(9). DO NOT SEND COPIES OF DEEDS

The following do not constitute access:

- o a list of properties currently available for sale
 - o an intention to buy a specific property without a contract or option
 - o a plan to receive a property from the City on a tax sale before the City has taken the property
 - o an intention to use Housing Authority properties, with a letter from the Housing Authority that promises support but does not SPECIFICALLY provide access
- evidence of receipt of a HOPE III grant
10. Housing Estimate

One copy of the Individual Housing Project Cost Estimate (Exhibit 2C(10)) must be completed for each site. Includes cash or in-kind contributions. Any construction costs such as instructors' salaries or tools for the participants that can be construed as training costs must be included in the overall budget in Exhibit 4A. **Only cash needs should be included. Do not include sweat equity or other non-cash requirements. If no cash is required to do construction work, do not fill in dollar amounts. However, applicant must provide evidence of non-cash resources to complete construction work. If construction costs will be financed by a future occurrence such as a sale transaction or authorization by a public or private third-party organization, the cash cost must be covered up front.**

The Housing Program Priority Points will be awarded to implementation applications IF:

- o No funds are requested from Youthbuild for any item in this budget,
- o All Federal, state, local, or private sources of funds required to cover, in full, the cost of construction or rehabilitation for each identified housing site are documented. Evidence of these other sources of funds must be included in Exhibit 2C10; and
- o The application receives a combined score of at least 50 points for rating Factors 1,2, and 3(1) under Section III of the NOFA.

11. Applicant role and responsibility

In a separate one page narrative, describe your role for the on-site construction work, i.e., as developer, owner, general contractor, subcontractor, manager, co-developer, operator, or some other arrangement. If the construction management role is to be carried out by another party, identify that party. Label this narrative Exhibit 2C(11).

12. Name the entity which will own and manage the property after the construction or rehabilitation work is completed.

13. Housing Certifications: The certifications included as Exhibits 2C(13) (a), (b), or (c) are **ONLY** applicable to properties for which Youthbuild funds have been requested for acquisition, rehabilitation, or new construction. Check whether Housing Certifications are attached. As applicable, sign and attach the appropriate certifications.

14. Model Lease: A model lease is only applicable if Youthbuild funds have been requested for acquisition, rehabilitation, or new construction of residential rental properties. Check whether a model lease is attached and, if applicable, attach the model lease and label it Exhibit 2C(14).

15. Environmental Information

Applicability

Exhibit 2C(15) is required for each property for which Youthbuild funds have been requested for acquisition (including lease), rehabilitation, or new construction of real properties. If other, non-Youthbuild funds are used to provide all housing funds, the housing sites are not subject to environmental procedures. When housing projects are being funded with Federal funds other than Youthbuild funds, the environmental procedures of the other Federal program shall apply.

Applicants should use these guideline to determine if their Youthbuild Implementation request is covered by environmental requirements:

- o Environmental requirements apply if Youthbuild funds are requested for costs of the lease, purchase, demolition, clearance, rehabilitation or construction of housing or any related real property.
- o Environmental requirements do not apply if Youthbuild funds are requested only for non-housing components of the program. Non-housing costs include costs for educational instruction, counseling services, leadership training, job training activities, wage stipends and other benefits for participants, support services or job placement activities. Youthbuild participant stipends, even for on-site work, are not considered as construction or rehabilitation costs, but rather educational and training costs, for this program. Similarly, costs for on-site supervisors and construction managers do not constitute construction costs.

Review of Environmental Information

Where environmental procedures do apply, applicants must provide HUD with environmental threshold information as part of the application. Prior to grant approval, HUD will determine whether the property selected for use in the program is subject to compliance by HUD with any of the Federal environmental laws and authorities.

If HUD determines that one or more of the environmental thresholds are exceeded, HUD shall conduct a compliance review of the issue and, if appropriate, establish mitigating measures for the property that the applicant shall carry out. HUD may disqualify any application where one or more environmental thresholds are exceeded if HUD determines that the compliance review cannot be conducted and satisfactorily completed within the HUD review period.

Specific Instructions for the Completion of Exhibit 2C(15)

Refer to the Appendix of this Guidebook for specific instructions on how to complete Exhibit 2C(15). If environmental requirements apply and Exhibit 2C(15) and supporting documentation are not included, the application will be deemed ineligible.

16. Provide pictures if possible.

2 C. Housing Site Description

Complete **all** sections.

1. Housing Site Identification	2. Number of housing units planned to be produced	3. Type of housing to be produced: (check all that apply) <input type="checkbox"/> residential rental <input type="checkbox"/> homeownership <input type="checkbox"/> transitional housing for the homeless
4. Homeless Housing: For housing that will be transitional housing for the homeless, attach a description of the plan for the outreach and placement of homeless families or individuals. (1 page) Label this narrative Exhibit 2C4.		
5. Will all housing produced be provided for homeless, low-income, or very-low income persons? <input type="checkbox"/> Yes <input type="checkbox"/> No	6. The on-site training will consist of: <input type="checkbox"/> New Construction <input type="checkbox"/> Rehabilitation	
7. Are any of the units currently occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a relocation narrative that identifies: the number of persons, the business or others occupying the property on the date of submission of this application, the number to be displaced, the number to be temporarily relocated but not displaced, the estimated cost of relocation services payments and services, the source of funds for relocation, and the organization that will provide relocation assistance to occupants and the contact person's name and phone number. Label this attachment as Exhibit 2C7.	8. Name of the current owner of the property.	
9. Documentation of Access: Attach required evidence of site access. (Letter from the owner identified in No. 8) Label this attachment Exhibit 2C9.		
10. Individual Housing Project Site Estimate and Documentation of Resources Complete the attached Exhibit 2C10 for each housing project site to be used in conjunction with the Youthbuild implementation program. Attach documentation of resources behind each Exhibit 2C10.		
11. Describe the applicant's role and responsibilities for the on-site housing construction or rehabilitation work. Label this description Exhibit 2C11.		
12. Name the entity which will own and manage the property after the construction or rehabilitation work is completed.	13. Housing Project Certifications. Housing Certifications are Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Model Lease A Model Lease is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	15. Environmental Threshold Information for Property Proposed for Youthbuild funding Exhibit 2C15 and supporting documentation is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. Picture: (optional) Provide a picture of each potential housing site. Label it Exhibit 2C16.		

2 C 10: Youthbuild Grant Individual Housing Project Site Estimate

Address of Property (Include city, state, and zip code)

Grant Activities	Resources					Total
	Youthbuild	Other Federal	State	Local	Private	
1. Acquisition	\$	\$	\$	\$	\$	\$
2. Architecture and Engineering						
3. Housing Construction						
4. Housing Rehabilitation						
5. Total Housing Project Costs for Site						

Note 1: Include both **cash** and **in-kind** contributions.

Note 2: When paid, in whole or in part, with Youthbuild program funds, the activities above will trigger applicable Youthbuild project-related restrictions contained in Youthbuild regulations CFR Part 585.309, 310, or 311. Applicants who propose to use Youthbuild funds for one or more of these activities are required to complete the appropriate certifications.

Documentation of Housing Resources

Attach a letter of commitment from each source of funding.

Name of Provider (Donor)	Cash or In-Kind	Dollar Value Provided	Page No. of Letter	HUD Use Only
		\$		
		\$		
		\$		
		\$		
Total		\$		

2C 13a: Housing Project Certifications For Residential Rental Units

Applicants requesting Youthbuild Grant funds to fund any part of the acquisition, architectural and engineering fees, construction, rehabilitation, operating costs or replacement reserves for a housing project that will be used for residential rental units, must make the following certifications. If the rightful property owner is not the applicant, then these certifications must be signed by that property owner. A separate certification must be signed for each housing project.

The Applicant or Rightful Property Owner certifies that, for a period of not less than ten (10) years after construction or rehabilitation is completed and an occupancy permit is issued for the Youthbuild residential rental housing project receiving Youthbuild assistance, it:

- A. Will maintain at least a 90 percent level of occupancy for individuals and families with incomes less than 60 percent of the area median income, adjusted for family size. The remaining ten percent of the units will be made available to and occupied by low-income families. The income test will be conducted only at the time of entry for each unit available for occupancy. Each available rental unit will be made available to the 60 percent-of-area-median-income group for an advertising period of not less than 90 days upon each vacancy occurrence throughout the ten year period. Community-wide advertisements for tenants of this income group will be conducted. If, at the end of the 90-day advertising period, no qualifying tenant leases the unit, the unit will be advertised for individuals and families with incomes between 60 and 80 percent of the area median income, adjusted for family size, for another 90-day period. Leases for tenants whose incomes are between 60 and 80 percent of the area median income (exclusive of the ten percent allowance) will be limited to one year and such temporary tenants are not covered by paragraphs C., E., and F. below.
- B. Will use the model lease submitted with the Youthbuild application with any modifications approved by HUD at the time of grant award.
- C. Will not terminate the tenancy or refuse to renew the lease of a tenant occupying a Youthbuild residential rental housing unit except for serious or repeated violations of the terms and conditions of the lease, or for violation of applicable Federal, state or local laws, or for other good cause. Any termination or refusal to renew the lease will be preceded by a not less than 30-day written notice to the tenant specifying the grounds for the action.
- D. Will maintain the premises in compliance with all applicable HUD, other Federal, State or local program housing quality standards and local code requirements. If no public assistance is involved other than the Youthbuild grant, HUD's Section 8 housing quality standards will be followed.
- E. Will develop and adopt a tenant selection plan that:
 - (1) is consistent with the purpose of providing housing for homeless and very low-income families and individuals;
 - (2) is reasonably related to program eligibility and the certifying entity's ability to perform the obligations of the lease;
 - (3) gives reasonable consideration to the housing needs of families that would qualify for a preference under section 6(c)(4)(A) of the United States Housing Act of 1937;
 - (4) provides for the selection of tenants from a written waiting list in the chronological order of their application, to the extent practicable, and for the prompt notification in writing of any rejected applicant of the grounds for any rejection; and
 - (5) acknowledges that a family holding tenant-based assistance under section 8 of the United States Housing Act of 1937 will not be refused tenancy because of the status of the prospective tenant as a holder of such assistance.

-
- F. Will, **if it is a nonprofit organization**, adopt and follow a plan for tenant participation in management decisions.
 - G. Will not require tenants to pay rent in excess of the amount provided under section 3(a) of the United States Housing Act of 1937.
 - H. Will ensure that the aggregate monthly rental for each eligible project will not exceed the operating costs of the project (including debt service, management, adequate reserves, and other documented operating costs) plus a six percent return on any equity investment of the project owner.
 - I. Will, **if it is a nonprofit organization**, use any profit received from the operation, sale or other disposition of the project for the purposes of providing housing for low- and moderate-income families. Any profit-motivated partners in a nonprofit partnership will receive (i) not more than a six percent return on their equity investment from project operations; and (ii) upon disposition of the project, not more than an amount equal to their initial equity investment plus a return on that investment equal to the increase in the Consumer Price Index for the geographic location of the project since the time of the initial investment of such partner in the project.
 - J. Will not convey ownership of the property unless the instrument of conveyance requires a subsequent owner to comply with the above certifications for the remainder of the ten year period.

Signature of Authorized Certifying Official of:

Applicant Organization Rightful Property Owner

Title _____

Organization _____

Date _____

Address of Property:

2 C 13b: Housing Project Certifications For Transitional Housing

Applicants requesting Youthbuild Grant funds to fund any part of the acquisition, architectural and engineering fees, construction, rehabilitation, operating costs or replacement reserves for a housing property that will be used for Transitional housing for the homeless must make the certifications below. If the rightful property owner is not the applicant, these certifications must be signed by that owner. A separate certification must be signed for each housing project.

The Applicant or Rightful Property Owner certifies that, for a period of not less than ten (10) years after construction or rehabilitation is completed and an occupancy permit is issued for the Youthbuild transitional housing project receiving Youthbuild assistance, it:

- A. Will ensure that the aggregate monthly rental for each Youthbuild project will not exceed the operating costs of the project (including debt service, management, adequate reserves and other documented operating costs) plus a six percent return on any equity investment of the project owner.
- B. Will, **if it is a nonprofit organization**, use any profit received from the operation, sale or other disposition of the project for the purposes of providing housing for low- and moderate-income families. Any profit-motivated partners in a nonprofit partnership will receive: (i) not more than a six percent return on their equity investment from project operations; and (ii) upon disposition of the project, not more than an amount equal to their initial equity investment plus a return on that investment equal to the increase in the Consumer Price Index for the geographic location of the project since the time of the initial investment of such partner in the project.
- C. Will ensure that the transitional housing project shall adhere to the requirements regarding service delivery, housing standards and rent limitations applicable to comparable housing receiving assistance under title IV of the Stewart B. McKinney Homeless Assistance Act, unless these requirements are expressly waived by the Secretary of HUD to permit the conversion of the project to a permanent housing project.
- D. Will not convey ownership of the property unless the instrument of conveyance requires a subsequent owner to comply with the above certifications for the balance of the ten year period.

Signature of Authorized Certifying Official of:

Applicant Organization Rightful Property Owner

Title _____

Organization _____

Date _____

Address of Property: _____

2 C 13c: Housing Project Certifications For Homeownership

Applicants requesting Youthbuild Grant funds to fund any part of the acquisition, architectural and engineering fees, construction, or rehabilitation for a housing property that will be used for homeownership must provide the certifications below. If the rightful property owner is not the applicant, then these certifications must be signed by that property owner. A separate certification must be signed for each housing project.

The Applicant or Rightful Property Owner certifies that, for a period of not less than ten (10) years after construction or rehabilitation is completed and an occupancy permit is issued for the Youthbuild homeownership housing project receiving Youthbuild assistance, it:

- A. Will ensure that the homeownership project will comply with the requirements of the HOPE II or HOPE III programs authorized under subtitles B or C respectively of title IV of the Cranston-Gonzales National Affordable Housing Act.
- B. Will not convey ownership of the property unless the instrument of conveyance requires a subsequent owner to comply with the above certification for the balance of the ten year period.

Signature of Authorized Certifying Official of:

Applicant Organization Rightful Property Owner

Title _____

Organization _____

Date _____

Address of Property:

2 C 15: Environmental Threshold Information for a Property Proposed for Youthbuild Funding

(See instructions for completing this exhibit.)

Youthbuild Applicant's Name	Contact Person's Name	Phone Number (include Area Code)
-----------------------------	-----------------------	----------------------------------

A. Street address for the property:(include City, State, Zip Code)	B. Attach a map of the community and mark on the map the location of the property. Map is attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
	C. Attach a copy of any environmental review for the property obtained from the local qualified data source. Environmental review is attached: Yes <input type="checkbox"/> No <input type="checkbox"/>

D. Indicate the present and proposed use of the property (i.e., whether single-family, multifamily or non-residential); and number of dwellings or rooming units.

Present use: _____ No. of units: _____

Proposed use: _____ No. of units: _____

E. Indicate the activities for which you are proposing to use Youthbuild funds for the property.

Lease or purchase of a property Major Rehabilitation Minor Rehabilitation New Construction

F. If the proposed Youthbuild property is located within a floodplain, or a clear zone or accident potential zone of an airport or airfield, provide the following information:

Property value before rehabilitation (est. in thousands) \$	Rehabilitation costs (est. in thousands) \$	Property value after completion of rehabilitation (est. in thousands) \$

G. For new construction or major rehabilitation of multifamily housing, complete items 1 through 13. For new construction of single-family housing, complete items 1 through 12. For minor rehabilitation of multifamily or single-family housing, or for the purchase or lease of a property, complete items 1 through 7. The designation "A" or "B" or "C" refers to the type of documentation required by the Instructions contained in the Appendix.

- | | | |
|--|---------------------|-------|
| 1. Site within designated coastal barrier resources | Indicate A or B | _____ |
| 2. Site contaminated with toxic chemicals and radioactive materials | Indicate A or B | _____ |
| 3. Site affecting a floodplain | Indicate A or B | _____ |
| 4. Building requiring flood insurance protection | Indicate A or B | _____ |
| 5. Site within clear zones or accident potential zones of airports and airfields | Indicate A or B | _____ |
| 6. Site is or affects an historic property | Indicate A, B, or C | _____ |
| 7. Site near hazardous industrial operations | Indicate A, B, or C | _____ |
| 8. Site near high noise source | Indicate A or B | _____ |
| 9. Site affecting coastal zone management | Indicate A or B | _____ |
| 10. Site affecting a sole source aquifer | Indicate A or B | _____ |
| 11. Site affecting endangered species | Indicate A or B | _____ |
| 12. Site affecting a designated wetland | Indicate A or B | _____ |
13. Significant impact to the human environment: Are there any adverse environmental impacts that affect the property or that the project would create?
 Yes If yes, document on separate sheet(s). No

Exhibit 2D: Management and Evaluation Plans

1. Staffing Plan

- a. Provide an organizational chart that delineates responsibilities for the Youthbuild program. Even if this organization is not yet in place, provide your plan for staffing the program.
- b. Provide name, duties and responsibilities and qualifications of the program director and other principal staff. If the program director and other principal staff have not been selected, provide position descriptions. If the applicant anticipates using consultants or volunteers, it should be noted in the plan.

Qualifications must be provided in a narrative format; do not attach resumes to this exhibit.

2. Evaluation Plan (2 pages)

Describe the applicant's plan for assessing the achievements of the program in the areas of recruitment, attendance, retention, GED/diploma achievement, job placement and quality of full time job placements, college placement, and housing units completed. These are some measurable elements to be evaluated in an assessment of the success of the program.

Your evaluation plan should identify:

1. who is responsible for evaluating the success of the program and
2. how the information will be collected, and
3. measurable objectives to be accomplished

To develop measurable objectives, determine what outcomes you wish the participants to achieve. Measurable objectives relate to the outcomes (e.g., percent of participants fully employed upon leaving the program, number of housing units completed) and not the inputs (e.g., number of counseling services provided). Applicants should develop measurable objectives that embrace high achievement but are appropriate given the participants to be served and the housing to be created.

Examples of possible measurable objectives include:

- o 70 percent of participants will remain in the program for at least one year;
- o 90 percent of participants will obtain their GEDs;
- o 100 percent of all housing units proposed will be completed;
- o 75 percent of all participants will be fully employed in good wage jobs one year after completion of the program.

Program Schedule

Implementation Grantees are expected to use Youthbuild funds within 30 months; the 30 months begin the day HUD executes the Youthbuild Grant Agreement. Participants may be active in the program for no less than six months and no more than 24 months. It is anticipated that participants will participate in education, leadership training, and on-site construction training for one year. They may spend an additional year receiving support services and additional education or training that will allow them to find jobs or continue their education.

Exhibit 2E: Empowerment Zones and Enterprise Communities

On December 21, 1994, the Federal government announced the selection of Federally-designated urban and rural Empowerment Zones, Enterprise Communities, selected by HUD. Up to two points will be assigned based on documentation that the proposed program will support the Strategic Plan for a federally designated urban or rural Empowerment Zone, Enterprise Community. One point will be given for Champion Communities. **(Champion Communities are defined as communities that applied for Empowerment Zones/Enterprise Community funds, however were not awarded).** Application must receive a combined score of at least 50 points for selection factor 1, 2, and 3(1) under Section III in order to be eligible for Empowerment Zone/Enterprise Community points.

Youthbuild applicants should provide a letter from an authorized representative of the local unit of government or EZ/EC governing organization certifying that the proposed Youthbuild program will support the EZ/EC strategic plan. To find out if your community has been awarded a designation, contact your local jurisdiction. You may want to start with the person who will be certifying to your Consolidated Plan.

Will the proposed program support the Empowerment Zone/Enterprise Community/Champion Community Strategic Plan?

No

Yes

If "yes", please provide a certification letter from the authorized representative of the unit of local government (or the Empowerment Zone/Enterprise Community governing unit). Label the certification as Exhibit 2E. Applicant should describe how the proposed program will support the EZ/EC or Champion comprehensive strategy. Label as Exhibit 2E.

Exhibit 2F: Court-ordered Consideration

Due to an order of the U.S. District Court for the Northern District of Texas, Dallas Division, with respect to any application by the City of Dallas, Texas, for HUD funds, HUD shall consider the extent to which the Youthbuild strategy for the Dallas area will be used to eradicate the vestiges of segregation in the Dallas Housing Authority's low-income housing programs.

Is the applicant the City of Dallas, Texas?

No

Yes

If "yes", please attach a statement that addresses the effect(s), if any, that vestiges of racial segregation in the Dallas Housing Authority's low-income programs have no potential participants in the Youthbuild program and identify proposed actions for remedying those vestiges. Label this documentation Exhibit 2F.

Exhibit 3: Applicant Information

A. Experience Narrative

Background and requirement

Information from Exhibit 3A will be used to rate the Capacity rating criterion.

How should you respond to this requirement?

In order to predict how well an applicant will implement a Youthbuild program, HUD will rely on the past experience of all applicants, co-applicants, and participating parties in performing Youthbuild-type functions in the past. In this criterion it is especially important to respond to the questions as precisely as possible. An applicant may have had a great deal of appropriate experience, but if the applicant does not describe the experience in such a way that the experience can be adequately evaluated against the rating elements, the application will not score well.

Overall capability is judged on experience, performance outcomes and cost-effectiveness and innovativeness. Describing a successful program without mentioning its comprehensive, multi-disciplinary nature or performance results, could result in a reduction in points. While you may assume that a successful program was successful in leadership development, the application asks for a specific description of your activities in that area. If some other entity will be performing one of the activities, do not just list the name of that entity, but describe its particular experience in performing that function. **DO NOT RELY ON THE REVIEWER TO ASSUME ANYTHING.** Reviewers can only evaluate information that is contained in the application.

1. Identify the specific organizations(s), (lead applicant, co-applicant, or other participating party) that will be responsible for carrying out program activities and describe experience of the organization or its key staff in implementing a comprehensive, integrated and multi-disciplinary program having the following components:
 - a. Young adult education and training programs which include outreach and recruitment; education programs; on-the-job training; employment training; and counseling and other support services.
 - b. Young adult leadership development training and activities.
 - c. Young adult on-site housing construction training and activities.
2. Describe performance outcomes of student participants (ie. number of young adults enrolled in education and training program and percentage and number of participants who successfully completed program, earned high school diplomas or equivalent, enrolled in college, technical or trade school; and obtained quality full-time jobs, apprenticeships or internships). Describe performance in producing sound and affordable housing for the homeless and low-income persons.

3. Describe resources leveraged in past programs to cover administrative, educational and training costs. Describe creative and innovative practices implemented to reduce service delivery cost in past programs.

Previous Grant Recipients Only

4. Provide the following information for each Youthbuild grant received:

- Program start date (grant agreement executed) and end date, if applicable.
- Number of students enrolled vs. number proposed
- Number of students who have completed/graduated program vs. number enrolled
- Number of students placed in employment /enrolled in higher education vs. number enrolled
- Number of students completed GED or enrolled in training vs. need
- Number of housing units completed or in progress vs. proposed
- Grant funds expended vs. amount awarded
- Active partners vs. proposed
- Non-Youthbuild funds/resources used vs. committed
- Impediments or delays in implementation encountered
- Copies of last two Youthbuild implementation progress reports (if applicable)

B. Non-profit Status

Public or private nonprofit organizations need to provide documentation of their status. If you are a non-profit organization, please submit a copy of your Internal Revenue Service (IRS) ruling providing tax-exempt status under Section 501(c)(3) of the 1986 IRS Code. If your organization's name has changed since your initial 501(c)(3) ruling, also provide the letter from the IRS acknowledging the change. If you are a public, nonprofit organization, please attach a letter or other document from an authorized official stating that the organization is a public nonprofit organization. Label this documentation as Exhibit 3B.

C. Accounting System

A functioning accounting system should provide for the following:

1. Accurate, current and complete disclosure of the financial results of each federally-sponsored project.
2. Records that identify adequately the source and application of funds for federally-sponsored activities.
3. Effective control over and accountability for all funds, property and other assets.
4. Comparison of outlays with budget amounts.

5. Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the use of the funds for program purposes.
6. Written procedures for determining the reasonableness, allocability and allowability of costs.
7. Accounting records including cost accounting records that are supported by source documentation.

Does your organization have a functioning accounting system or have you designated a qualified entity to maintain a functioning accounting system?

No

Yes

If "no" describe how you will establish a functioning accounting system. Label the description as Exhibit 3C.

Exhibit 4: Program Budget

A. Total Implementation Grant Budget

Complete the Youthbuild Budget showing the total budget by line item for the program activities to be carried out with the proposed Youthbuild grant. Applicants are not required to fund all activities listed, but the costs for all activities must be included under the listed categories of assistance (i.e. do not include any other categories). Include only those items for which a cash payment will be made. Do not include the value of any in-kind contributions.

The Youthbuild budget is a **functional** budget. That means that each line item represents the task to be done, NOT the person who will do it. Although this kind of budget is not usually developed by most organizations and may be more difficult to devise, the end result provides both financial and reporting information that will allow the program to be more easily evaluated.

Since one person may be assigned to do several tasks, that person's salary may be prorated to the various tasks for which he or she is responsible. For example, the Project Director may spend some of his or her time in outreach and recruitment, some time developing leadership training, and some time in evaluation or other administrative tasks. His or her time may be divided between those activities to come up with the budget. However, if the director and other staff are primarily engaged in program management and oversight, the Youthbuild funded salary cost should be budgeted as an administrative cost.

The first five items are calculated by adding up each line item in each Exhibit 2C(10) and placing the totals on Exhibit 4A. Remember that if Youthbuild funds are requested for any of the first five items, the 10 housing priority points cannot be awarded. The remaining items are for the entire program.

Each dollar amount on this budget must represent an actual cash cost of the program. Do not include the value of any in-kind contributions to the projects. For example, if a social service organization is donating staff time to do social work, do not enter the value of that time under leadership development, counseling and support services line item. If you anticipate paying a fee for counseling work, however, enter that amount. (Although in-kind contributions should not be included in the budget, remember that they should be included as Program Resources in Exhibit 4B.)

The Line Item for Administrative costs covers salaries and related costs, and other costs for goods and services required for the program such as rental or purchase of office equipment, utilities, insurance, legal, staff training, office supplies, rental and maintenance of office space, mailing, advertising, technical assistance and fund raising. The amount requested for administrative costs cannot exceed 15 percent of the total, unless the applicant provides justification for a higher amount in order to support capacity development by a private non-profit organization. In any event administrative costs cannot exceed 20 percent of the grant amount.

For each budget line item on Exhibit 4B, provide an explanation of how the costs were computed and an itemized breakdown for space, personnel, equipment, supplies, trainee expenses, etc. You may want to show the total amounts for each line item, and then show how those amounts were prorated for each person. A matrix may be a good way of showing how you prorated each person's time.

Exhibit 4A

Total Youthbuild Grant Budget

Grant Activities	Sources of Funds					Total
	Youthbuild	Other Federal	State	Local	Private	
1. Acquisition	\$	\$	\$	\$	\$	\$
2. Architecture and Engineering						
3. Housing construction						
4. Housing rehabilitation						
5. Relocation						
6. Outreach and Recruitment Activities						
7. Education and job training (includes on-site training)						
8. Trainee wage, etc.*						
9. Leadership development, counseling, support services						
10. Job placement and follow-up						
11. Subtotal (sum of lines 1 through 10)						
12. Costs of administering Grant. **						
13. Total Costs (sum of lines 11 and 12)	\$	\$	\$	\$	\$	\$

* Include need-based stipends/benefits/incentives/tools/clothing/etc.

** Request may not exceed 15% of total budget (line 13).

B. Program Resources

ANY organization, including the applicant, that provides cash, goods, or services to the Youthbuild program must provide a letter on their letterhead describing the nature of the resource provided, whether the provider is a public or private entity, the dollar value of the amount provided, and the page number of the letter documenting the donation. Absence of any of the above factors excludes the resource from consideration.

Applicants are not required to provide other resources to be used for their Youthbuild program. However, those applicants that are able to document resources will receive rating points, as described below.

Housing resources will be evaluated separately from other program resources.

HOUSING RESOURCES must be itemized on Exhibit 2C(10) ONLY. Housing resources will be used to award housing program priority bonus points.

NON-HOUSING RESOURCES must be itemized on Exhibit 4B and will be used to award Leveraging Resources points.

Do not include resources that:

- o have already been committed to another program
- o will expire before the projected start of the program
- o were committed more than 12 months prior to the publication of the NOFA
- o fail to indicate the dollar value of the resource

Potential Kinds of Housing Resources

direct financial assistance
housing stock and/or housing funds - remember to include the value of all housing you are using for on-site construction
construction and/or rehabilitation loans, grants, or interest rate subsidies
public improvements
tax abatements
labor or materials
architectural and engineering work

Potential Kinds of Non-Housing Resources

social services (e.g., counseling and training)
direct financial assistance
vocational or educational programs (e.g., adult and bilingual)
resource personnel (attorneys, other professionals)
supplies, materials, classroom or meeting space
operating or other financial subsidies
volunteer assistance - make sure the rate associated with volunteer time is reasonable,

Potential Sources of Assistance

State and local governments
Housing authorities
school districts and colleges
banks and private businesses
private community groups
foundations
apprenticeship programs and local unions

Implementation Documentation Requirements

For each resource, the applicant must submit a letter from the provider on the provider's letterhead. Place all letters for housing resources behind Exhibit 2C(10), and all letters for non-housing resources behind Exhibit 4B. Number each letter as a page in the application, and indicate the page numbers on Exhibit 2C(10) or 4B. Each resource must be supported by a letter from the provider that addresses the following:

- o the dollar amount or the contributed value of the loan, grant, donation or other resource committed **(the dollar amount in the letter must be consistent with the dollar amount indicated by the applicant on Exhibit 2C(10) or 4B);**
- o the use of the resource in the Youthbuild program. If it is to be used for a housing site, identify the specific site involved.
- o the date this resource will be made available;
- o any terms and conditions affecting the commitment, other than receipt of a Youthbuild Implementation Grant;
- o the signature of the appropriate executive officer authorized to commit the funds and/or resource.

Sample Implementation Resource Letter Text

"If this proposal is funded, (third party name) commits \$(amount) to (applicant name) for (type of activity) to be made available to the Youthbuild program. These funds will be made available from (date) to (date)."

(Signature and Title of third party's authorized representative and date)

Application Kit 1998

Certifications and Assurances

Sponsored by the

U.S. Department of Housing and Urban Development
Andrew Cuomo, Secretary

Exhibit 5: Statutory Certifications

HUD is required by law to obtain certifications for funding. These include the Consolidated Plan Certification, the General Application Certifications and the Drug-free Workplace Certification. Signatures are required on all documents.

A. Applicant Certifications.

The Exhibit 5A Certifications must be signed by the same authorized representative of the applicant that signed the SF 424. DO NOT retype these certifications; use the pages from the application form or, if necessary, make a copy from the application.

B. Consolidated Plan

The Consolidated Plan has replaced the Comprehensive Housing Affordability Strategy (CHAS).

Each applicant must attach Exhibit 5B, which is a certification signed by an authorized public official of the unit of local government or, if applicable, of the State within which the Youthbuild program is to be located, stating that the proposed Youthbuild activities are consistent with the jurisdiction's HUD-approved consolidated Plan. Use the following instructions in obtaining the certification of compliance with the Consolidated Plan:

1. Applicants that are States or units of general local government: Have the Consolidated Plan certification signed by the public official, or his or her authorized representative, who is responsible for submitting the Consolidated Plan to HUD.
2. Applicants that are not States or units of general local government: Obtain the Consolidated Plan certification from the unit of general local government in which the Youthbuild program is to be located if this government is required to have a Consolidated Plan. Otherwise the certification should be obtained from the State.
3. In all cases, the Consolidated Plan certification must be signed and dated by the authorized public official, or his or her authorized representative. The Fiscal Year covered by the Consolidated Plan annual submission must be indicated.

C. Drug-Free Workplace Certification

Each applicant must attach Exhibit 5C, which is a certification that, if the application is selected for funding, the applicant will provide a drug-free workplace, as required by Federal law. The requirements of the Drug-Free Workplace are described in the certification.

D. Certifications of Payments to Influence Federal Transactions

Exhibit 5A: Applicant Certifications

To Be Signed By The Authorized Representative of the Applicant and Submitted with the Application.

The Applicant hereby ensures and certifies that:

A. It meets the criteria for eligible applicants defined in the Youthbuild NOFA and regulations and has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability to ensure proper planning, management and completion of the project described in this application.

B. It will comply with the requirements of the Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations at 24 CFR Part 100, Part 109 and Part 110; Executive Order 11063, as amended (Equal Opportunity in Housing) and implementing regulations at 24 CFR 107: and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR Part 1, or, for applicants which are Indian Tribes or Indian Housing Authorities, the Indian Civil Rights Act (25 U.S.C. 1301 et seq.).

C. It will comply with the requirements of the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR 146, and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR 8.

D. It will comply with the requirements of Executive Order 11246, as amended (Equal Employment Opportunity) and implementing regulations at 41 CFR Part 60 and the requirements of Executive Orders 11625, 12432, and 12138, which state that recipients must make efforts to encourage the use of minority- and women-owned business enterprises in connection with funded activities.

E. It will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, (U.S.C. 1701u) (Employment Opportunities for Lower Income Persons in Connection with Assisted Projects).

F. It will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24 and HUD Handbook 1378, Tenant Assistance, Relocation and Real Property Acquisition.

G. It will comply with the requirements of the Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4821, et seq.) and implementing regulations at 24 CFR Part 35.

H. It will ensure that the housing to be produced in conjunction with the Youthbuild program is to be provided for the homeless or low- and very low-income families.

I. It will ensure that all educational programs and activities supported with Youthbuild funds, including the awarding of academic credit and certifying educational attainment, shall be consistent with applicable State and local educational standards.

J. It and its principals:

(1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (see 24 CFR 24.110) by any Federal department or agency;

(2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with the commission of any of the offenses enumerated in (2) above; and

(4) have not within a three-year period preceding this application had one or more public transactions terminated for cause or default. Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation behind this page.

K. Where Youthbuild funds are used for acquisition, construction, or rehabilitation, it and related parties will comply with the Davis-Bacon wage rate requirements with respect to laborers and mechanics other than Youthbuild trainees. Such requirements are found in the Davis-Bacon wage rate provisions of section 456(e) of the Cranston-Gonzalez National Affordable Housing Act; the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333); implementing U.S. Department of Labor regulations in 29 CFR Parts 1, 3, and 5; and HUD Handbook 1344.1, Federal Labor Standards in Housing and Community Development Programs.

L. It will comply with all applicable program and other Federal requirements described in the Youthbuild NOFA and regulations.

Signature of Authorized Certifying Official		Date
X		
Title	Organization	

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: _____

Project Name: _____

Location of the Project: _____

Name of the Federal
Program to which the
applicant is applying: _____

Name of
Certifying Jurisdiction: _____

Certifying Official
of the Jurisdiction
Name: _____

Title: _____

Signature: _____

Date: _____

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding:

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:

Title:

Signature:

Date:

X

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:

Title:

Signature:

Date:

X

Youthbuild Checklist

Have you included:

- A complete and signed SF424?
- Letter(s) providing access to the housing project(s) for on-site constructional training?
- Exhibit 2 E: Certification of Support of the EZ/EC Strategic Plan?
- Exhibit 2 F: Court Ordered Considerations (Dallas)?
- Exhibit 2C: One for each housing site?
- Exhibit 3B: A 501(c)(3) certification, if the applicant is a private nonprofit?
- Exhibit 3B: A letter certifying nonprofit status, if the applicant is a public nonprofit?
- Exhibit 3C: Certification of a functioning accounting system?
- Exhibit 5 A: Program Certifications, complete and signed by the same person that signed the SF424?
- Exhibit 5 B: Certification of Consistency with the Consolidated Plan (HUD-2991)?
- Exhibit 5 C: Certification for a Drug-Free Workplace (HUD-50070)?
- Exhibit 5 D: Certification of Payments to Influence Federal Transactions (HUD-50070)?
- Documentation necessary to complete an environmental review, if applicable (Exhibit 2C15 and attachments)
- Exhibit 2C7: Relocation Narrative, if applicable?
- Exhibits 4A and 4B: A Budget and Budget Narrative?
- Acceptable letters committing each housing and non-housing resource?

Appendix

Instructions for Completion of Youthbuild Environmental Requirements (Exhibit 2C(15))

A. Instructions to Applicants

1. For each proposed Youthbuild property for which HUD environmental procedures apply, applicants are to prepare a separate Exhibit 2C(15) in which they supply HUD with environmental threshold information and **letters** from **qualified data sources** (see definition below) which support the information. HUD will review the applicants submission and determine how, if necessary, HUD will comply with any Federal laws and authorities that may be applicable to the applicants property proposed for Youthbuild funding. **If environmental procedures apply and Exhibit 2C(15) with supporting documentation is not included then the application will be deemed ineligible.**

Applicants are to follow these instructions for preparing Exhibit 2C(15). The instructions advise applicants on how to obtain and document certain information to be supplied to HUD in this exhibit. Before selecting a property for Youthbuild funding, applicants should read these instructions and be advised that HUD encourages applicants to select, to the extent practicable, properties and locations that are free of environmental hazards and problems discussed in these instructions. The responses to the environmental criteria in Exhibit 2C(15) will be used to determine environmental approval or disapproval by HUD of proposals for **physical development** of properties.

2. After selecting a property for proposed Youthbuild funding, applicants are to determine the activities which they propose to undertake with their Youthbuild funds. Applicants are to indicate in section E whether the Youthbuild funds will be used for:

- (a) lease or purchase of a property;
- (b) minor rehabilitation **or**
- (c) major rehabilitation; **or**
- (d) new construction of housing.

The activities proposed for Youthbuild funding will determine the kind of data that applicants will need to obtain from a qualified data source in order to complete Exhibit 2C(15).

3. Once applicants have selected a property and determined the activities for Youthbuild funding, applicants are advised to check with their city or county agency that administers HUD's Community Development Block Grant program and performs environmental reviews, or the local planning agency. The reason is that most, if not all, the data needed for preparing Exhibit 2C(15) is readily available from the local community development agency and the local planning agency. Applicants are advised to ask the environmental staff of those agencies the following:

- (a) Has the agency ever prepared an environmental review of the proposed Youthbuild property **or** the neighborhood in which the property is located, and if so, would it provide a copy to the applicant for use by HUD;
- (b) Would the agency assist the applicant in completing section G; or
- (c) If the agency is not able to help complete any item in section G, would the agency advise the applicant which local or State agency is the appropriate qualified data source for obtaining the information.
- (d) Also, applicants should check with the local planning agency before proceeding elsewhere for the information.

Applicants are advised that the cost of preparing information and analyses needed for Exhibit 2C(15) is an eligible cost under the Youthbuild program and is reimbursable if applicants are approved for a grant.

4. The following definitions are of key terms used in these instructions. Most of the other terms are technical and their definition would be known to qualified data sources.

(a) **Qualified data source** means any Federal, State or local agency with expertise or experience in environmental protection (e.g., the local community development agency; the land planning agency; the State environmental protection agency; the State Historic Preservation Officer) or any other source qualified to provide reliable information on the particular subject. A **letter** supporting the information from each qualified data source is to be **attached** to Exhibit 2C(15). Applicants with questions or in need of further assistance may phone or visit the nearest HUD Field Office and speak to the Environmental Officer. HUD Field Offices maintain some environmental data and map files and can provide advice.

(b) **Minor rehabilitation** means proposed fixing and building repair:

(i) where the estimated cost of the work is less than 75 percent of the property value after completion;

(ii) that does **not** involve changes in land use from residential to nonresidential, or from nonresidential to residential;

(iii) that does **not** involve the demolition of one or more buildings, or parts of a building, containing the primary use served by the project; **and**

(iv) that does **not** increase unit density by more than 20 percent.

For minor rehabilitation of a building located in a floodplain, the criteria for substantial improvement modify this definition. (see Item B 3 below)

(c) **Major rehabilitation** means proposed fixing and building repair:

(i) where the estimated cost of the work is 75 percent or more of the property value after completion; **or**

(ii) that involves changes in land use from residential to nonresidential, or from nonresidential to residential; **or**

(iii) that involves the demolition of one or more buildings, or parts of a building, containing the primary use served by the project; **or**

(iv) that increases unit density by more than 20 percent.

(d) **Multifamily housing** means any residential building that contains five or more apartments or rooming units.

(e) **Single-family housing** means any residential building that contains one -to-four dwelling units.

5. Because each Federal environmental law or authority has compliance requirements that differ according to the type of proposed activity to be funded, applicants are required to supply information in Exhibit 2C(15) **only for** the type of activity for which the Youthbuild grant will be used.

6.
 - (a) If the applicant proposes new construction or major rehabilitation of multifamily housing, the applicant must supply complete and reliable environmental threshold information for items 1 through 13 in section G.

 - (b) If the applicant proposes new construction of single family housing, the applicant must supply complete and reliable environmental threshold information for items 1 through 12 in section G.

 - (c) If the applicant proposes minor rehabilitation of multifamily or single -family housing, or the purchase or lease of a property, the applicant must supply complete and reliable environmental threshold information for items 1 through 7 in section G.

 - (d) Certification of Payments to influence federal transactions.

7. Applicants subject to HUD's environmental procedures are to submit Exhibit 2C(15) and accompanying documentation to HUD with their applications for grant assistance. **Such applicants are prohibited from committing or expending State, local or other funds to undertake property rehabilitation, construction (including demolition), or acquisition (including lease), until HUD and the grantee execute a grant agreement for the proposed Youthbuild project.**

8. HUD reserves the right to disqualify any application where one or more environmental thresholds are exceeded if HUD determines that the compliance review cannot be conducted and satisfactorily completed within the HUD review period for Youthbuild applications.

B. Environmental Threshold and Documentation Requirements

The threshold and documentation requirements for each of the Federal environmental laws and authorities are described below, following the same order as they appear in section G .

1. Site within designated coastal barrier resources:

Threshold: Youthbuild applicants are **prohibited** by Federal law from using Federal financial assistance for properties, if the properties are located within designated coastal barriers of the Atlantic Ocean, Gulf of Mexico, and the Great Lakes (Coastal Barrier Resources Act, as amended, 16 U.S.C. 3501).

***Documentation:** Youthbuild applicants are to select either **A** or **B** for the condition that best describes the property and report the option selected in item 1 of section G.

A. The applicant states that its program operates in a community that does **not** contain any shores along the Atlantic Ocean, the Gulf of Mexico, or the Great Lakes.

B. For the applicant whose program operates in a community that does contain shores along the Atlantic Ocean, the Gulf of Mexico, or the Great Lakes, the applicant provides HUD with a finding made by a qualified data source stating that the applicants proposed **property** is **not** located within a designated coastal barrier resource by citing the map panel number of the official maps issued by the Department of the Interior (DOI) on the basis of which the finding was made.

2. Site contaminated with toxic chemicals and radioactive materials:

Threshold: Under HUD policy, as described in HUD Notice 79 -33 (Policy Guidance to Address the Problems Posed by Toxic Chemicals and Radioactive Materials), HUD will **not** approve the provision of financial assistance to residential properties located on contaminated sites. Sites known or suspected to be contaminated by toxic chemicals or radioactive materials include but are not limited to sites: (i) listed on either an EPA Superfund National Priorities List (NPL) or CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) List, or equivalent State list; (ii) located within 3,000 feet of a toxic or solid waste landfill site; or (iii) with an underground storage tank (which is not a residential fuel tank).

***Documentation: Youthbuild applicants are to select either A or B for the condition that best describes their property and report the option selected in item 2 of section G.**

A. The applicant provides HUD with a finding made by a qualified data source stating that the proposed Youthbuild property and any neighboring properties do **not** contain any sites known or suspected to be contaminated with toxic chemicals and radioactive materials.

B. The applicant provides any site contamination data by a qualified data source in its letter for HUD's evaluation of contamination and/or suspicion of any contamination of a proposed property or any neighboring properties.

3. Site affecting a floodplain:

Threshold: A property located within a floodplain and proposed for funding is subject to Executive Order 11988, Floodplain Management. The Executive Order directs HUD to avoid, where practicable, proposed financial support for any floodplain property, whenever HUD has options to approve properties in flood -free locations. The Order does **not** apply to existing single -family properties proposed for purchase or lease except for: (i) property that is located within a floodway or coastal high hazard area; and (ii) substantial improvement. **Substantial improvement** for flood hazard purposes means any property rehabilitation which: (a) increases the unit density of the property; **or** (b) equals or exceeds 50 percent of the market value of the property **before** rehabilitation, but excluding the costs for correcting health, sanitary, and safety code violations. **Note:** Proposed funding for substantial improvement and new construction are subject to the Executive Order decision making process. This may result in a **disqualification** of the application (refer above to number 7 under "Instructions to Applicants").

***Documentation: Youthbuild applicants are to select A or B for the condition that best describes their property and report the option selected in item 3 of section G.**

A. The applicant provides HUD with a finding made by a qualified data source stating that the property is **not** located within the Special Flood Hazard Area (SFHA).

B. The applicant provides HUD with a finding made by a qualified data source that the property is located within the Special Flood Hazard Area (SFHA) **and** as to whether the property is located within a floodway or coastal high hazard area.

The information for A and B must provide HUD with the **flood map panel number** obtained either from the official maps issued for the National Flood Insurance Program or from the property appraisal report used to make the finding.

For all proposed rehabilitation of properties that are located within a SFHA, applicants must provide HUD with estimates of: (i) the property value **before** rehabilitation, and (ii) the cost of the proposed rehabilitation. Provide the estimates in section F.

If the property is found to be located within a SFHA, proceed to item 4 on flood insurance protection. Otherwise proceed to item 5.

4. Building requiring flood insurance protection:

Threshold: HUD will estimate the amount and period of flood insurance coverage that is to be made a condition of approval of any HUD financial assistance for a building located within a Special Flood Hazard Area (SFHA). The Flood Disaster Protection Act of 1973 requires owners of HUD -assisted buildings to purchase and maintain flood insurance protection as a condition of approval of any HUD financial assistance for the proposed purchase, rehabilitation, or new construction of any SFHA building. The law prescribes the coverage period and dollar amount of flood insurance protection.

Proof of Purchase of Flood Insurance Protection: Applicants shall provide HUD their proof of purchase of flood insurance protection for any proposed Youthbuild building located within the SFHA, whenever HUD funding is being used by the grantee for property purchase, rehabilitation, or new construction. The standard documentation for compliance is the **Policy Declarations** form issued by the National Flood Insurance Program (NFIP) or issued by any property insurance company offering coverage under the NFIP. Whenever, the requirement applies to coverage which extends to future years, the grant agreement will require that the insured has its insurer automatically forward to HUD, in the same manner as to the insured, an information copy of the **Policy Declarations** form, which is used to verify compliance. The Youthbuild applicants responsibility ceases in cases where a mortgage loan is approved requiring flood insurance as condition of loan approval by a lender (other than the Youthbuild applicant), whose responsibility is to assure flood insurance coverage for the loan.

***Documentation: Youthbuild applicants are to select either A or B for the condition that best describes their property and report the option selected in item 4 of section G.**

A. The applicant already owns the property and attaches a copy of the **Policy Declarations** form confirming that a current flood insurance policy is in effect and the policy provides adequate coverage for the building proposed for the Youthbuild project located within the Special Flood Hazard Area.

B. After the applicant will have purchased (or constructed, in the case of proposed new construction) the Youthbuild property, the applicant will obtain and maintain flood insurance protection. For the term and amount of coverage prescribed by law, the applicant will provide HUD with a copy of the **Policy Declarations** form confirming that the flood insurance policy is in effect and the policy provides adequate coverage for the Youthbuild building located within the Special Flood Hazard Area.

5. Site within clear zones or accident potential zones of airports and airfields:

Threshold: HUD policy as described in 24 CFR 51, Subpart D applies to HUD approval of financial assistance to: (a) properties located within clear zones; and (b) in the case of new construction or major rehabilitation, properties located within accident potential zones.

(a) **Clear zones:** New construction and major rehabilitation of a property that is located on a clear zone site is **prohibited**. HUD financial assistance in a clear zone is allowed only for the proposed lease, purchase, or minor rehabilitation of properties (24 CFR 51.302(a)). For HUD funding approval for any property in a clear zone: (a) HUD will give advance written notice to the prospective property buyer in accord with 24 CFR 51.303(a)(3); and (b) a copy of the HUD notice signed by the prospective property buyer will be placed in the property file. The written notice informs the prospective property buyer of: (i) the potential hazards from airplane accidents which studies have shown more likely to occur within clear zones than in other areas around the airport/airfield; and (ii) the potential acquisition by airport or airfield operators, who may wish to buy the property at some future date as part of a clear zone acquisition program.

(b) **Accident potential zones:** For properties located within the accident potential zone (APZ), HUD shall determine whether the use of the property is generally consistent with Department of Defense "Land Use Compatibility Guidelines for Accident Potential Zones."

***Documentation: Youthbuild applicants are to select either A or B for the condition that best describes their property and report the option selected in item 5 of section G.**

A. The applicant states that the property is not located within 3,000 feet of a civil airport or military airfield.

B. For properties located within 3,000 feet of a civil airport or military airfield, the applicant provides HUD with a finding from the airport operator stating whether or not the property is located within a runway clear zone at a civil airport, or a clear zone or accident potential zone at a military airfield.

For properties that are located within a runway clear zone or a clear zone or accident potential zone, the applicants who propose to rehabilitate such a property are to provide HUD with estimates of: (i) the cost of the proposed rehabilitation, and (ii) the property value **after** completion of the rehabilitation. The estimates are to be provided in section F.

6. Site is or affects an historic property:

Threshold: Only if a property is proposed for rehabilitation or new construction must HUD in consultation with the State Historic Preservation Officer (SHPO), and following the Department of the Interiors Standards and Guidelines for Evaluation, make a determination whether the property is:

- (a) listed on **or** formally determined to be eligible for listing on the National Register of Historic Places;
- (b) located within or directly adjacent to an historic district; **or**
- (c) a property whose area of potential effects includes an historic district or property.

Historic properties and districts are subject by law to special protection and historic preservation processing which HUD must perform to comply with the regulations of the Advisory Council on Historic Preservation (ACHP: 36 CFR part 800). Note: **Applicants seeking information from the SHPO as a qualified data source need to allow sufficient time to obtain the information from the SHPO. Applicants may wish to make special arrangements with the SHPO for rapid review of the applicants proposed property where this is practicable. In addition, for properties determined to be historic properties, HUD will require 30 to 90 days in most cases for HUD to perform historic preservation compliance with the ACHP regulations. This may result in a disqualification of the application (refer above to number 7 under "Instructions to Applicants").**

***Documentation: Youthbuild applicants are to select one of the following options that best describes the condition of their property and report the option selected in item 6 of section G.**

A. The applicant proposes financial assistance for rehabilitation or new construction, and provides HUD with a SHPO's finding that the proposed Youthbuild activity:

1. Is located within an area where there are no historic properties; **or**
2. Will have no effect on historic properties; **or**
3. Will have an effect on historic properties not considered adverse

B. The applicant proposes financial assistance for rehabilitation or new construction, and provides HUD with a SHPO's finding that the proposed Youthbuild activity will have an adverse effect on historic properties.

C. The applicant provides HUD with a copy of a letter from the SHPO stating any reasons for not being able to provide the applicant with the requested information and finding.

7. Site near hazardous industrial operations:

Threshold: Properties that are located near hazardous industrial operations handling fuels or chemicals of an explosive or flammable nature are subject to HUD safety standards (24 CFR 51, Subpart C). **However, under the Youthbuild program, these standards would apply only if applicants propose: (i) construction of a building; (ii) conversion of a non-residential land use to a residential land use including making habitable a building condemned for habitation; or (iii) rehabilitation that increases the density of a residential structure by increasing the number of dwelling or rooming units.** In the case of tanks containing common liquid fuels, the requirement for an acceptable separation distance (ASD) calculation only applies to storage tanks that have a capacity of more than 100 gallons.

***Documentation: Youthbuild applicants are to select one of the following options that best describe the condition of the property, and report the option selected in item 7 of section G.**

A. The proposed project does **not** include: **(i) construction of a building; (ii) conversion of a non-residential land use to a residential land use including making habitable a building condemned for habitation; or (iii) rehabilitation that increases the density of a residential structure by increasing the number of dwelling or rooming units.**

B. The proposed project includes: **(I) construction of a building; (ii) conversion of a non-residential land use to a residential land use including making habitable a building condemned for habitation; or (iii) rehabilitation that increases the density of a residential structure by increasing the number of dwelling or rooming units;** and the applicant provides HUD a finding by a qualified data source that the applicants proposed property is **not** located within the immediate vicinity of hazardous industrial operations handling fuel or chemicals of an explosive or flammable nature by citing data used and the maps used.

C. The applicant proposes: **(I) construction of a building; (ii) conversion of a non-residential land use to a residential land use including making habitable a building condemned for habitation; or (iii) rehabilitation that increases the density of a residential structure by increasing the number of dwelling or rooming units;** and the grantee provides HUD a finding made by a qualified data source stating: (1) that the proposed property is located within the immediate vicinity of hazardous industrial operations handling fuel or chemicals of an explosive or flammable nature; (2) the type and scale of such hazardous industrial operations; (3) the distance of such operations from the proposed property; (4) a preliminary calculation of the acceptable separation distance (ASD) between such operations and the proposed property; and (5) a recommendation as to whether it is safe to use the property in accord with 24 CFR 51, Subpart C.

8. Site near high noise source:

Threshold: For new construction which is to occur in high noise areas (i.e. exceeding 65 decibels), applicants shall incorporate noise attenuation features to the extent required by HUD environmental criteria and standards contained in Subpart B (Noise Abatement and Control) of 24 CFR part 51. Approvals in a **Normally unacceptable noise zone** require a minimum of 5 decibels additional sound attenuation for buildings having noise-sensitive uses if the day -night average sound level is greater than 65 decibels but does not exceed 70 decibels , or a minimum of 10 decibels of additional sound attenuation if the day -night average sound level is greater than 70 decibels but does not exceed 75 decibels.

Proposed housing sites with above 75 decibels are unacceptable and the noise attenuation measures require the approval of the Assistant Secretary for Community Planning and Development. In **Unacceptable noise zones**, HUD strongly encourages conversion of noise -exposed sites to non -housing land uses compatible with the high noise levels.

For major rehabilitation projects involving five or more dwelling units located in the **"Normally Unacceptable"** and **"Unacceptable" noise zones**, HUD actively seeks to have project sponsors incorporate noise attenuation features, given the extent and nature of the rehabilitation being undertaken and the level of exterior noise exposure.

***Documentation: Youthbuild applicants are to select A or B for the condition that best describes their project and report the option selected in item 8 of section G.**

A. The applicant provides HUD with a finding made by a qualified data source stating that the property proposed by the applicant for a major rehabilitation or new construction project involving five or more dwelling units is **not** located within: (I) 1,000 feet of a major noise source, road, or highway; (ii) 3,000 feet of a railroad; or (iii) 1 mile of a civil or 5 miles of a military airfield.

B. The applicant provides HUD with a finding made by a qualified data source: (I) stating that the plans for the property proposed by the applicant for a major rehabilitation or new construction project involving five or more dwelling units will incorporate noise attenuation features in accord with HUD environmental criteria and standards contained in Subpart B (Noise Abatement and Control) of 24 CFR part 51; (ii) stating whether the property is located within a "Normally Unacceptable" or "Unacceptable" noise zone; and (iii) providing HUD plans and a statement of the anticipated interior noise levels.

9. Site affecting coastal zone management:

Threshold: Only for proposed activities involving new construction or major rehabilitation of multifamily housing does the Coastal Zone Management (CZM) authority apply. Projects which can affect the coastal zone must be carried out in a manner consistent with the approved State coastal zone management program under Sec. 307 of the Coastal Zone Management Act of 1972, as amended.

***Documentation: Youthbuild applicants are to select either A or B for the condition that best describes their project and report the option selected in item 9 of section G.**

A. The applicant states that its project is not located within a coastal zone, as defined by the States Coastal Zone Management Plan.

B. For applicants whose project is located within a coastal zone, the applicant provides HUD with a finding made by the State CZM agency that the project proposed by the applicant is consistent with the approved State coastal zone management program.

10. Site affecting a sole source aquifer:

Threshold: The sole source aquifer authority applies primarily to activities involving proposed new construction or conversion to housing of non-residential property. Projects which can affect aquifers designated by the Environmental Protection Agency (EPA) must be reviewed for impact on such designated aquifer sources. The Safe Drinking Water Act of 1974 requires protection of drinking water systems which are the sole or principal drinking water source for an area and which, if contaminated, would create a significant hazard to public health.

***Documentation: Youthbuild applicants are to select either A or B for the condition that best describes their project and report the option selected in item 10 of section G.**

A. The applicant provides HUD with a finding made by a qualified data source stating that the applicants proposed property is not located on nor does it affect a sole source aquifer designated by EPA.

B. For the applicant whose project proposes new construction or conversion activities that are located on or may affect any sole source aquifer designated by the EPA, the applicant identifies the aquifer and provides HUD with an explanation of the effect on the aquifer from a qualified data source, and/or a copy of any comments on the proposed project that the applicant has received from the EPA Regional Office as well as from any State or local agency with jurisdiction for protecting the drinking water system.

11. Site affecting endangered species:

Threshold: The Endangered Species Protection (ESP) authority applies primarily to activities involving proposed new construction or conversion to housing of a non -residential property. Projects which can affect listed or proposed endangered or threatened species or critical habitats require consultation with the Department of the Interior in compliance with the procedure of Section 7 of the Endangered Species Act of 1973, as amended.

***Documentation: Youthbuild applicants are to select either A or B for the condition that best describes their property and report the option selected in item 11 of section G.**

A. For the applicant whose project proposes new construction or conversion activities, the applicant provides HUD with a finding made by a qualified data source that the project is **not** likely to affect any listed or proposed endangered or threatened species or critical habitat. The finding shall indicate whether the project is located within a critical habitat, and if so, explain why the project is not likely to affect the species or habitat.

B. For the applicant whose project proposes new construction or conversion activities that are likely to affect listed or proposed endangered or threatened species or critical habitat, the applicant provides HUD with a statement from a qualified data source explaining the likely affect, and/or a finding made by the Fish and Wildlife Service of the Department of the Interior stating as acceptable the proposed mitigation that the applicant will provide to protect any affected endangered or threatened species or critical habitat.

12. Site affecting a designated wetland:

Threshold: New construction or conversion to housing of a non -residential property located within a **designated wetland** is subject to Executive Order 11990, Protection of Wetlands. This Executive Order directs HUD to avoid, where practicable, financial support for new construction on wetland property. **Note:** Proposed funding for new construction or conversion is subject to the Executive Order decision making process. This may result in a **disqualification** of the application (refer above to number 7 under "Instructions to Applicants").

***Documentation: Youthbuild applicants are to select A or B for the condition that best describes their property and report the option selected in item 12 of section G.**

A. The applicant provides HUD with a finding made by a qualified data source stating that the property is **not** located within a designated wetland where new construction or conversion is proposed.

B. The applicant provides HUD with a finding made by a qualified data source that the property is located within a designated wetland, which applies only to property where new construction or conversion is proposed.

The information for A and B must provide HUD with the wetland panel number obtained from official maps issued by the Department of the Interior on the basis of which the finding was made, **or** where DOI has not mapped the area, a letter or other documentation from the Army Corps of Engineers or other Federal agency.

13. Significant impact to the human environment:

Threshold: HUD must perform an environmental assessment of any property proposed for major rehabilitation or new construction **except** for a single-family property having one -to-four dwelling units. It is the policy of the Department to reject proposals which have significant adverse environmental impacts and to encourage the modification of projects in order to enhance environmental quality and minimize environmental harm. This policy is authorized by the National Environmental Policy Act (NEPA) and the implementing regulations of the Council on Environmental Quality and HUD's Environmental Rule at 24 CFR part 50.

***Documentation:** Youthbuild applicants are to provide HUD with any information on any adverse environmental impacts that affect the property or that the project would create. Applicants are to report this data on a separate sheet and attach it to Exhibit 2C(15). Examples of adverse impacts are: soil instability and erodibility; natural or person -made hazards and nuisances; air pollution; inadequate infrastructure (e.g., water supply, waste water treatment, storm water management, solid waste collection), inadequate public services (i.e., fire, police, health care, social services, schools, parks) and transportation; and encroachment on prime farmlands and wild and scenic river areas. Applicants are to identify any significant impacts to the human environment.