

HOPE VI Programs Application

Revitalization Program
Demolition Program



2000

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



FY 2000 HOPE VI DEMOLITION APPLICATION

CHANGES IN THE FY 2000 HOPE VI DEMOLITION NOFA

1. The \$12.5 million cap per housing authority has been lifted. PHAs may request as much as they wish for eligible demolition activities.
2. The amount per occupied unit that can be requested for relocation has increased from \$1500 to \$3,000 in order to provide community and supportive services to residents relocated by demolition funded by a HOPE VI Demolition grant.
3. Applicants may now request funds for extraordinary site costs.
4. Priority Group 4 has been added for applicants who wish to request additional HOPE VI Demolition funds to augment a previously-awarded HOPE VI Revitalization grant.
5. Priority Group 5 has been added for applicants who wish to request Demolition funds to augment a Revitalization application that is being submitted in this year's funding round.

APPLICATION SUBMISSION INSTRUCTIONS

A. Application Preparation

It is critical to note the following during the preparation of your HOPE VI Demolition grant application:

1. Section 18 Demolition Application. Your Section 18 demolition application must be approved by HUD by the HOPE VI Demolition grant application deadline date in order to be eligible for funding under Priority 3. In order to allow for sufficient time for a Section 18 demolition application to be processed, you should submit your demolition application to HUD's Special Application Center (SAC) no later than March 30, 2000. If your Section 18 demolition application does not meet the statutory requirements of Section 18, including the requirement for HUD Field Office approval of the Interim or PHA Plan as required by 24 CFR part 903, HUD will not approve the demolition application.
2. HUD Review. If HUD determines that an application is eligible but incomplete, within one day of receipt of the application, HUD will contact you in writing by fax (followed up with a hard copy by mail) to request the missing information. If HUD finds your application and other applications received on the same day to be incomplete, HUD will notify all such applicants of their missing items on the same day. Since HOPE VI Demolition grant applications are not rated, you may submit information to complete your application at any time before the HOPE VI Demolition grant application deadline date. However, if your application is received on the deadline date and it is missing a required submission, you will have no opportunity to submit any missing item after the deadline date and your HOPE VI Demolition grant application will be ineligible for funding.

B. Application Content and Organization.

1. The first page of your application is the **HOPE VI Demolition Application Checklist**. This page serves three purposes:
 - a. Use the left side of the Checklist to make sure that all pieces of the application are included.
 - b. HUD will use the right side of the Checklist to screen the application for completeness.
 - c. If any deficiencies are found, HUD will fax you the Checklist with a letter, if necessary, to identify any missing items.

Please make sure that the HOPE VI Demolition Application Checklist is on the very top of your application. No transmittal letter is requested.

2. The next page is the **HOPE VI Demolition Application Receipt** (Form 2993-A). This form serves both as an acknowledgement that HUD received your application, but also as a fax transmittal for the checklist above if HUD has found deficiencies in your application.
 - a. Print or type the name and address of the person that should receive the receipt in the box provided and provide all of the information requested above the line.
 - b. HUD will record the date received, ordinal assigned, and application number.
 - c. After HUD has screened the application for completeness, it will either:
 - i. Fax the receipt to the fax number listed on the Receipt indicating that no deficiencies have been found, or
 - ii. Fax the receipt to you with the HOPE VI Demolition Checklist and a letter, if necessary, indicating the missing documentation. HUD will **not** notify you of deficiencies by telephone. **It is very important that the fax number listed on the Application Receipt is correct so that it gets to the right person on your staff.**
 - d. Applicants with deficient applications that share the same Ordinal will be notified by fax of deficiencies on the same day. To account for differences in the time of day of the fax notification and differences in time zones, any response that HUD receives on the same day as the fax notification was sent out will be counted as having been received on the day after the fax notification.

Place the HOPE VI Demolition Application Receipt directly behind the HOPE VI Demolition Application Checklist in the application.

3. The third page of your application is the **Application for Federal Assistance (SF-424)**. This form provides HUD with essential information about your PHA and the funds you are requesting. Do not fill in box 15, as you will report your funding elsewhere in the application. The CFDA number for HOPE VI is 14.866. You will find a copy of the 424 in Part V of this HOPE VI Application Kit. It is also available from HUDCLIPS (www.hudclips.org).
4. Next are **Exhibits A-H**. Provide the narrative and attachments in the order presented. Please **DO NOT** provide any information that is not requested in this application kit. Extraneous material hinders application review, does not improve an application, and may obscure important information. The HOPE VI Budget form needed for Exhibit E and the Section 8 application for Exhibit C can be found in Part V of this HOPE VI Application Kit, and can also be downloaded from HUDCLIPS (www.hudclips.org). Information on TDC needed for Exhibit G can be found in Part VI of this Application Kit.
5. **Certifications**. The first certification is the HOPE VI Demolition Applicant Certifications (Form HUD-52820-B). The text of these certifications is included as Appendix B of the NOFA, and the form for you to sign and return is included at the end of this Demolition section of the HOPE VI Application Kit. The rest of the certifications are standard and can be found in Part V of this HOPE VI Application Kit. All of the forms can also be downloaded from HUDCLIPS. HUD will not accept any certification forms that have been retyped.

C. Application Format

To speed the processing of your application, please follow these instructions when assembling your package:

1. Use 8-1/2 by 11" paper, one side only.
2. Mark each Exhibit with an appropriately labeled tab.
3. Package the application as securely and simply as possible; do not use a three ring binder.
4. Two-hole punch the pages at the top with a 2-3/4" center.

D. Application Submission

Follow the directions in the **General Section** of the SuperNOFA for procedures for submitting your application (e.g., mailed applications, express mail, overnight delivery, or hand carried). It is recommended that applications be placed with an overnight delivery carrier at least two days before the due date to ensure timely delivery. Experience has shown that attempts to hand-carry applications or place them in regular mail often result in late deliveries and disqualified applications.

**HOPE VI DEMOLITION
APPLICATION CHECKLIST**

PHA
Name: _____

Development
Name: _____

PHA CHECKOFF

HUD VERIFICATION

- | | | |
|-------|--|-------|
| _____ | HOPE VI Demolition Application Checklist | _____ |
| _____ | HOPE VI Demolition Application Receipt | _____ |
| _____ | SF-424 | _____ |
| _____ | Exhibit A: Application Information | _____ |
| | Exhibit B: Priority Group and Documentation of Eligibility: | |
| _____ | <u>Priority 1:</u> HUD's letter to PHA approving Section 202
Conversion Plan | _____ |
| _____ | <u>Priority 2:</u> PHA's letter transmitting Section 202
Conversion Plan to HUD | _____ |
| _____ | <u>Priority 3:</u> HUD's letter to PHA approving Section 18
demolition application, except as provided in Exhibit B | _____ |
| _____ | <u>Priority 4:</u> Full budget from existing HOPE VI Revitalization grant | _____ |
| _____ | <u>Priority 5:</u> Letter of intent to submit HOPE VI Revitalization
application | _____ |
| _____ | Exhibit C: Narrative of Proposed Activities | _____ |
| _____ | Exhibit D: Program Schedule | _____ |
| _____ | Exhibit E: HOPE VI Budget | _____ |
| _____ | Exhibit F: Cost Certification | _____ |
| _____ | Exhibit G: Total Development Costs (Priority Groups 4 and 5 only) | _____ |
| _____ | Exhibit H: Grant Limitations Worksheet | _____ |
| | Certifications: | |
| _____ | HOPE VI Demolition Applicant Certifications (HUD-52820-B) | _____ |
| _____ | Assurances - Construction Programs (SF 424D) | _____ |
| _____ | Certification Regarding Debarment and Suspension | _____ |
| _____ | Certification for a Drug-Free Workplace (Form HUD-50070) | _____ |
| _____ | Certification of Payments to Influence Federal Transactions
(HUD-50071) | _____ |
| _____ | Disclosure of Lobbying Activities (Form LLL) (if appropriate) | _____ |

EXHIBIT A: APPLICATION INFORMATION

PHA
Name: _____

Development
Name: _____

Priority Group:

Development Number(s): _____

Development Street Address (including zip): _____

DOFA: _____

Dollar Amount Requested: \$ _____

Number of total units in development: _____

Number of units proposed for demolition: _____

Estimated date of completion: _____

	Date	Number of Units		Number of Buildings	
		Requested	Approved	Requested	Approved
HUD-Approved Conversion Plan (24 CFR part 971)					
Submitted Conversion Plan (24 CFR part 971)					
HUD-Approved Section 18 Demolition Application					
Previously-awarded HOPE VI Revitalization Grant RP					
FY 2000 HOPE VI Revitalization Application					

Building Numbers:

EXHIBIT B: PRIORITY GROUP AND DOCUMENTATION OF ELIGIBILITY

Indicate the Priority Group in which your application qualifies, and submit the corresponding documentation of eligibility.

_____ Priority 1: Approved Section 202 Mandatory Conversion Plan

Submit your letter from HUD approving your Section 202 Conversion Plan. See Section VII(A)(1)(a) of the NOFA regarding Priority Group 1.

_____ Priority 2: Submitted Section 202 Mandatory Conversion Plan

Submit your letter to HUD transmitting your Section 202 Plan to HUD. See Section VII(A)(1)(b) of the NOFA regarding Priority Group 2.

_____ Priority 3: Approved Section 18 Demolition Application

Submit your letter from HUD approving your Section 18 Demolition Application. If HUD approves your demolition application on the **day before** or **on the application deadline date**, the requirement to provide evidence of approval will be considered to be met and you will not have to submit HUD's approval letter back to HUD. See Section VII(A)(1)(c) of the NOFA regarding Priority Group 3.

_____ Priority 4: Previously-Awarded HOPE VI Revitalization Grant

Submit a copy of the full budget for your Revitalization grant, as approved by HUD. If your Revitalization Plan (RP) has been approved, also submit a copy of HUD's approval letter. See Section VII(A)(1)(d) of the NOFA regarding Priority Group 4.

_____ Priority 5: FY 2000 HOPE VI Revitalization Application

Provide a letter stating your intention to submit an FY 2000 HOPE VI Revitalization application for a site not previously covered by a HOPE VI Revitalization Plan. Provide specific information about the activities and amounts you expect to request in your Revitalization application and the relationship between the Revitalization and Demolition budgets. See Section VII(A)(1)(e) of the NOFA regarding Priority Group 5.

EXHIBIT C: NARRATIVE OF PROPOSED ACTIVITIES

Provide a one- to two-page narrative that briefly summarizes the proposed demolition and related activities. Although this is a required exhibit, this overview is for informational purposes only and will not be used in the evaluation of the application.

1. Describe the scope of the proposed demolition.
 - a. Provide the number of original dwelling units and buildings in the project, the number of any units previously demolished or disposed of, and the number of units proposed for demolition with funds from this HOPE VI Demolition grant application.
 - b. Describe any non-dwelling facilities to be demolished. Explain the relationship between the non-dwelling facilities and the dwelling units to be demolished, both in terms of proximity and use.
 - c. Describe conditions that require extraordinary site costs, such as parking lots, streets, underground utilities, community buildings, etc. Describe the extent of any proposed hazard abatement activities, including the level of asbestos or any other contaminant present, if available.
2. Describe proposed site restoration and any subsequent site improvements to benefit the remaining portion of the development or to make the site more saleable. If activities other than filling in the site and establishing a lawn are proposed, describe the resources to be used to carry out those activities.
3. Describe the extent of proposed relocation. In accordance with Section III(C)(2)(e) of the NOFA, HOPE VI Demolition Grantees are expected to provide not only Section 8 or other assistance to relocate residents, but to provide those residents with services such as one-on-one move counseling and other programs that will smooth the transition from public to private rental housing. If applicable, attach a copy of your Section 8 application for occupied units.
4. Demonstrate the appropriateness of your proposal in the context of the local housing market relative to other alternatives. This is a statutory threshold criterion; see Section V(A)(3) of the NOFA.

EXHIBIT D: PROGRAM SCHEDULE

Provide a Program Schedule that clearly indicates that you will procure a demolition contractor within six months from the date of Grant Agreement execution, and complete the demolition within two years from the date of Grant Agreement execution. Assume a Grant Agreement execution date of October 1, 2000.

EXHIBIT E: HOPE VI Budget

1. Provide your proposed budget on Part I of the HOPE VI Budget Form (HUD-52825). A copy of the Budget form can be found in Part V of this HOPE VI Application Kit, and can be downloaded from HUDCLIPS (www.hudclips.org).
2. On Part II of the Budget:
 - a. Provide a **detailed** itemization of the costs of all activities, including demolition, hazard abatement, site restoration, fees, and administrative costs. See Section III(C)(2) of the NOFA for eligible Demolition grant activities.
 - b. Differentiate between costs for dwelling units and nondwelling facilities.
 - c. Itemize all costs budgeted for relocation activities.

Applicants that do not adequately describe their costs on Part II of the Budget will be asked to submit a clarification and their Ordinal will change accordingly.

EXHIBIT F: Cost Certifications

1. If you are requesting funds for extraordinary site costs in your budget, you must submit a letter from an engineer or architect licensed by his or her state licensing board who is not an employee of the housing authority or the city that verifies and justifies those costs. The engineer or architect must provide his or her license number and state of registration on the certification. Review Section II(B)(2)(c)(i) of the NOFA for the definition of extraordinary site costs.
2. If you are requesting funds for the demolition of nondwelling facilities in your budget, those costs must also be verified and justified by an engineer or architect, as above. See Section II(B)(2)(d) of the NOFA for examples of nondwelling facilities.

These two cost certifications may be made by the same architect or engineer in one letter or by different architects or engineers in two letters, as applicable.

EXHIBIT G: Total Development Costs

1. Priority Group 4: Provide your calculations to demonstrate that the amount of FY 2000 HOPE VI Demolition grant funds requested, plus funds from your original HOPE VI Revitalization grant, plus other public housing funds approved by HUD for use in the project, are within the TDC cost cap. Refer to Notice PIH 99-17 (included as Part VI of this HOPE VI Application Kit) for guidance, and use the FY 1999 TDC figures when making your calculations.

2. Priority Group 5: Provide your calculations to demonstrate that the amount of FY 2000 HOPE VI Demolition grant funds requested, plus the amount of FY 2000 HOPE VI Revitalization grant funds you will request, are within the TDC cost cap. Refer to Notice PIH 99-17 (included as Part VI of this HOPE VI Application Kit) for guidance, and use the FY 1999 TDC figures when making your calculations.

EXHIBIT H: GRANT LIMITATIONS WORKSHEET

1. Number of dwelling units approved for demolition that are **vacant** as of the date of the HOPE VI Demolition Application submission:

_____ x \$5,000 \$ _____

2. Number of dwelling units approved for demolition that are **occupied** as of the date of the HOPE VI Demolition Application submission:

_____ x \$8,000 \$ _____

3. **Extraordinary site costs** for items such as hazard abatement, extensive rock and/or soil removal and replacement, removal of extensive underground utility systems, unusual site conditions and other environmental issues, per Section II(B)(2)(c)(i) of the NOFA.

\$ _____

4. Reasonable costs for demolition of significant **nondwelling facilities** related to the demolition of dwelling units, such as heating plants, community buildings, or streets, per Section II(B)(2)(d) of the NOFA.

\$ _____

5. Total allowable cost (1 + 2 + 3 + 4)

\$ _____

6. Total funds requested

\$ _____

CERTIFICATIONS

DO NOT RETYPE ANY OF THE FOLLOWING:

7. **HOPE VI Demolition Applicant Certifications.** Form HUD-52820-B must be signed by the Chairman of the Board of the PHA. Detach the form from the HOPE VI Application Kit or download from HUDCLIPS (www.hudclips.org).

All of the following certifications can be found in Part V of this HOPE VI Application Kit, and also can be downloaded from HUDCLIPS:

8. **Assurances - Construction Programs (SF 424D).**
9. Certification Regarding **Debarment and Suspension.**
10. Certification for a **Drug-Free Workplace** (Form HUD-50070).
11. Certification of **Payments to Influence Federal Transactions** (HUD-50071).
12. **Disclosure of Lobbying Activities** (Form SF-LLL). Submission of this form is required **only** if any funds will be or have been used to influence Federal workers, Members of Congress or their staff regarding specific grants or contracts. You determine if the submission of SF-LLL is applicable.

PLEASE NOTE: A Certification of Consistency with the Consolidated Plan is not required in response to the HOPE VI Demolition NOFA. However, note that a Certification of Consistency with the Consolidated Plan is a requirement of Conversion Plans submitted under 24 CFR part 971.