Attachment 20: Cover Sheet & Data Summary Box Instructions

Begin by completing the "Applicant Information" section.

The Data Summary box, at the bottom of Attachment 20, is a summary of the information provided throughout the application.

> ## THE DATA SUMMARY BOX SHOULD BE COMPLETED LAST.

These attachments will be available on the Internet, in Microsoft Excel. The web site address is:

> ## www.hud.gov/pih/programs/ph/hope6/hope6.html

If you choose to download the Microsoft Excel worksheets, the information required in the **Data Summary** box will be completed for you by your computer. Therefore, you will not need to calculate this information.

> # Downloading the Microsoft Excel file will save you time!

However, if you are unable to complete these worksheets in Microsoft Excel, Figure 1 illustrates where the correct equations are in the instructions.

Figure 1: Data Summary Box

Data Summary	Existing	Post-Development
Number of replacement Public Housing units (on/off-site homeownership units, excluding rehabilitated units)		**See #1**
Number of non-Public Housing, subsidized units (on/off site, including homeownership)		**See #2**
Number of market-rate units (no income restrictions)		**See #3**
TOTAL NUMBER OF UNITS		**See #4**
Number of units to be rehabilitated (excluding acquisition with rehab)		**See #5**
Number of newly constructed on-site units(including acquisition with rehab)		**See #6**
Number of newly constructed off-site units (including acquisition with rehab)		**See #7**
Number of occupied units (at time of application)	**See #8**	
Number of vacant units (at time of application)	**See #9**	

Data Summary Box Instructions

Data Summary: #1

	Existing	Post-Development
Number of replacement Public Housing units (on/off-site homeownership units, excluding rehabilitated units)	⬛	**#1**

To calculate this number, do the following:

1.   From Attachment 24 SUM:

> **[Total ACC on site] + [Total ACC off site] + [Part 906 on site] + [Part 906 off site] + [Other Homeownership on site] + [Other Homeownership off site]**

2.   Then from Attachment 23 SUBTRACT:

> **Total Rehabilitated ACC Units**

3.   This EQUALS

> ***Number of replacement Public Housing units (on/off site, including homeownership units – excluding rehabilitated units)***

Data Summary: #2

	Existing	Post-Development
Number of non-Public Housing, subsidized units (on/off site, including homeownership)	■	**#2**

To calculate this number, do the following:

1. From Attachment 24, ADD:

> **[Non-ACC LIHTC on site] + [Non-ACC LIHTC off site] + [Non-ACC HOME on site] + [Non-ACC HOME off site] + [Other Subsidized Homeownership with Income Restrictions (no PH Funds) on site] + [Other Subsidized Homeownership with Income Restrictions (no PH Funds) off site]**

The white boxes in Figure 2 (below) correspond to this equation.

Figure 2: Excerpt from Attachment 24, Planned Units

Planned Units

Rental Units: ACC							
PH/Only		PH/LIHTC		PH/Other		Total ACC	
On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site
■	■	■	■	■	■	■	■

Rental Units: Non-ACC							
LIHTC		HOME		No Income Restrictions		Total Non ACC	
On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site
				■	■	■	■

Homeownership Units									
Part 906 Homeownership (PH Funds Included)		Other Homeownership (PH Funds Included)		Other Subsidized Homeownership with Income Restrictions (No PH Funds)		Unsubsidized Homeownership with No Income Restrictions		Total Homeownership	
On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site
■	■	■	■			■	■	■	■

Data Summary: #3

	Existing	Post-Development
Number of market-rate units (no income restrictions)	■	**#3**

In order to calculate this, do the following:

1. From Attachment 24, ADD:

[Non-ACC No Income Restrictions on site] + [Non-ACC No Income Restrictions off site] + [Unsubsidized Homeownership Units with No Income Restrictions on site] + [Unsubsidized Homeownership Units with No Income Restrictions off site]

The white boxes in Figure 3 correspond to this equation.

Figure 3: Excerpt from Attachment 24: Planned Units

Planned Units

Rental Units: ACC							
PH/Only		PH/LIHTC		PH/Other		Total ACC	
On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site
■	■	■	■	■	■	■	■

Rental Units: Non-ACC							
LIHTC		HOME		No Income Restrictions		Total Non ACC	
On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site
■	■	■	■	□	□	■	■

Homeownership Units									
Part 906 Homeownership (PH Funds Included)		Other Homeownership (PH Funds Included)		Other Subsidized Homeownership with Income Restrictions (No PH Funds)		Unsubsidized Homeownership with No Income Restrictions		Total Homeownership	
On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site
■	■	■	■	■	■	□	□	■	■

Data Summary: #4

	Existing	Post-Development
Total Number of Post-Development Units	■	**#4**

To calculate this number, add the numbers from the first three rows in the Data Summary box.

The white boxes in Figure 4 indicate this.

Figure 4: Excerpt from Data Summary box

	Existing	Post-Development
Number of replacement Public Housing units (on/off-site homeownership units, excluding rehabilitated units)	■	
Number of non-Public Housing, subsidized units (on/off site, including homeownership)	■	
Number of market-rate units (no income restrictions)	■	
Total Number of Post-Development Units	■	■

Data Summary: #5

	Existing	Post-Development
Number of Units to be Rehabilitated (excluding acquisition with rehab)	■■■	**#5**

In order to calculate this, do the following:

1.   From Attachment 23, ADD:

[Grand Total of Rehabilitated ACC Units] + [Grand Total of Rehabilitated Non-ACC Units] + [Grand Total of Rehabilitated Other Homeownership]

The white boxes in Figure 5 correspond to this equation.

Figure 5: Excerpt from Attachment 23: Proposed Unit Mix Post-Revitalization

Building Type: New Construction					*Building Type: Rehabilitation*				
Size	*Sq. Ft.*	*ACC Units**	*Non- ACC Units***	*Other Home-ownership*	*Size*	*Sq. Ft.*	*ACC Units**	*Non-ACC Units***	*Other Home-ownership*
0 BR					**0 BR**				
1 BR					**1 BR**				
2 BR					**2 BR**				
3 BR					**3 BR**				
4 BR					**4 BR**				
5 BR					**5 BR**				
6 BR					**6 BR**				
Total					*Total*				
Grand Total	■■■	■■■	■■■	■ ■	■■■	■■■			

Data Summary: #6

	Existing	Post-Development
Number of newly constructed on-site units (including acquisition with rehab)	■	**#6**

In order to calculate this, do the following:

1. From Attachment 24, ADD:

> **[Total ACC on-site] + [Total Non-ACC on-site] + [Total Homeownership on-site]**
> **This is your Total ACC On-Site number.**
> **The white boxes in Figure 6 indicate this.**

2. From Attachment 23, ADD:

> **[Grand Total New ACC Units] + [Grand Total New Non-ACC Units] + [Grand Total New Other Homeownership Units]**
> **This is your Total New Construction number.**
> **The white boxes in Figure 7 indicate this.**

NOTE: Any units from the Part 906 program should be included in one of the ACC columns, either New Construction or Rehabilitation.

> **Compare the Total ACC On-Site number to the Total New Construction number and enter the <u>LESSER</u> value in the Data Summary box.**

Data Summary #6 continued

Figure 6: Excerpt from Attachment 24: Planned Units

Planned Units	Rental Units: ACC							
	PH/Only		PH/LIHTC		PH/Other		Total ACC	
	On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site

Rental Units: Non-ACC							
LIHTC		HOME		No Income Restrictions		Total Non ACC	
On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site

Homeownership Units									
Part 906 Homeownership (PH Funds Included)		Other Homeownership (PH Funds Included)		Other Subsidized Homeownership with Income Restrictions (No PH Funds)		Unsubsidized Homeownership with No Income Restrictions		Total Homeownership	
On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site

Figure 7: Excerpt from Attachment 23: Proposed Unit Mix Post-Revitalization

Building Type: New Construction					Building Type: Rehabilitation				
Size	Sq. Ft.	ACC Units*	Non- ACC Units**	Other Home-ownership	Size	Sq. Ft.	ACC Units*	Non-ACC Units**	Other Home-ownership
0 BR					0 BR				
1 BR					1 BR				
2 BR					2 BR				
3 BR					3 BR				
4 BR					4 BR				
5 BR					5 BR				
6 BR					6 BR				
Total					Total				
Grand Total									

Data Summary: #7

	Existing	Post-Development
Number of newly constructed off-site units (including acquisition with rehab)	■	**#7**

In order to calculate this, do the following:

1. From Attachment 24, ADD:

> **[Total ACC off-site] + [Total Non-ACC off-site] + [Total Homeownership off-site]**
>   **This is your Total ACC Off-Site number.**
>   **The white boxes in Figure 8 indicate this.**

2. From Attachment 23, ADD:

> **[Grand Total ACC Units] + [Grand Total Non-ACC Units] + [Grand Total Other Homeownership Units]**
>   **This is your Total New Construction number.**
>   **The white boxes in Figure 9 indicate this.**

NOTE: Any units from the Part 906 program should be included in one of the ACC columns, either New Construction or Rehabilitation.

> **Compare the Total ACC Off-Site number to the Total New Construction number and enter the <u>LESSER</u> value in the Data Summary box.**

Data Summary #7 continued

Figure 8: Excerpt from Attachment 24: Planned Units

Planned Units	Rental Units: ACC							
	PH/Only		PH/LIHTC		PH/Other		Total ACC	
	On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site

Rental Units: Non-ACC							
LIHTC		HOME		No Income Restrictions		Total Non ACC	
On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site

Homeownership Units									
Part 906 Homeownership (PH Funds Included)		Other Homeownership (PH Funds Included)		Other Subsidized Homeownership with Income Restrictions (No PH Funds)		Unsubsidized Homeownership with No Income Restrictions		Total Homeownership	
On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site	On Site	Off Site

Figure 9: Excerpt from Attachment 23: Proposed Unit Mix Post-Revitalization

Building Type: New Construction					Building Type: Rehabilitation				
Size	Sq. Ft.	ACC Units*	Non- ACC Units**	Other Home-ownership	Size	Sq. Ft.	ACC Units*	Non-ACC Units**	Other Home-ownership
0 BR					0 BR				
1 BR					1 BR				
2 BR					2 BR				
3 BR					3 BR				
4 BR					4 BR				
5 BR					5 BR				
6 BR					6 BR				
Total					Total				
Grand Total									

Data Summary: #8

	Existing	Post-Development
Number of occupied units (at time of application)	■■■■	**#8**

From Attachment 21:

The Grand Total box for the "Number Occupied" column.

The white box in Figure 10 indicates this.

Figure 10: Excerpt from Attachment 21: Existing Units

Existing Units at Time of Grant Application

Building Type	Size	Number Occupied	Number Vacant	Total Units	Converted to non-dwelling	Demo Planned
Row	0 BR					
Etc.	1 BR					
	2 BR					
	3 BR					
	Etc…					
Grand Total						

Data Summary: **#9**

	Existing	Post-Development
Number of vacant units (at time of application)	■	**#9**

From Attachment 21:

The Grand Total box for the "Number Vacant" column.

The white box in Figure 11 indicates this.

Figure 11: Excerpt from Attachment 21: Existing Units

Existing Units at Time of Grant Application

Building Type	Size	Number Occupied	Number Vacant	Total Units	Converted to non-dwelling	Demo Planned
Row	**0 BR**					
Etc.	**1 BR**					
	2 BR					
	3 BR					
	ETC.					
Grand Total	■		□	■		

C) Attachment 21: Existing Units, Occupancy, Vacancy Instructions

1. **Complete this page by first filling in the number of occupied and vacant units according to building and bedroom types.**

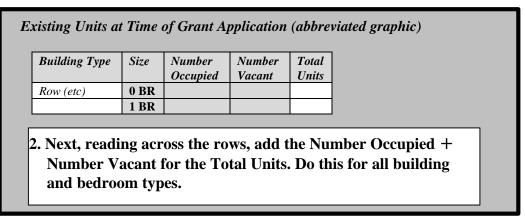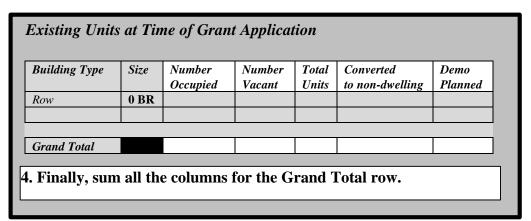**Figure 12: Excerpt from Attachment 21: Existing Units**

Existing Units at Time of Grant Application (abbreviated graphic)

Building Type	Size	Number Occupied	Number Vacant	Total Units
Row (etc)	0 BR			
	1 BR			

2. **Next, reading across the rows, add the Number Occupied + Number Vacant for the Total Units. Do this for all building and bedroom types.**

Figure 13: Excerpt from Attachment 21: Existing Units

Existing Units at Time of Grant Application (abbreviated graphic)

Building Type	Size	Number Occupied	Number Vacant	Total Units	Converted to non-dwelling	Demo Planned
Row	0 BR					

3. **Of the Total Units, provide the number that will be converted to non-dwelling units and the number that will be demolished (per building and bedroom type). This will not necessarily equal your Total Units.**

Figure 14: Excerpt from Attachment 21: Existing Units

Existing Units at Time of Grant Application

Building Type	Size	Number Occupied	Number Vacant	Total Units	Converted to non-dwelling	Demo Planned
Row	0 BR					
Grand Total						

4. **Finally, sum all the columns for the Grand Total row.**

Attachment 22: Relocation, Income and Non-Dwelling Structures Instructions

The information provided in the "Relocation/Occupancy" section should account for all occupied units reported in Attachment 21: Existing Housing. If a family is moved within the development, this should be recorded as a "move within public housing (on and off site)."

The section "Families to be re-housed" refers only to those families that were on-site prior to revitalization and that will be moved back to the development after revitalization.

If resident households are separated at the time of relocation and the PHA provides relocation assistance to each of the resulting households individually, each is counted as a separate relocation.

If a household is moved more than once during the course of the HOPE VI project, it is counted as <u>one</u> relocation. Report <u>only</u> the number of households that are relocated, not the number of relocations that take place during the duration of the HOPE VI project.

In the "Family Income" section, report a percentage (%) and not a dollar amount. Provide only one percentage, not a range (e.g., <u>do not</u> report 30-45%.).

Finally, complete the "Resident Profile" and "Non-Dwelling Structure Summary".

Attachment 23: Proposed Unit Mix Post-Revitalization Instructions

Complete this form by providing all of the requested information concerning new construction and rehabilitation, according to building type and bedroom number.

Any ACC unit being developed under the Part 906 program should be recorded on this attachment as ACC in either the New Construction or Rehabilitation column.

The numbers you provide for new construction should include the following:

- **new units which are to be built;**
- **existing units which are purchased with the intention of being dwelling units; and**
- **existing units which are purchased with the intention of being rehabilitated.**

Only those units that are already owned or controlled by your PHA and are being rehabilitated should be included in the "Rehabilitation" columns.

The information on Attachment 23 <u>must</u> equal the following information on Attachment 24.
Please ensure that the following are true:

[Attachment 23, New Construction ACC] + [Attachment 23, Rehabilitation ACC] = [Attachment 24, Total ACC on site] + [Attachment 24, Total ACC off site] + [Part 906 Homeownership on-site] + [Part 906 Homeownership off-site]

[Attachment 23, New Construction Non-ACC] + [Attachment 23, Rehabilitation Non-ACC] = [Attachment 24, Total Non-ACC on site] + [Attachment 24, Total Non-ACC off-site]

[Attachment 23, Grand Total New Construction Other Homeownership] + [Attachment 23, Grand Total Rehabilitated Other Homeownership] = [Attachment 24, Other Homeownership on-site] + [Attachment 24, Other Homeownership off-site]

D) Attachment 24: Planned Units, Accessibility, Concentration Instructions

Complete this attachment by first filling in the planned number of ACC rental units, non-ACC rental units, and homeownership units by way of the categories provided.

If an ACC unit is to be developed under the Part 906 program, it should be accounted for within Homeownership in the Part 906 Homeownership box.

Record the number of newly constructed and rehabilitated rental, homeownership, and lease/purchase Part 906 units available to each special needs category. This should include both ACC and non-ACC units.

Finally, record the appropriate information concerning concentration of density and very low-income families – both pre and post development.

When reporting a percentage, <u>do not</u> report a range (e.g., do not report 35-45%). Report a <u>single</u> percentage.

Attachment 25: Self-Sufficiency Instructions

Complete items A through J by filling in **all** boxes that are associated with each statement. Do not fill in any shaded boxes.

Complete item K by filling in the projected spending for each applicable category from each funding source. HOPE VI Funds should include **only** HOPE VI Implementation Grant dollars. HOPE VI Planning or Demolition Grants should be included in "Other Funds".

Complete item L by describing your Self-Sufficiency programs and by listing partners associated with this component of the HOPE VI project.

THE TOTAL HOPE VI USES MUST EXACTLY EQUAL THE HOPE VI IMPLEMENTATION GRANT (the first line under Sources)!

THE TOTAL USES MUST EXACTLY EQUAL THE TOTAL SOURCES! FAILURE TO DO SO WILL LOWER YOUR SCORE!

MATH WILL BE CHECKED!

The column labeled "HOPE VI Uses ($)" should equal your proposed HOPE VI budget.

The column labeled "Non-HOPE VI Uses" should equal your proposed budget for all other funds for the HOPE VI project (e.g., all leveraged funds). For the purposes of this program, the HOPE VI Planning and Demolition grants are considered leveraged funds and are, therefore, Non-HOPE VI funds and should be accounted for in the Non-HOPE VI Uses column.

The "Total" column is the sum of the HOPE VI Uses and Non-HOPE VI Uses columns. Sum across rows, line item by line item, as well as down columns for the totals.

You must budget a single dollar amount for each budget line item. Do not show a range of dollars (e.g., $500,00-$750,000). Also, it is insufficient to include statements such as "included in above amount" in lieu of a dollar figure. If an amount is included in another amount, break it out and budget it exactly.

The Sources column is concerned with all sources of funding received by the PHA for the HOPE VI project. The first line, HOPE VI, refers to the HOPE VI Implementation Grant, which is different from the HOPE VI Planning and Demolition Grants. The first line of the "Sources" column must equal your HOPE VI Implementation Grant. The HOPE VI Planning and the HOPE VI Demolition Grants are accounted for as separate line items in the Sources column.