

SECTION 202

SUPPORTIVE HOUSING FOR THE ELDERLY

APPLICATION KIT

~~~~~

**SECTION 811**

**SUPPORTIVE HOUSING FOR  
PERSONS WITH DISABILITIES**

**APPLICATION KIT**

---

---

=

## APPLICATION KIT

### SECTION 202 OR SECTION 811

INTRODUCTION : This constitutes the Application Kit to apply for funding under the Section 202 Supportive Housing for the Elderly or Section 811 Supportive Housing for Persons with Disabilities Capital Advance Program. **Contact MUST be made to the local HUD Office for additional information and submission requirements.**

An original and four (4) copies of the application must be submitted in response to a Federal Register Notice of Funding Availability (NOFA). The original and four copies of the completed application must be submitted to the local HUD Office, either by hand, delivery service or certified mail, by the deadline date and time set forth in SuperNOFA III for Targeted Housing and Homeless Assistance Programs. Applications by facsimile will not be accepted. **(NOTE: A list of the local HUD Offices is attached as Appendix A. In determining the appropriate HUD Office to which you should submit your application, please use this list INSTEAD of the list in Appendix A of SuperNOFA III.)**

Before preparing your application, you should carefully review the requirements of the Regulations (24 CFR Part 891), general program instructions set forth in Handbook 4571.3 REV-1, Section 202 Capital Advance Program for Housing the Elderly or Handbook 4571.2, Section 811 Capital Advance Program for Housing Persons with Disabilities, and the current year's Housing Funding Allocation Notice. Note: Section 1001 of Title 18 of the United States Code (Criminal Code and Criminal Procedure, 72 Stat. 967 shall apply to all information supplied in the application submission). (18 U.S.C. 1001, among other things, provides that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious, fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.)

CONTENTS OF APPLICATION KIT : The Application Kit for a Section 202 or Section 811 Capital Advance consists of four parts with a total of seven Exhibits. Included with the seven Exhibits are five prescribed forms and fifteen certifications and resolutions. The components of the Application Kit are:

- Part 1 - Application Form for Section 202 or Section 811 Supportive Housing - Capital Advance  
(Exhibit 1)
- Part 2 - Sponsor's Ability to Develop and Operate the Proposed Project  
(Exhibits 2 and 3)

Part 3 - The Need for Supportive Housing for the Target Population (Elderly, if requesting Section 202 funds or Persons with Disabilities, if requesting Section 811 funds) in the Area to be Served, Site Control (and/or Identification of Site if 811) and Suitability of Site, Adequacy of the Provision of Supportive Services and of the Proposed Facility (Exhibit 4)

Part 4 - General Application Requirements, Certifications and Resolutions (Exhibits 5 through 7)

All of the required application exhibits are specifically identified in the NOFA.

GENERAL INSTRUCTIONS FOR PREPARING APPLICATION : The application must be submitted using the attached Application Kit format.

**THE APPLICATION MUST BE INDEXED AND TABBED ACCORDINGLY** The Kit includes the following:

1. The Table of Contents which identifies the order in which the application is to be assembled. It also serves as the application checklist by identifying the submission page for the exhibit.
2. The Rating Factors which identify the factors by which the application will be rated and the criteria necessary to receive bonus points.
3. The Application Contents identified by the Part of the application and the relevant exhibits. Parts 2 and 3 include exhibits related to the rating criteria and bonus points. All forms required for the application submission are included in the section pertaining to the specific exhibits. **(NOTE: Information relating to the Phase I Environmental Assessment, Exhibit 4(d)5 must be obtained from the local HUD Office.)**
4. Appendices
  - A. List of local HUD Offices
  - B. Contact Information on Empowerment Zones, Urban Supplemental Empowerment Zones, Enterprise Communities and Urban Enhanced Enterprise Communities .
5. The Application Evaluation for the Sponsor to provide HUD with comments and suggestions about the Application Kit.
6. The Acknowledgement of Application Receipt which will be returned to the Sponsor with an indication of the date that HUD received its application and, consequently, whether or not the application will

receive further consideration.

**TABLE OF CONTENTS**

---

---

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>PAGE</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>PART I - APPLICATION FORM FOR SECTION 202 OR SECTION 811<br/>SUPPORTIVE HOUSING - CAPITAL ADVANCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>EXHIBIT 1:</b> <b>Form HUD-92015-CA, Application for<br/>Section 202 Supportive Housing<br/>Capital Advance, OR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | _____       |
| <b>Form HUD-92016-CA, Application for<br/>Section 811 Supportive Housing<br/>Capital Advance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | _____       |
| <b>PART II - SPONSOR'S ABILITY TO DEVELOP AND OPERATE<br/>THE PROPOSED PROJECT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
| <b>EXHIBIT 2:</b> <b>Legal Status of Sponsor (Private<br/>Nonprofit or Consumer Cooperative<br/>if applying for Section 202 or<br/>Nonprofit with 501(C)(3) IRS tax<br/>exemption if applying for Section 811):</b>                                                                                                                                                                                                                                                                                                                                                            |             |
| (a) Articles of Incorporation (or<br>other organizational documents)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | _____       |
| (b) By-laws                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | _____       |
| (c) IRS Tax Exemption Ruling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | _____       |
| <b>[EXCEPTION: SPONSORS WHO HAVE RECEIVED A<br/>SECTION 202 (IF APPLYING FOR SECTION 202)<br/>OR SECTION 811 (IF APPLYING FOR SECTION<br/>811) FUND RESERVATION WITHIN THE LAST<br/>THREE FUNDING CYCLES ARE NOT REQUIRED TO<br/>SUBMIT THE DOCUMENTS DESCRIBED IN (a),<br/>(b), and (c), ABOVE. INSTEAD, SPONSORS<br/>MUST SUBMIT THE PROJECT NUMBER OF THE<br/>LATEST APPLICATION AND THE HUD OFFICE<br/>TO WHICH IT WAS SUBMITTED. IF THERE HAVE<br/>BEEN ANY MODIFICATIONS OR ADDITIONS TO THE<br/>SUBJECT DOCUMENTS, INDICATE SUCH, AND<br/>SUBMIT THE NEW MATERIAL.]</b> |             |
| (d) <b>Section 811 Applicants Only</b> - the number<br>of people on the Sponsor's board and<br>number of those people who have<br>disabilities (including disabilities<br>similar to those of the prospective<br>residents).                                                                                                                                                                                                                                                                                                                                                   | _____       |

**EXHIBIT 3: Sponsor's purpose, community ties and experience:**

- (a) A description of Sponsor's purposes, current activities, and how long it has been in existence; \_\_\_\_\_
- (b) A description of Sponsor's ties to the community at large and to the target population (minority and elderly (202) or disabled (811) communities in particular); \_\_\_\_\_
- (c) A description of local government support (including financial assistance, donation of land, provision of services, etc.); \_\_\_\_\_
- (d) Letters of support for the Sponsor and for the proposed project from organizations familiar with the housing and supportive services needs of the target population (elderly (202) or disabled (811)) that the Sponsor expects to serve; \_\_\_\_\_
- (e) A description of Sponsor's housing and/or supportive services experience. The description should include any rental housing projects (including any integrated housing developments if applying for Section 811) and/or supportive services facilities sponsored, owned and operated by the Sponsor; the Sponsor's past or current involvement in any programs other than housing that demonstrates the Sponsor's management capabilities (including financial management) and experience; the Sponsor's experience in serving the target population (the elderly, including elderly persons with disabilities, and/or families and minorities if applying for 202 or persons with disabilities and minorities if applying for 811); and the reasons for receiving any increases in fund reservations for developing and operating previously funded Section 202 and/or Section 811 projects; \_\_\_\_\_

(f) A description of the Sponsor's efforts to involve members of the target population (elderly persons, including minority elderly persons (202), or persons with disabilities including minority persons with disabilities and persons with disabilities similar to those of the prospective residents (811)) in the development of the application as well as its intent to involve the target population in the development and operation of the project

---

(g) A description of the steps the Sponsor took to identify and coordinate its application with other organizations to complement and/or support the proposed project as well as the steps it will take, if funded, to share information on solutions and outcomes relative to the development of the proposed project.

---

(h) A description of the Sponsor's involvement in its community's Consolidated Planning process including:

(1) An identification of the lead/facilitating agency that organizes/administers the process;

---

(2) An identification of the Consolidated Plan issue areas in which the Sponsor participates;

---

(3) The Sponsor's level of participation in the process, including active involvement in any committees.

---

OR

(1) If Sponsor is not currently active, describe the specific steps it will take to become active in the Consolidated Planning process.

---

(i) A description of the linkages that the Sponsor has developed or plans to develop with other related activities, programs or projects

---

**PART III - THE NEED FOR SUPPORTIVE HOUSING FOR THE TARGET POPULATION IN THE AREA TO BE SERVED, SITE CONTROL (AND/OR IDENTIFICATION OF SITE IF 811) AND SUITABILITY OF SITE, ADEQUACY OF THE PROVISION OF SUPPORTIVE SERVICES AND OF THE PROPOSED FACILITY**

**EXHIBIT 4: Project information including:**

(a) Evidence of need for supportive housing;

---

(b) Description of how the project will benefit the target population and the community in which it will be located;

---

(c) A description of the project, including the following:

(1) **202**

A narrative description of the building design, including a description of the number of units with bedroom distribution, any special design features, amenities, and/or community space, and how this design will facilitate the delivery of services in an economical fashion and accommodate the changing needs of the residents over the next 10-20 years.

---

**OR**

(1) **811**

A narrative description of the building(s), including number and type of structure(s),

number of bedrooms if group home,  
number of units with bedroom  
distribution if independent  
living units (including condos),  
number of residents with  
disabilities and resident staff  
per structure, an identification  
of all community spaces, amenities  
or features planned and how they  
are necessary to accommodate the  
needs of the proposed residents,  
and how the overall design of the  
project will facilitate the  
integration of the residents into  
the surrounding community

---

- (2) A description of whether and  
how the project will promote  
energy efficiency and if  
applicable, innovative  
construction or rehabilitation  
methods or technologies to be  
used that will promote efficient  
construction
- 

- (d) Evidence of site control and  
permissive zoning, **OR** identification  
of a site if applying for Section 811  
without having a site under control  
(in this latter case skip to (7) below)  
including:

- (1) Evidence that the Sponsor  
has entered into a legally  
binding option agreement  
(which extends 30 days beyond  
the end of the current  
fiscal year **and** contains a  
renewal provision so that the  
option can be renewed for at  
least an additional six months)  
to buy or lease the proposed  
site or other evidence of  
legally binding site control  
(see Section (B)(4)(d) of  
SuperNOFA III- Section 202 or  
Section 811 Program Section);
- 
- (2) Evidence that the project as  
proposed is permissible under  
applicable zoning ordinances



or regulations or statement  
of proposed action required  
to make project permissible; \_\_\_\_\_

- (3) A narrative topographical and  
demographic description of the  
suitability of the site and  
area, how the site will  
promote greater housing  
opportunities for minorities  
in the target population  
(elderly and elderly persons  
with disabilities (202) or  
persons with disabilities (811)),  
thereby affirmatively furthering  
fair housing; \_\_\_\_\_
- (4) A map showing the location of  
the site and the racial  
composition of the neighbor-  
hood, with the area of racial  
concentration delineated; \_\_\_\_\_
- (5) A Phase I Environmental  
Site Assessment; \_\_\_\_\_
- (6) A letter from State Historic  
Preservation Office indicating  
whether the proposed site has  
any historic significance \_\_\_\_\_

**NOTE: (7) through (9) apply only  
to Section 811**

- (7) a statement indicating  
Sponsor's willingness to  
seek an alternate site  
(811 only) \_\_\_\_\_
- (8) If an exception to the project  
size limits is requested,  
describe why the site was  
selected and demonstrate the  
following (811 only):
- (i) People with disabilities  
similar to those of the  
prospective residents have  
indicated their acceptance  
or preference to live in  
proposed housing \_\_\_\_\_

- (ii) The increased number of people is necessary for the economic feasibility of the project \_\_\_\_\_
  - (iii) The project is compatible with other residential development and the population density of the area in which the project will be located \_\_\_\_\_
  - (iv) The increased number of people will not prohibit their successful integration into the community \_\_\_\_\_
  - (v) The project is marketable in the community \_\_\_\_\_
  - (vi) The size of the project is consistent with State and/or local policies governing similar housing for the proposed population \_\_\_\_\_
  - (vii) A statement regarding willingness to have the application processed at the project size limit should HUD not approve the exception \_\_\_\_\_
- (9) If Sponsor does not have site control but has identified a site, submit the following (811 only):
- (i) A description of the location of the site, including its street address and unit number \_\_\_\_\_
  - (ii) A description of the undertaken to identify the site as well as the actions that must be taken to obtain site control \_\_\_\_\_

(iii) An indication as to whether the site is properly zoned \_\_\_\_\_

(iv) A status of the sale of the site \_\_\_\_\_

(v) An indication as to whether the site would involve relocation \_\_\_\_\_

(e) Provision of supportive services and proposed facility:

**202**

(1) A detailed description of the supportive services proposed to be provided to the anticipated occupancy; \_\_\_\_\_

(2) A description of public or private sources of assistance that reasonably could be expected to fund the proposed services; \_\_\_\_\_

(3) The manner in which such services will be provided to such persons (i.e., on or off-site), including, whether a service coordinator will facilitate the adequate provision of such services, and how the services will meet the identified needs of the residents; \_\_\_\_\_

**OR**

**811**

(1) A detailed description of whether the housing is intended to serve persons with physical disabilities, developmental disabilities, chronic mental illness or any combination of the three \_\_\_\_\_

If requesting approval to limit occupancy, also submit the following:

- (i) description of population to which occupancy will be limited \_\_\_\_\_
- (ii) explanation of why it is necessary to limit occupancy, including the following:
  - (A) explanation of how limiting occupancy to a subcategory of persons with disabilities promotes the goals of 811 \_\_\_\_\_
  - (B) explanation of why housing and services needs cannot be met in a more integrated setting \_\_\_\_\_
- (iii) description of Sponsor's experience in providing housing and/or supportive services to proposed population \_\_\_\_\_
- (iv) description of how Sponsor will ensure occupants will be integrated into neighborhood and community \_\_\_\_\_
- (2) A detailed description of the supportive service needs of the persons with disabilities the housing is expected to serve \_\_\_\_\_
- (3) A list of community service providers, (including consumer controlled providers), including letters of intent from potential providers indicating commitment to provide services to proposed residents \_\_\_\_\_
- (4) A detailed description of comprehensive supportive services plan for residents \_\_\_\_\_

who do not want to acquire their own services. Include the following:

- (i) name(s) of the agency(s) that will be responsible for providing the supportive services \_\_\_\_\_
- (ii) evidence of each service provider's capability and experience in providing such supportive services \_\_\_\_\_
- (iii) description of how, when and how often, and where (on/off site) the services will be provided \_\_\_\_\_
- (iv) identification of the extent of State and local funds to assist in the provision of supportive services \_\_\_\_\_
- (v) letters of intent from service providers or funding sources \_\_\_\_\_
- (vi) if any State or local government funds will be provided, a description of the State/local agency's philosophy/policy concerning housing for the population to be served \_\_\_\_\_
- (5) Description of residential staff, if needed \_\_\_\_\_
- (6) Assurances if the proposed residents choose to receive supportive services organized by the Sponsor they will be based on the residents' individual needs \_\_\_\_\_
- (7) Statement that Sponsor will not condition occupancy on the resident's acceptance of any supportive services \_\_\_\_\_

PART IV - GENERAL APPLICATION REQUIREMENTS, CERTIFICATIONS  
AND RESOLUTIONS

**EXHIBIT 5:**       **A list of the applications, if any, the Sponsor has submitted or is planning to submit to any other HUD Office** in response to the Section 202 NOFA or Section 811 NOFA. Indicate by HUD Office, the proposed location by city and State, and the number of units requested for each application. Also, a list of prior year projects which have not been finally closed.

---

**EXHIBIT 6:**       **A statement that:**

- (a) identifies all persons (families, individuals, businesses and nonprofit organizations (identified by race/minority group, and status as owners or tenants) occupying the property on the date of submission of the application for a capital advance;

---

- (b) indicates the estimated cost of relocation payments and other services;

---

- (c) identifies the staff organization that will carry out the relocation activities; and

---

- (d) identifies all persons that have moved from the site within the past 12 months;

---

**EXHIBIT 7:**       **CERTIFICATIONS AND RESOLUTIONS:**

- (a) Standard Form 424

---

- (b) Drug-Free Workplace (HUD-50070)

---

- (c) Certification of Payments to Influence Federal Transactions (HUD-50071) and Standard Form LLL, Disclosure of Lobbying Activities

---

- (d) HUD-2880, Applicant/Recipient Disclosure/Update Report, including Social Security Numbers and Employee Identification Numbers \_\_\_\_\_
- (e) Employment, Engagement of Services, Awarding or Funding of Contracts, Subgrants, etc. (24 CFR 24.510) \_\_\_\_\_
- (f) Executive Order 12372 Certification \_\_\_\_\_
- (g) Certification of Consistency with the Consolidated Plan (Plan) \_\_\_\_\_
- (h) Sponsor's Conflict of Interest Resolution \_\_\_\_\_
- (i) Sponsor's Resolution for Commitment to Project \_\_\_\_\_
- (j) Sponsor's Combined Certifications \_\_\_\_\_

**SECTION 811 ONLY - ALSO SUBMIT THE FOLLOWING**

- (k) Supportive Services Certification \_\_\_\_\_
- (l) Certification of Compliance with the Requirements of Lead-Based Paint Poisoning Prevention Act \_\_\_\_\_

## RATING FACTORS AND BONUS POINTS

Below are the Rating Factors and Bonus Points and the corresponding application Exhibits that will be reviewed to determine the ratings and the eligibility for bonus points:

**1. CAPACITY OF THE APPLICANT AND RELEVANT ORGANIZATIONAL STAFF**  
(Exhibit References: Exhibits 2, 3(a), 3(b), and 3(e))

In rating this factor, HUD will consider the extent to which the application demonstrates the Sponsor's ability to develop and operate the proposed housing on a long-term basis, considering the following: **(30 points)**

- (a) The scope, extent and quality of the Sponsor's experience in providing housing or related services to those proposed to be served by the project and the scope of the proposed project (i.e., number of units, services, relocation costs, development, and operation) in relationship to the Sponsor's demonstrated development and management capacity as well as its financial management capability **(20 points)**; and
- (b) The scope, extent and quality of the Sponsor's experience in providing housing or related services to minority persons or families **(10 points)**.

**2. NEED/EXTENT OF THE PROBLEM**  
(Exhibit References: Exhibits 4(a) and 4(b))

In determining the extent to which there is a need for funding the proposed supportive housing project to address a documented problem in the target area, HUD will consider the extent of the need for the project in the area based on a determination by the HUD Office. This determination will be made by considering the Sponsor's evidence of need in the area, as well as other economic, demographic, and housing market data available to the HUD Office **(10 points)**.

**3. SOUNDNESS OF APPROACH**  
(Exhibit References: Exhibits 4(c), 4(d), and 4(e))

In determining the quality and effectiveness of the project as well as the relationship between the project, the community's needs and purposes of the program funding, HUD will consider: **(40 points)**

- (a) The proximity or accessibility of the site to shopping, medical facilities, transportation, places of worship, recreational facilities, places of employment, and other necessary services to the intended occupants, adequacy of utilities and streets, freedom of the site from adverse environmental conditions (applies only to site control projects for 811), compliance with site and neighborhood standards **(15 points)**;



- (b) The suitability of the site from the standpoints of promoting a greater choice of housing opportunities for minority elderly persons/families (Section 202) or minority persons with disabilities (Section 811) and affirmatively furthering fair housing **(10 points)**;
- (c) The extent to which the proposed design will meet the special physical needs of elderly persons (Section 202) or any special needs of persons with disabilities the housing is expected to serve (Section 811) **(3 points - 202; 5 points - 811)**

Section 202

- (d) The extent to which the proposed size and unit mix of the housing will enable the Sponsor to manage and operate the housing efficiently and ensure that the provision of supportive services will be accomplished in an economical fashion **(3 points)**;
- (e) The extent to which the proposed design of the housing will accommodate the provision of supportive services that are expected to be needed, initially and over the useful life of the housing, by the category or categories of elderly persons the housing is intended to serve **(3 points)**;
- (f) The extent to which the proposed supportive services meet the identified needs of the (anticipated) residents **(3 points)**; and
- (g) The extent to which the Sponsor demonstrated that the identified supportive services will be provided on a consistent, long-term basis **(3 points)**.

Section 811

- (d) The extent to which the proposed design of the project and its placement in the neighborhood will facilitate the integration of the residents into the surrounding community **(5 points)**; and
- (e) The Sponsor's board includes persons with disabilities (including persons who have similar disabilities to those of the prospective residents) **(5 points)**.

**4. LEVERAGING RESOURCES**

(Exhibit References: Exhibits 3(c) and 3(d))

In determining the ability of the Sponsor to secure other community resources which can be combined with HUD's program resources to achieve program purposes, HUD will consider:  
**(10 points)**

- (a) The extent of local government support (including financial assistance, donation of land, provision of services, etc.) for the project **(5 points)**; and
- (b) The extent of the Sponsor's activities in the community, including previous experience in serving the area where the project is to be located, and the Sponsor's demonstrated ability to enlist volunteers (Section 202 only) and raise local funds **(5 points)**.

**5. COMPREHENSIVENESS AND COORDINATION**

(Exhibit References: Exhibits 3(f), 3(g), 3(h) and 3(i))

In determining the extent to which the Sponsor coordinated its activities with other known organizations, participates or promotes participation in a community's Consolidated Planning process, and is working towards addressing a need in a holistic and comprehensive manner through linkages with other activities in the community, HUD will consider **(10 points)**:

- (a) The Sponsor's involvement of elderly persons, particularly minority elderly persons (Section 202) persons with disabilities (including minority persons with disabilities) (Section 811), in the development of the application, and its intent to involve elderly persons, particularly minority elderly persons (Section 202) persons with disabilities (including minority persons with disabilities)(Section 811), in the development and operation of the project **(4 points)**;
- (b) The extent to which the Sponsor coordinated its application with other organizations to complement and/or support the proposed project **(2 points)**;
- (c) The extent to which the Sponsor demonstrates that it has been actively involved or, if not currently active, the steps it will take to become actively involved in its community's Consolidated Planning process to identify and address a need/problem that is related in whole or part, directly or indirectly to the proposed project **(2 points)**; and
- (d) The extent to which the Sponsor developed or plans to develop linkages with other activities, programs or projects related to the proposed project to coordinate its activities so solutions are holistic and comprehensive **(2 points)**.

**BONUS POINTS**

(Exhibit References: Exhibits 1 and 4(d))

Location of proposed site in an EC/EZ area  
**(2 bonus points)**

Acceptable evidence of control of an approvable  
site **(10 bonus points)**(Section 811 only)

**PART I**

**APPLICATION FOR SECTION 202 SUPPORTIVE  
HOUSING - CAPITAL ADVANCE**

**OR**

**APPLICATION FOR SECTION 811 SUPPORTIVE  
HOUSING - CAPITAL ADVANCE**

**EXHIBIT 1 - Form HUD-92015-CA, Application for Section 202  
Supportive Housing Capital Advance (Attached)**

**OR**

**Form HUD-92016-CA, Application for Section 811  
Supportive Housing Capital Advance (Attached)**

**PART II**

**SPONSOR'S ABILITY TO DEVELOP AND  
OPERATE THE PROPOSED PROJECT**

**EXHIBIT 2 - Evidence of each Sponsor's legal status** (Private Nonprofit or Nonprofit Consumer Cooperative if applying for Section 202 or Nonprofit with 501(c)(3) IRS tax exemption if applying for Section 811):

- (a) Articles of Incorporation, constitution, or other organizational documents;
- (b) By-laws;
- (c) IRS tax exemption ruling (this must be submitted by all Sponsors, including churches).

[EXCEPTION: SPONSORS WHO HAVE RECEIVED A SECTION 202 (IF APPLYING FOR SECTION 202) OR SECTION 811 (IF APPLYING FOR SECTION 811) FUND RESERVATION WITHIN THE LAST THREE FUNDING CYCLES ARE NOT REQUIRED TO SUBMIT THE DOCUMENTS DESCRIBED IN (a), (b), and (c) ABOVE. INSTEAD, SPONSORS MUST SUBMIT THE PROJECT NUMBER OF THE LATEST APPLICATION AND THE HUD OFFICE TO WHICH IT WAS SUBMITTED. IF THERE HAVE BEEN ANY MODIFICATIONS OR ADDITIONS TO THE SUBJECT DOCUMENTS, INDICATE SUCH, AND SUBMIT THE NEW MATERIAL.]

- (d) **Section 811 Applicants Only** - The number of people on the Sponsor's board and the number those people who have disabilities (including disabilities similar to those of the prospective residents).

**EXHIBIT 3 - Sponsor's purpose, community ties and experience:**

- (a) A description of Sponsor's purposes, current activities, and how long it has been in existence;
- (b) A description of Sponsor's ties to the community at large and to the minority and elderly (202) or disabled (811) communities in particular;
- (c) A description of local government support for the project (including financial assistance, donation of land, provision of services, etc.)
- (d) Letters of support for the Sponsor and for the proposed project from organizations familiar with the housing and supportive services needs of the target population (elderly (202) or disabled (811)) that the Sponsor expects to serve in the proposed project;
- (e) A description of Sponsor's housing and/or supportive services experience. The description should include any rental housing projects (including any integrated housing developments if applying for Section 811) and/or supportive services facilities, sponsored, owned and operated by the Sponsor, the Sponsor's past or current involvement in any programs other than housing that demonstrates the Sponsor's management capabilities (including financial management) and experience, the Sponsor's experience in serving the target population (the elderly, including elderly persons with disabilities, and/or families and minorities (202), or persons with disabilities and minorities (811)); and the reasons for receiving any increases in fund reservation for developing and operating previously funded Section 202 or Section 811 projects;
- (f) A description of the Sponsor's efforts to involve members of the target population (elderly persons, including minority elderly persons (202), or person with disabilities including minority persons with disabilities(811)) in the development of the application as well as its intent to involve the target population in the development and operation of the project.

**(EXHIBIT 3 Cont'd)**

- (g) A description of the steps the Sponsor took to identify and coordinate its application with other organizations to complement and/or support the proposed project as well as the steps it will take, if funded, to share information on solutions and outcomes relative to the development of the proposed project.
- (h) A description of the Sponsor's involvement in its community's Consolidated Planning process including:
  - (1) An identification of the lead/facilitating agency that organizes/administers the process;
  - (2) An identification of the Consolidated Plan issue areas in which the Sponsor participates;
  - (3) Sponsor's level of participation in the process, including active involvement in any committees.

**OR**

- (1) If Sponsor is not currently active, describe the specific steps it will take to become active in the Consolidated Planning process.
- (i) A description of the linkages that the Sponsor has developed or plans to develop with other related activities, programs or projects in order that the development of the project provides a comprehensive and holistic solution to the needs of the target population (elderly (202) or persons with disabilities (811)).



**PART III**

**THE NEED FOR SUPPORTIVE HOUSING FOR THE  
TARGET POPULATION, SITE  
CONTROL (AND/OR IDENTIFICATION OF SITE IF  
811) AND SUITABILITY OF SITE**

**ADEQUACY OF THE PROVISION OF SUPPORTIVE  
SERVICES AND OF THE PROPOSED FACILITY**

## **EXHIBIT 4 - Need and Project Information**

- (a) Evidence of need for supportive housing.

### **202**

Include a description of the category or categories of elderly persons the housing is intended to serve and evidence demonstrating sustained effective demand for supportive housing for that population in the market area to be served, taking into consideration the occupancy and vacancy conditions in existing Federally assisted housing for the elderly (HUD and the Rural Housing Service (RHS)) e.g., public housing), State or local data on the limitations in activities of daily living among the elderly in the area; aging in place in existing assisted rentals; trends in demographic changes in elderly population and households; the numbers of income eligible elderly households by size, tenure and housing condition; the types of supportive services arrangements currently available in the area; and the use of such services as evidenced by data from local social service agencies or agencies on aging. Also, a description of how information in the community's Analysis of Impediments to Fair Housing Choice was used in documenting the need for the project.

### **811**

Include a description of the proposed population and evidence demonstrating sustained effective demand for supportive housing for the proposed population in the market area to be served, taking into consideration the occupancy and vacancy conditions in existing comparable subsidized housing for persons with disabilities, State or local needs assessments of persons with disabilities in the area, the types of supportive services arrangements currently available in the area, and the use of such services as evidenced by data from local social service agencies. Also, a description of how information in the community's Analysis of Impediments to Fair Housing Choice was used in documenting the need for the project.

- (b) A description of how the proposed project will benefit the target population and the community in which it will be located.

**(EXHIBIT 4 Cont'd)**

(c) Description of the project

(1) **202**

Narrative description of the building design including a description of the number of units with bedroom distribution, any special design features, amenities, community space, and how this design will facilitate the delivery of services in an economical fashion and accommodate the changing needs of the residents over the next 10-20 years.

**811**

Narrative description of the building(s) including the number of structure(s), number of bedrooms if group home, number of units with bedroom distribution if independent living units (including condos), number of residents with disabilities, and any resident staff per structure; identification of all community spaces, amenities or features planned for the housing and a description of how the spaces, amenities, or features will be used, and the extent to which they are necessary to accommodate the needs of the proposed residents. A description of how the design of the proposed project will promote the integration of the residents into the surrounding community.

**NOTE: (202 and 811)** If the community spaces, amenities, or features do not comply with the project design and cost standards of 24 CFR 891.120 and the special project standards of 24 CFR 891.210 (202) or 891.310 (811), the Sponsor must demonstrate its ability and willingness to contribute both the incremental development cost and continuing operating cost associated with the community spaces, amenities, or features;

- (2) Describe whether and how the project will promote energy efficiency and, if applicable, innovative construction or rehabilitation methods or technologies to be used that will promote efficient construction.

(EXHIBIT 4 Cont'd)

- (d) Evidence of site control and permissive zoning.

**NOTE:** If applying for Section 811 and identifying a site without having a site under control, skip to (7).

- (1) Evidence that the Sponsor has entered into a legally binding option agreement (which extends 30 days beyond the end of the current fiscal year **and** contains a renewal provision so that the option can be renewed for at least an additional six months) to buy or lease the proposed site; or has a copy of the contract of sale for the site, a deed, long-term leasehold, a request with all supporting documentation, submitted either prior to or with the Application for Capital Advance, for a partial release of a site covered by a mortgage under a HUD program, or other evidence of legal ownership of the site (including properties to be acquired from the FDIC/RTC). Also, identify any restrictive covenants, including reverter clauses;
- (2) Evidence that the project as proposed is permissible under applicable zoning ordinances or regulations or a statement of the proposed action required to make the proposed project permissible and the basis for the belief that the proposed action will be completed successfully before the submission of the firm commitment application.
- (3) Narrative topographical and demographic description of the suitability of the site and area (as well as a description of the area surrounding the site (811 only)), how the site will promote greater housing opportunities for minority elderly and elderly persons with disabilities (202) or minority persons with disabilities (811), thereby affirmatively furthering fair housing.

A map showing the location of the site and the racial composition of the neighborhood, with the area of racial concentration delineated.

**(EXHIBIT 4 Cont'd)**

(5) A Phase I Environmental Site Assessment, in accordance with the ASTM, must also be submitted with the application. If further study is indicated after the Phase I Assessment, then a Phase II Assessment must also be submitted. However, it does not have to be submitted with the application but must be submitted by the date specified in the NOFA.

(6) A letter from the State Historic Preservation Officer indicating whether the proposed site(s) has any historical significance.

**(7) through (9) apply to Section 811 only**

(7) A statement that the Sponsor is willing to seek a different site if the preferred site is unapprovable and that site control will be obtained within six months of notification of fund reservation. (Section 811 only)

(8) If an exception to the project size limits is being requested, describe why the site was selected and demonstrate the following:  
(Section 811 only)

(i) People with disabilities similar to those of the prospective tenants have indicated their acceptance or preference to live in housing with as many units/people as proposed for the project.

(ii) The increased number of people is necessary for the economic feasibility of the project.

(iii) The project is compatible with other residential development and the population density of the area in which the project is to be located.

(EXHIBIT 4 Cont'd)

- (iv) The increased number of people will not prohibit their successful integration into the community.
  - (v) The project is marketable in the community.
  - (vi) The size of the project is consistent with State and/or local policies governing similar housing for the proposed population.
  - (vii) A statement that the Sponsor is willing to have its application processed at the project size limit should HUD not approve the exception.
- (9) If the Sponsor has identified a site, but does not have it under control, it must submit the following information: (Section 811 only)
- (i) A description of the location of the site, including its street address, its unit number (if condominium), neighborhood/community characteristics (to include racial and ethnic data), amenities, adjacent housing and/or facilities, how the site will promote greater housing opportunities for minority persons with disabilities and affirmatively further fair housing.
  - (ii) A description of the activities undertaken to identify the site, as well as what actions must be taken to obtain control of the site, if approved for funding.
  - (iii) An indication as to whether the site is properly zoned. If it is not, an indication of the actions necessary for proper zoning and whether these can be accomplished within six months of fund reservation award, if approved for funding.
  - (iv) A status of the sale of the site.

(EXHIBIT 4 Cont'd)

(iv) A status of the sale of the site.

(v) An indication as to whether the site would involve relocation.

(e) **202** - Provision of supportive services proposed facility.

(1) A detailed description of the supportive services proposed to be provided to the anticipated occupancy;

(2) A description of public or private sources of assistance that reasonably could be expected to fund the proposed services;

(3) The manner in which such services will be provided to such persons ( i.e., on or off-site), including whether a service coordinator will facilitate the adequate provision of such services, and how the services will meet the identified needs of the residents.

(e) **811** -A supportive services plan that includes:

**NOTE:** The following supportive services plan completed by the Sponsor and the supportive services certification (Exhibit 7(k)) must be sent to the appropriate State or local agency (identified by the HUD Office) far enough in advance of the application deadline date so that the agency can review the plan, complete the certification and return both to the Sponsor for inclusion in the application to HUD.

(1) A detailed description of whether the housing is expected to serve persons with physical disabilities, developmental disabilities, or chronic mental illness or any combination of the three. Include how and from whom/where persons will be referred and admitted for occupancy in the project. The Sponsor may, with the approval of the Secretary, limit occupancy within housing developed under this SuperNOFA to persons with disabilities who have similar disabilities and require a similar set of supportive services in a

(EXHIBIT 4 Cont'd)

supportive housing environment. However, the Owner must permit occupancy by any qualified person with a disability who could benefit from the housing and/or services provided, regardless of the person's disability.

If requesting approval to limit occupancy, also submit the following:

- (i) A description of population of persons with disabilities to which occupancy will be limited.
  - (ii) An explanation of why it is necessary to limit occupancy, of the proposed project(s) to the population described in (A) above, including the following:
    - (A) An explanation of how limiting occupancy to a subcategory of persons with disabilities promotes the goals of the Section 811 program.
    - (B) An explanation of why the housing and/or service needs of this population cannot be met in a more integrated setting.
  - (iii) A description of Sponsor's experience in providing housing and/or supportive services to proposed occupants.
  - (iv) A description of how the Sponsor will ensure that occupants of the proposed project will be integrated into the neighborhood and community.
- (2) A detailed description of the supportive service needs of the persons with disabilities that the housing is expected to serve.
  - (3) A list of community service providers, (including consumer controlled providers), including letters of intent to provide services to proposed residents from as many potential providers as possible.



**(EXHIBIT 4 Cont'd)**

- (4) A detailed description of a comprehensive supportive services plan organized by the Sponsor for residents who do not wish to take responsibility for acquiring their own services. The following must be included:
- (i) The name(s) of the agency(s) that will be responsible for providing the supportive services
  - (ii) The evidence of each service provider's (even if service provider will be the Sponsor) capability and experience in providing such supportive services
  - (iii) A description of how, when, how often, and where (on/off-site) the services will be provided
  - (iv) Identification of the extent of State and local funds to assist in the provision of supportive services
  - (v) Letters of intent from service providers (including those that are consumer-controlled) or funding sources, indicating commitments to fund or to provide the supportive services, or that a particular service will be available to proposed residents. If the Sponsor will be providing any of the supportive services, a letter indicating its commitment to either provide the supportive services or ensure their provision for the life of the project.
  - (vi) If any State or local government funds will be provided, a description of the State/local agency's philosophy/policy concerning housing for the population to be served, and a demonstration by the Sponsor that the application is consistent with State or local plans and policies governing the development and operation of housing for the same disabled population.

**(EXHIBIT 4 Cont'd)**

- (5) A description of residential staff, if needed
- (6) Assurances that the proposed supportive services organized by the Sponsor will be based on the residents' individual needs.
- (7) Statement that Sponsor will not condition occupancy on the resident's acceptance of any supportive services.

**PART IV**

**GENERAL APPLICATION REQUIREMENTS AND  
CERTIFICATIONS**

**EXHIBIT 5:** A list of the applications, if any, the Sponsor has submitted or is planning to submit to any other HUD Office in response to the Section 202 or Section 811 NOFA. Indicate by HUD Office, the proposed location by city and State and the number of units requested for each application. Include a list of all FY 1997 and prior year projects to which the Sponsor(s) is a party, identified by project number and HUD Office, which have not been finally closed.

**EXHIBIT 6: A statement that:**

- (a) identifies all persons (families, individuals, businesses and nonprofit organizations (identified by race/minority group, and status as owners or tenants) occupying the property on the date of submission of the application for a capital advance;
- (b) indicates the estimated cost of relocation payments and other services;
- (c) identifies the staff organization that will carry out the relocation activities; and
- (d) identifies all persons that have moved from the site within the past 12 months;

[NOTE: IF ANY OF THE RELOCATION COSTS WILL BE FUNDED FROM SOURCES OTHER THAN THE SECTION 202 OR SECTION 811 CAPITAL ADVANCE, THE SPONSOR MUST PROVIDE EVIDENCE OF A FIRM COMMITMENT OF THESE FUNDS. WHEN EVALUATING APPLICATIONS, HUD WILL CONSIDER THE TOTAL COST OF PROPOSALS (i.e., COST OF SITE ACQUISITION, RELOCATION, CONSTRUCTION AND OTHER PROJECT COSTS).]

**EXHIBIT 7: Certifications and Resolutions (attached)**

- (a) Standard Form 424
- (b) Drug-Free Workplace (HUD-50070)
- (c) Certification of Payments to Influence Federal Transactions (HUD-50071) and Standard Form LLL, Disclosure of Lobbying Activities (24 CFR 87). If the Sponsor has made or has agreed to make any payment using nonappropriated funds for lobbying activity, as described in 24 CFR 87, the submission must also include SF-LLL, Disclosure of Lobbying Activities.
- (d) HUD-2880, Applicant/Recipient Disclosure/Update Report, including Social Security and Employee Identification Numbers
- (e) Employment, Engagement of Services, Awarding or Funding of Contracts, Subgrants, etc. (24 CFR 24.510)
- (f) Executive Order 12372 - A certification that the Sponsor has submitted a copy of its applications, if required, to the Stat agency (single point of contact) for State review in accordance with Executive Order 12372.
- (g) Certification of Consistency with the Consolidated Plan (Plan)
- (h) Sponsor's Conflict of Interest Resolution
- (i) Sponsor's Resolution for Commitment to Project
- (j) Sponsor's Combined Certifications

The Certifications below are requirements for Section 811 applications only:

- (k) Supportive Services Certification (Section 811 Only)
- (l) Certification of Compliance with the Requirements of Lead-Based Paint Poisoning Prevention Act (Section 811 Only)

**EXHIBIT 7(a)**

Standard Form 424

[www.hudclips.org/subscriber/html/pdfforms/sf424.pdf](http://www.hudclips.org/subscriber/html/pdfforms/sf424.pdf)

**EXHIBIT 7(b)**

Drug-Free Workplace (HUD-50070)

[www.hudclips.org/subscriber/html/pdfforms/50070.pdf](http://www.hudclips.org/subscriber/html/pdfforms/50070.pdf)



**EXHIBIT 7(c)**

Certification of Payments to Influence Federal Transactions (HUD-50071)

[www.hudclips.org/subscriber/html/pdfforms/50071.pdf](http://www.hudclips.org/subscriber/html/pdfforms/50071.pdf)

Disclosure of Lobbying Activities (Standard Form-LLL)

[www.hudclips.org/subscriber/html/pdfforms/sf111.pdf](http://www.hudclips.org/subscriber/html/pdfforms/sf111.pdf)

**EXHIBIT 7(d)**

HUD-2880, Applicant/Recipient Disclosure/Update Report, including Social Security Numbers and Employee Identification Numbers.

[www.hudclips.org/subscriber/html/pdfforms/2880.pdf](http://www.hudclips.org/subscriber/html/pdfforms/2880.pdf)

**EXHIBIT 7(e)**

Employment, Engagement of Services, Awarding or Funding of  
Contracts, Subgrants, etc. (24 CFR 24.510)

| Link | Reference | Form | HUD-2992 |
|------|-----------|------|----------|
|------|-----------|------|----------|

**Exhibit 7(f)**

**Executive Order 12372  
Certification**

---

(Name of Sponsor)

certifies that:

- (1) this application for a capital advance under the Section 202 or Section 811 program was submitted to the State of \_\_\_\_\_ on \_\_\_\_\_ for review, or
- (2) it contacted the State and a determination was made that the State review was not required.

Enclosed is a copy of the SF-424 which was sent with the application submitted to the State.

---

(Signature of Authorized Official)

## **EXHIBIT 7(g)**

HUD-2991, Certification of Consistency with the Consolidated Plan  
(Plan)

Link Reference

Exhibit 7(h)

# Sponsor's Conflict of Interest Resolution

TO: The Secretary of Housing and Urban Development

SUBJECT: Section 202 Program - Application for Fund Reservation  
Section 811 Program - Application for Fund Reservation

Sponsor:

Project Location:

WHEREAS, Section 202 of the Housing Act of 1959, as amended, authorizes the making of capital advances for housing for the elderly to private, nonprofit corporations, OR Section 811 of the National Affordable Housing Act of 1990, as amended, authorizes the making of capital advances to nonprofit corporations for housing for persons with disabilities, no part of the net earnings of which inure to the benefit of any member, founder, contributor or individual;

WHEREAS, HUD has implemented this statutory requirement by promulgating a regulation providing that the Sponsor may not be controlled by or under the direction of persons or firms seeking to derive profit or gain therefrom. The regulation also prohibits any officer or director of the Sponsor from having any financial interest in any contract in connection with the rendition of services, the provision of goods or supplies, procurement of furnishings or equipment, construction of the project, procurement of the site or any other matters whatsoever, except with respect to management or supportive services contracts entered into by the Owner with the Sponsor or its nonprofit affiliate.

WHEREAS, HUD has determined that assurance of compliance with this prohibition can best be obtained by requiring that all officers and directors of the Sponsor certify that they do not have and will not have during their term of office, any prohibited financial interest.

WHEREAS, because of the time constraints imposed under the application process and difficulties in meeting these deadlines caused by such factors as large boards and unavailability of officers and directors of the board, some prospective Sponsors have been unable to obtain or experienced hardship in obtaining all of the required certifications for submission with the applications for fund reservation.

WHEREAS, HUD is willing to defer submission of the required Sponsors' Conflict of Interest and Disclosure Certifications until the submission of the firm commitment applications by those Owners for which fund reservations were approved, if such certifications are provided by all the Sponsor's officers and directors listed below, who are duly qualified and sitting in these capacities from the date of the Sponsor's fund reservation application.

**(List the name, title, and the beginning and ending dates of the term of all officers and directors.)**

NOW, THEREFORE, in order to induce HUD to forego requiring submission of the Conflict of Interest and Disclosure Certifications until after projects have been selected and fund reservations granted, it is hereby resolved and agreed by the Board of Directors of the Sponsor:

1. That it will submit an updated Incumbency Certificate, in a form prescribed by HUD, showing all changes in incumbency for submission with the Owner's Application for Firm Commitment, initial closing and final closing.
2. That no officer or director of the Sponsor has or will be permitted to have any prohibited interest which would prevent him or her from signing the required Conflict of Interest and Disclosure Certification.
3. That the fund reservation will be subject to cancellation by HUD if the officers or directors of either the Sponsor or the Owner fail to submit Conflict of Interest and Disclosure Certifications duly executed by each and all of their respective officers and directors.
4. That no HUD capital advance funds or project rental assistance funds will be expended on account of any contract or arrangement where a conflict of interest is determined to exist, and the Sponsor shall be responsible for the payment of any and all obligations involving its officers and directors.
5. That should any contract or arrangement entered into by the Owner be determined by HUD to involve a conflict of interest, involving either the Sponsor's or Owner's officers or directors, the Sponsor will exercise its best efforts to cause the Owner to promptly cancel or terminate such contract or arrangement at HUD's request.

Adopted and approved by the Board of Trustees of the Sponsor on the \_\_\_\_\_ date of \_\_\_\_\_, \_\_\_\_\_.

---

(Authorized Signature)

# Sponsor's Resolution for Commitment to Project

TO: Secretary of Housing and Urban Development

SUBJECT: Section 202 Program - Application for Fund Reservation  
Section 811 Program - Application for Fund Reservation

Sponsor:

Project Location:

1. WHEREAS, under the Section 202 Program for Supportive Housing for the Elderly, the Sponsor acknowledges its responsibilities of sponsorship, long-term support, its willingness to assist the Owner to develop, own, manage and provide appropriate services in connection with the proposed project, and it reflects the will of its membership. The Sponsor is required to make a commitment to cover the estimated start-up expenses, the minimum capital investment of 1/2 of one percent of the HUD-approved capital advance, not to exceed \$25,000 (\$10,000 for sponsors not affiliated with a national sponsor) and the estimated cost of any amenities or features (and operating costs related thereto) which would not be covered by the approved capital advance.

*or*

Whereas, under the Section 811 Program of Supportive Housing for Persons with Disabilities, the Sponsor acknowledges its responsibilities of sponsorship, long-term support, its willingness to assist the Owner to develop, own, manage and provide appropriate services in connection with the proposed project, and that it reflects the will of its membership. The Sponsor is required to make a commitment to cover the estimated start-up expenses, the minimum capital investment of 1/2 of one percent of the HUD-approved capital advance, not to exceed \$10,000 and the estimated cost of any amenities or features (and operating costs related thereto) which would not be covered by the approved capital advance.

2. WHEREAS, HUD has determined that assurance by the Sponsor of its commitment and willingness to provide those funds can best be assured by requiring a resolution of the Board of Directors that funds will be made available for such purposes.
3. NOW, THEREFORE, the Board of Directors of the Sponsor hereby resolves and agrees that funds will be available for the subject project to meet estimated start-up expenses, the minimum capital investment and the estimated cost of any amenities or features (and operating costs related thereto) which would not be covered by the approved capital advance.

Adopted and approved by \_\_\_\_\_ of the  
Sponsor on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Authorized Signature)



**Sponsor's Combined Certifications**

The Sponsor, to the best of its knowledge and belief, hereby assures and certifies that it will comply with the following:

**1. Certification in Connection with the Development and Operation of a Section 202 or Section 811 Supportive Housing Project:**

The requirements of the Fair Housing Act, Title VI of the Civil Rights Act, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the affirmative fair housing marketing requirements of 24 CFR part 200, subpart M and the implementing regulations at 24 CFR part 108, and other applicable Federal, State and local laws prohibiting discrimination and promoting equal opportunity including affirmatively furthering fair housing.

**2. Design and Cost Standards:**

HUD's design and cost standards, the Uniform Federal Accessibility Standards and HUD's implementing regulations at 24 CFR part 40, Section 504 of the Rehabilitation Act of 1973 and HUD's implementing regulations at 24 CFR part 8, and for covered multifamily dwellings designed and constructed for first occupancy after March 13, 1991, the design and construction requirements of the Fair Housing Act and HUD's implementing regulations at 24 CFR part 100, and the Americans with Disabilities Act of 1990.

**3. Acquisition and Relocation:**

The acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), implemented by regulations at 49 CFR part 24, and 24 CFR § 891.155(e).

**4. Formation of Owner Corporation:**

It will form an Owner (as defined in § 891.205 [202] or 891.305 [811]) after the issuance of the capital advance, will cause the Owner to file a request for determination of eligibility and a request for capital advance and will provide sufficient resources to the Owner to insure the development and long-term operation of the project, including capitalizing the Owner at firm commitment processing in an amount sufficient to meet its obligations in connection with the project.

**5. Supportive Services:**

The Sponsor will not require residents to accept any supportive services as a condition of occupancy.

**6. DAVIS-BACON:**

The Davis-Bacon Requirements and the Contract Work Hours and Safety Standards Act.

7. **Flood Disaster Protection Act of 1973:**

The requirements under the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001-4128) and the Coastal Barrier Resources Act (16 U.S.C. 3601).

8. **National Environmental Policy Act:**

The National Environmental Policy Act of 1969 (NEPA)(42 U.S.C. 4321) and applicable related environmental authorities at 24 CFR Part 50.4 and HUD's implementing regulations at 24 CFR Part 50.

9. **Truth and Accuracy:**

The information provided to HUD in its application under the Section 202 Supportive Housing for the Elderly or Section 811 Supportive Housing for Persons with Disabilities Program is true and accurate, to the best of its knowledge.

---

|                                                |       |
|------------------------------------------------|-------|
| Signature of Authorized<br>Certifying Official | Title |
|------------------------------------------------|-------|

---

|                        |      |
|------------------------|------|
| Applicant Organization | Date |
|------------------------|------|

**Warning:** HUD will prosecute false claims and statements. Convictions may result in criminal and/or civil penalties (18 U.S.C. 1001,1010,1012; 31 U.S.C. 3729 /FS3802).



**Certification of Compliance  
with the Requirements of  
Lead-Based Paint Poisoning Prevention Act**

The Sponsor certifies that it will comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35 (except as superseded in Section 891.325).

---

|                                                |       |
|------------------------------------------------|-------|
| Signature of Authorized<br>Certifying Official | Title |
|------------------------------------------------|-------|

---

|                        |      |
|------------------------|------|
| Applicant Organization | Date |
|------------------------|------|

## **APPENDIX A**

### **LOCAL HUD OFFICES**

NOTE: The first line of the mailing address for all offices is Department of Housing and Urban Development. Telephone numbers listed are not toll-free.

#### **HUD - BOSTON HUB**

##### **HARTFORD OFFICE**

First Floor  
330 Main Street  
Hartford, CT 06106-1860  
(203) 240-4523  
TTY Number: (860) 240-4665

##### **BOSTON OFFICE**

Room 375  
Thomas P. O'Neill, Jr.  
Federal Building  
10 Causeway Street  
Boston, MA 02222-1092  
(617) 565-5234  
TTY Number: (617) 565-5453

##### **MANCHESTER OFFICE**

Norris Cotton Federal Building  
275 Chestnut Street  
Manchester, NH 03101-2487  
(603) 666-7681  
TTY Number: (603) 666-7518

##### **PROVIDENCE OFFICE**

Sixth Floor  
10 Weybosset Street  
Providence, RI 02903-3234  
(401) 528-5351  
TTY Number: (401) 528-5403

#### **HUD - NEW YORK HUB**

##### **NEW YORK OFFICE**

26 Federal Plaza  
New York, NY 10278-0068  
(212) 264-6500  
TTY Number: (212) 264-0927

**HUD - BUFFALO HUB**

**BUFFALO OFFICE**

Fifth Floor  
Lafayette Court  
465 Main Street  
Buffalo, NY 14203-1780  
(716) 551-5755  
TTY Number: (716) 551-5787

**HUD - PHILADELPHIA HUB**

**PHILADELPHIA OFFICE**

The Wanamaker Building  
100 Penn Square East  
Philadelphia, PA 19107-3390  
(215) 656-0600  
TTY Number: (215) 656-3452

**CHARLESTON OFFICE**

Suite 708  
405 Capitol Street  
Charleston, WV 25301-1795  
(304) 347-7000  
TTY Number: (304) 347-5332

**NEWARK OFFICE**

Thirteenth Floor  
One Newark Center  
Newark, NJ 07102-5260  
(201) 622-7900  
TTY Number: (201) 645-3298

**PITTSBURGH OFFICE**

339 Sixth Avenue  
Sixth Floor  
Pittsburgh, PA 15222-2515  
(412) 644-6428  
TTY Number: (412) 644-5747

**HUD - BALTIMORE HUB**

**BALTIMORE OFFICE**

Fifth Floor  
City Crescent Building  
10 South Howard Street  
Baltimore, MD 21201-2505  
(410) 962-2520  
TTY Number: (410) 962-0106

**WASHINGTON OFFICE**

820 First Street, NE  
Washington, D.C. 20002-4502  
(202) 275-9200  
TTY Number: (202) 275-0772

**RICHMOND OFFICE**

The 3600 Centre  
3600 West Broad Street  
P.O. Box 90331  
Richmond, VA 23230 - 0331  
(804) 278-4507  
TTY Number: (804) 278-4501

**HUD - GREENSBORO HUB****GREENSBORO OFFICE**

Koger Building  
2306 West Meadowview Road  
Greensboro, NC 27407-3707  
(919) 547-4001  
TTY Number: (919) 547-4055

**COLUMBIA OFFICE**

Strom Thurmond Federal Building  
1835-45 Assembly Street  
Columbia, SC 29201-2480  
(803) 765-5592  
TTY Number: (803) 253-3071

**HUD - ATLANTA HUB****ATLANTA OFFICE**

Richard B. Russell Federal Building  
75 Spring Street, S.W.  
Atlanta, GA 30303-3388  
(404) 331-5136  
TTY Number: (404) 730-2654

**SAN JUAN OFFICE**

New San Juan Office Building  
159 Carlos Chardon Avenue  
San Juan, PR 00918-1804  
(809) 766-6121  
TTY Number: (809) 766-5909

**LOUISVILLE OFFICE**

601 West Broadway  
P.O. Box 1044  
Louisville, KY 40201-1044  
(502) 582-5251  
TTY Number: 1-800-648-6056

**KNOXVILLE OFFICE**

Third Floor  
John J. Duncan Federal Building  
710 Locust Street  
Knoxville, TN 37902-2526  
(423) 545-4384  
TTY Number: (423) 545-4559

**NASHVILLE OFFICE**

Suite 200  
251 Cumberland Bend Drive  
Nashville, TN 37228-1803  
(615) 736-5213  
TTY Number: (615) 736-2886

**HUD - JACKSONVILLE HUB****JACKSONVILLE OFFICE**

Suite 2200  
Southern Bell Tower  
301 West Bay Street  
Jacksonville, FL 32202-5121  
(904) 232-2626  
TTY Number: (904) 232-1241

**BIRMINGHAM OFFICE**

Suite 300  
Beacon Ridge Tower  
600 Beacon Parkway, West  
Birmingham, AL 35209-3144  
(205) 290-7617  
TTY Number: (205) 290-7630

**JACKSON OFFICE**

Suite 910  
Doctor A.H. McCoy Federal Building  
100 West Capitol Street  
Jackson, MS 39269-1096  
(601) 965-5308  
TTY Number: (601) 965-4171

**HUD - CHICAGO HUB****CHICAGO OFFICE**

Ralph H. Metcalfe Federal Building  
77 West Jackson Boulevard  
Chicago, IL 60604-3507  
(312) 353-5680  
TTY Number: (312) 353-5944



**INDIANAPOLIS OFFICE**

151 North Delaware Street  
Indianapolis, IN 46204-2526  
(317) 226-6303  
TTY Number: (317) 226-7081

**HUD - DETROIT**

**DETROIT OFFICE**

Patrick V. McNamara Federal Building  
477 Michigan Avenue  
Detroit, MI 48226-2592  
(313) 226-7900  
TTY Number: (313) 226-6899

**HUD - COLUMBUS HUB**

**COLUMBUS OFFICE**

200 North High Street  
Columbus, OH 43215-2499  
(614) 469-5737  
TTY Number: (614) 469-6694

**CLEVELAND OFFICE**

Fifth Floor  
Renaissance Building  
1350 Euclid Avenue  
Cleveland, OH 44115-1815  
(216) 522-4065  
TTY Number: (216) 522-2261

**HUD - MINNEAPOLIS HUB**

**MINNEAPOLIS OFFICE**

220 Second Street, South  
Minneapolis, MN 55401-2195  
(612) 370-3000  
TTY Number: (612) 370-3186

**MILWAUKEE OFFICE**

Suite 1380  
Henry S. Reuss Federal Plaza  
310 West Wisconsin Avenue  
Milwaukee, WI 53203-2289  
(414) 297-3214  
TTY Number: (414) 297-3123

**HUD - FT. WORTH HUB**

**LITTLE ROCK OFFICE**

Suite 900  
TCBY Tower  
425 West Capitol Avenue  
Little Rock, AR 72201-3488  
(501) 324-5931  
TTY Number: (501) 324-5931

**NEW ORLEANS OFFICE**

Ninth Floor  
Hale Boggs Federal Building  
501 Magazine Street  
New Orleans, LA 70130-3099  
(504) 589-7200  
TTY Number: (504) 589-7279

**FT. WORTH OFFICE**

1600 Throckmorton Street  
P.O. Box 2905  
Fort Worth, TX 76113-2905  
(817) 978-9000  
TTY Number: (817) 978-9273

**HOUSTON OFFICE**

Suite 200  
Norfolk Tower  
2211 Norfolk  
Houston, TX 77098-4096  
(713) 313-2274  
TTY Number: (713) 834-3274

**SAN ANTONIO OFFICE**

Washington Square  
800 Dolorosa Street  
San Antonio, TX 78207-4563  
(210) 472-6800  
TTY Number: (210) 472-6885

**HUD - GREAT PLAINS**

**DES MOINES OFFICE**

Room 239  
Federal Building  
210 Walnut Street  
Des Moines, IA 50309-2155  
(515) 284-4512  
TTY Number: (515) 284-4728

**KANSAS CITY OFFICE**

Room 200  
Gateway Tower II  
400 State Avenue  
Kansas City, KS 66101-2406  
(913) 551-5462  
TTY Number: (913) 551-6972

**OMAHA OFFICE**

Executive Tower Centre  
10909 Mill Valley Road  
Omaha, NE 68154-3955  
(402) 492-3100  
TTY Number: (402) 492-3183

**SAINT LOUIS OFFICE**

Third Floor  
Robert A. Young Federal Building  
1222 Spruce Street  
St. Louis, MO 63103-2836  
(314) 539-6583  
TTY Number: (314) 539-6331

**OKLAHOMA CITY OFFICE**

500 Main Plaza  
500 West Main Street  
Suite 400  
Oklahoma City, OK 73102-2233  
(405) 553-7400  
TTY Number: (405) 553-7480

**HUD - DENVER HUB**

**DENVER OFFICE**

633 17th Street  
Denver, CO 80202-3607  
(303) 672-5440  
TTY Number: (303) 672-5248

**HUD - SAN FRANCISCO HUB**

**PHOENIX OFFICE**

Suite 1600  
Two Arizona Center  
400 North 5th Street  
Phoenix, AZ 85004-2361  
(602) 379-4434  
TTY Number: (602) 379-4464

**SAN FRANCISCO OFFICE**

Philip Burton Federal Building and U.S. Courthouse  
450 Golden Gate Avenue  
P.O. Box 36003  
San Francisco, CA 94102-3448  
(415) 436-6532  
TTY Number: (415) 436-6594

**HONOLULU OFFICE**

Suite 500  
7 Waterfront Plaza  
500 Ala Moana Boulevard  
Honolulu, HI 96813-4918  
(808) 522-8175  
TTY Number: (808) 522-8193

**HUD - LOS ANGELES HUB**

**LOS ANGELES OFFICE**

1615 West Olympic Boulevard  
Los Angeles, CA 90015-3801  
(213) 894-8000  
TTY Number: (213) 894-8133

**HUD - SEATTLE HUB**

**PORTLAND OFFICE**

400 Southwest Sixth Avenue  
Suite 700  
Portland, OR 97204-1632  
(503) 326-2561  
TTY Number: (503) 326-3656