

**DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

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**HOUSING OPPORTUNITIES FOR  
PERSONS WITH AIDS (HOPWA)  
PROGRAM**



## FUNDING AVAILABILITY FOR THE HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM

### Program Overview

*Purpose of the Program.* To provide States and localities with the resources and incentives to devise long-term comprehensive strategies for meeting the housing and related supportive service needs of persons with HIV/AIDS and their families.

*Available funds.* Approximately \$23,026,000 (and under a related part of this SuperNOFA, up to \$1,740,000 for technical assistance for the HOPWA program).

*Eligible Applicants.* (1) States, units of general local government, and nonprofit organizations for grants for Special Projects of National Significance (SPNS) grants.

(2) States and units of general local government may apply for projects under the Long-Term category of grants, if activities will serve areas that were not eligible for HOPWA formula allocations in Fiscal Year 2000. Appendix A in this program section of the SuperNOFA identifies the formula areas.

*Application Deadline.* **May 23, 2000.**

*Match.* None.

### Additional Information

If you are interested in applying for funding under this program, please review carefully the **General Section** of this SuperNOFA and the following additional information.

#### I. Application Due Date, Application Kits, Further Information, and Technical Assistance

*Application Due Date.* You must submit applications on or before 12:00 midnight, Eastern time, on May 23, 2000, at HUD Headquarters.

See the **General Section** of this SuperNOFA for specific procedures governing the form of application submission (e.g., mailed applications, express mail, overnight delivery, or hand carried).

*Address for Submitting Applications.* Your completed application consists of an original signed application and two copies. Submit the original application to: Department of Housing and Urban Development, 451 Seventh Street, SW, Room 7251, Washington, DC 20410. The original application submitted to HUD headquarters is considered the official application.

Submit the two (2) copies of your application to the area CPD Field Office or Offices that serve the area in which activities are proposed. For multi-state

efforts you must submit two copies of your application to the Field Office that serves your main office. The list of addresses for area CPD Field Offices is provided as Appendix B of this program section of this SuperNOFA. If you propose nationwide activities, you must send all copies to the HUD headquarters office. When submitting your applications, please refer to HOPWA, and include your name, mailing address (including zip code), facsimile and telephone number (including area code).

*For Application Kits.* Although you may begin working on your application with the materials provided in this program section of the SuperNOFA and its appendixes, for an application kit, please call the SuperNOFA Information Center at 1-800-HUD-8929 (1-800-483-8929). Persons with hearing or speech impairments may call the Center's TTY number at 1-800-HUD-2209 (1-800-483-2209). The application kit also will be available on the Internet through the HUD web site at <http://www.hud.gov>.

*For Further Information and Technical Assistance.* You may call the HUD Field Office serving your area, at the telephone number shown in the application kit for this program, or you may contact the Community Connections Information Center at 1-800-998-9999 (voice) or 1-800-483-2209 (TTY) or by Internet at: <http://www.comcon.org/ccprog.html>.

*Satellite Broadcast.* HUD will hold an information broadcast via satellite for potential applicants to learn more about the program and preparation of the application. For more information about the date and time of the broadcast, you should consult the HUD web site at <http://www.hud.gov>.

#### II. Amount Allocated

Approximately \$23,026,000 is being made available for funding under this program section of the SuperNOFA. Additional funds may be awarded if funds are recaptured, deobligated, appropriated or otherwise made available during the fiscal year.

(A) *Maximum Grant Amounts.* The maximum amount that you may receive is \$1,200,000 for program activities (e.g., activities that directly benefit low-income persons living with HIV/AIDS and their families). You may also add-on up to 3 percent of this program activities amount for grantee administrative costs and, if your program involves project sponsors, add-on up to 7 percent for their administrative costs. In addition, up to \$50,000 may be requested to collect data on project outcomes. HUD reserves the right to reduce the amount requested for

data collection on project outcomes in relation to the amount requested for program activities.

(B) *Award Modifications.* See the **General Section** of this SuperNOFA for information with regard to adjustments to funding. HUD also reserves the right to ensure that activities funded under the FY 2000 Continuum of Care will not duplicate activities funded under this competition.

#### III. Program Description; Eligible Applicants; Eligible Activities

(A) *Program Description.* Funds under this program are to be used to support the Department's national goal of increasing the availability of decent, safe, and affordable housing in American communities. The statutory purpose of the HOPWA program is "for meeting the housing needs of persons" with HIV/AIDS and their families and planned activities must address this purpose. HOPWA funds projects to provide housing and related supportive services for low-income persons with HIV/AIDS and their families under two categories of assistance:

(1) Grants for Special Projects of National Significance (SPNS) that, due to their innovative nature or their potential for replication, are likely to serve as effective models in addressing the housing and related supportive service needs of low-income persons living with HIV/AIDS and their families. Under this program section of the SuperNOFA, HUD will set-aside up to 40% of the funds allocated to SPNS to projects targeting underserved populations as defined in Section (D); and

(2) Grants for projects that are part of Long-Term Comprehensive Strategies (Long-Term) which provide housing and related supportive services for low-income persons living with HIV/AIDS and their families in areas that are not eligible for HOPWA FY 2000 formula allocations found in Appendix A of this program section of this SuperNOFA.

(B) *Eligible Applicants and Project Sponsors.* (1) States, units of general local government, and nonprofit organizations may apply for grants for Special Projects of National Significance;

(2) States and units of general local government may apply for grants for projects under the Long-Term category of grants, if proposed activities will serve areas that were not eligible to receive HOPWA formula allocations in Fiscal Year 2000. A list of the formula areas and a list of the areas not eligible to receive HOPWA Formula funds, can be found in Appendix A of this program section of this SuperNOFA. Nonprofit

organizations are not eligible to apply directly for the Long-Term grants but may serve as a project sponsor for an eligible State or local government grantee. You must identify your project sponsors in your application.

(3) Nonprofit organizations must have appropriate credentials, in accordance with HOPWA regulations at 24 CFR 574.3. If you are a nonprofit organization, to be an eligible applicant or project sponsor, you must either:

- Have, by the application due date, an IRS ruling that grants you tax exempt status under section 501(c)(3) of the Internal Revenue Code; or
- Provide documentation that shows that your organization satisfies the criteria in the statutory definition of nonprofit organization in 42 USC 12902(13)

The statutory definition reads:

The term "nonprofit organization" means any nonprofit organization (including a State or locally chartered, nonprofit organization) that—(i) is organized under State or local laws; (ii) has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual; (iii) complies with standards of financial accountability acceptable to the Secretary; and (iv) has among its purposes significant activities related to providing services or housing to persons with acquired immunodeficiency syndrome or related diseases.

HUD interprets the use of the term "related diseases" in this definition to include HIV infection.

Adequate documentation of nonprofit status includes the following:

(a) In lieu of an IRS exemption for nonprofits in Puerto Rico, a ruling from the Treasury Department of the Commonwealth of Puerto Rico granting income tax exemption under section 101 of the Income Tax Act of 1954, as amended (13 LPRA 3101);

(b) In lieu of documentation under section 501(c)(3), documentation of an IRS ruling of tax exempt status under section 501(c)(4), (6), (7), (9), or (19);

(c) Documentation of satisfying the statutory criteria by submitting the following four items:

(i) Certification by an appropriate official of the jurisdiction under whose laws the nonprofit organization was organized that your organization was so organized and is in good standing;

(ii) Documentation that your organization is a certified United Way member agency or other documentation that shows that no inurement of benefits to the managers of your organization occurs;

(iii) Documentation from a CPA or Public Accountant that your

organization has a functioning accounting system that is operated in accordance with generally acceptable accounting principles or that a qualifying entity is designated for that activity, or the United Way member agency certification noted in item (ii); and

(iv) A certified copy of your nonprofit organization's articles of incorporation, by-laws, statement of purposes, board of director's resolution or a similar document that includes a provision demonstrating its purpose regarding significant activities for persons living with HIV/AIDS.

If your organization does not provide the requested documentation, you are not eligible to receive funds and serve as the grantee or as a project sponsor. However, you may collaborate with eligible nonprofit organizations or with a government agency that applies for the grant and assist them, for example, in planning for the proposed activities, identifying needs in your community and identifying clients who will be assisted. In addition, you may do work under contract with a grantee for services funded by this grant.

(C) *Eligible Activities.* (1) The following eligible activities are subject to standards and limitations found in 24 CFR part 574.

(a) Housing information services (including fair housing counseling).

(b) Project-based or tenant-based rental assistance.

(c) New construction of a community residence or SRO dwelling.

(d) Acquisition, rehabilitation, conversion, lease or repair of facilities to provide housing and services.

(e) Operating costs for housing.

(f) Short-term rent, mortgage and utility payments to prevent homelessness.

(g) Supportive services. Many of the clients who will be served by the HUD program covered by this NOFA may need services in addition to housing. It is important that you design programs which enhance access to those needed services, including access to health-care, AIDS drug assistance, and other services funded through the Ryan White CARE Act or other Federal, State, local or private funds. While HUD recognizes that there are many ways to ensure that clients receive the services they need, to the extent possible, the Department encourages you to develop housing programs which do not require participation in services as a part of your or your project sponsor's tenancy requirements.

(h) Administrative expenses (see limits for grantees and sponsors).

(i) Resource identification to establish, coordinate and develop housing assistance resources and technical assistance in establishing and operating a community residence. HUD will not select under this notice an application that is primarily directed at providing these activities, since national HOPWA technical assistance funds are being made available under the Community Development Technical Assistance (CDTA) part of this notice for this purpose. You may propose a resource identification or technical assistance component in your application, if the amount of funds designated for these activities are less than 20 percent of the proposed program activity costs; and

(j) As authorized by the statute, you may propose other activities in your application, if approved by HUD, including data collection on project outcomes, as described below in paragraph (2). HUD will not approve proposals that depend on future decisions on how funds are to be used, for example, a proposal to establish a local request-for-proposal process to select activities or project sponsors. You must identify your project sponsors at the time of the application.

(2) You may request up to \$50,000 to collect information and report to HUD, or a third party designated by HUD, on project outcomes. If you requested these funds, you must propose data collection activities in your application. The persons who will conduct these activities may include an expert third-party. Project outcome activities include:

(a) Defining monitoring questions that will be addressed and examined during the project period;

(b) Specifying outcome measures;

(c) Developing instruments to assess project outcomes and systems outcomes;

(d) Training project staff in the collection of data;

(e) Monitoring data collection activities to assure that submissions are complete and accurate, including data coding and entry;

(f) Summarizing data collected; and

(g) Preparing reports summarizing findings, including the standard HOPWA Annual Progress Report.

(D) *Targeting Resources to Underserved Populations.* The Department has been advised by persons living with HIV/AIDS, HIV/AIDS housing providers, and national organizations, of the continuing disparity in accessing health-care and HIV/AIDS treatment among underserved populations, such as, racial and ethnic minority populations, women, and persons living in rural areas. In an effort

to meet this continuing need and diversify the number and type of organizations that have traditionally received HOPWA funding, the Department is encouraging collaborations among community-based organizations for providing housing assistance and/or technical assistance to better serve underserved populations on a national, regional, or local level.

Collaborations pair organizations that are experienced in developing or operating housing facilities and housing assistance programs with community-based organizations that provide services or use culturally-sensitive efforts to reach persons in underserved communities, but may have little or no experience in meeting the housing needs of persons living with HIV/AIDS. This team approach is expected to: (1) strengthen the organization—improve capacity to develop, operate, manage, and evaluate housing assistance programs for persons living with HIV/AIDS; (2) serve underserved populations—help reach underserved populations in areas that lack housing and health care infrastructure; and (3) Increase Planning—develop holistic community approaches to better coordinate housing and related services in communities impacted by HIV and AIDS. Note: All assistance provided to targeted underserved communities must be in accordance with the requirements of the Fair Housing Act. In order to support these collaborations and to encourage new collaborations to receive HOPWA funding, up to 40% of the funds targeted toward SPNS applications will be awarded to applications with these collaborations to serve underserved populations.

To be considered as a collaboration, in your application you must:

- Identify and evidence the experience of all collaborating organizations as detailed under Rating Factor 1 of this program section of the SuperNOFA in the Capacity of the Applicant and Project Sponsors and Relevant Organizational Experience section of your application;
- Identify the underserved population and evidence in the Description of Unmet Need section of your application as detailed under Rating Factor 2 that substantial housing and related service needs of the identified underserved population living with HIV/AIDS and their families are not being met in the area. For the purposes of this program NOFA, the Department has defined underserved populations as low-income populations living with HIV/AIDS and their families, such as racial or ethnic minority groups, women, persons living in rural areas, or other underserved

groups as determined by your service area, whose housing and related service needs are not currently being met in the service area. To meet the program definition of underserved group, you must show the unmet need in the provision of housing and related supportive services for the identified underserved population in your service area by presenting reliable statistics and data sources (i.e. Census, health department statistics, research, scientific studies, and Needs Analysis of Consolidated Plan and/or Continuum of Care documentation). HUD will consider your presentation of statistics and data sources based on soundness and reliability and the specificity of information to the underserved population and the area to be served; and

- Evidence the method, by which your plans will, as defined above, strengthen the organization, serve underserved populations, increase planning, and support fair housing in the Soundness of Approach section of your application as detailed under Rating Factor 3 of this program section of the SuperNOFA.

If HUD determines that the application fails to meet the above considerations, the application will not be considered for funding under the 40 percent of SPNS funds allocated for collaborative projects targeting underserved populations. HUD will consider the application under the remaining SPNS category.

#### IV. Program Requirements

(A) *Performance Measures and Project Goals and Objectives.* You must use HUD's required performance measures that will show your accomplishments in using HOPWA funds to expand the housing options that benefit low-income persons with HIV/AIDS and their families. You may also establish individual goals and objectives for your proposal. They should be specific, achievable and measured within set time periods. Your individual goals and objectives should result in possible findings on the successes and lessons learned in undertaking your activities that would be shared with other communities. In designing your proposal, please use the following:

- (1) Required HOPWA national performance goal. Your proposed activities must:

Increase the amount of housing assistance and related supportive services to low-income persons living with HIV/AIDS and their families to enable them to achieve housing stability and access to health-care and related supportive services.

(2) Measure your performance. After each year of operation, you must report on the number of short-term and permanent housing units that were provided with HOPWA funding, and number of additional persons served with related supportive services. HUD will measure your progress and achievements in evaluating your performance on your HOPWA grant. Examples of reporting performance measures are:

(a) In your community over the last year, a transitional housing facility providing 5 units of housing was operated with HOPWA funds. Residents also received drug and/or alcohol abuse treatment and counseling by qualified staff. During that year, ten persons resided in the facility and benefited from the intense on-site assistance, which also included helping them develop and follow a plan to find permanent housing and continue treatment after leaving the facility, including monthly phone contacts or visits by staff; and

(b) Over the last 12 months, a nonprofit organization distributed tenant-based rental assistance vouchers to 15 households within your three-county metropolitan area. The vouchers provided for on-going housing assistance (up to three years) and the program advised the clients on tenant-landlord issues and arranged for housing quality standard inspections of the apartments selected. A case manager who is funded under the Ryan White CARE Act program, advised the tenants and helped them access health-care and other services from providers in this community. During this year, 22 persons received permanent housing assistance with HOPWA funds and for three of these families who were unable to find housing within 30 days, additional efforts were made and an appropriate apartment was located and used.

(B) *Performance Benchmarks.* Funds received under this competition are expected to be expended within 3 years following the effective date of a grant agreement. You will be expected to meet the following performance benchmarks:

(1) If you acquire or lease a site, you are required to gain site control within one year of your selection (i.e. one year from the date of the signing of your selection letter by HUD);

(2) If you propose to use HOPWA funds to undertake rehabilitation or new construction activities, you are required to begin the rehabilitation or construction within 18 months of your selection and to complete that activity within 3 years from the date of your selection letter by HUD; and

(3) You are requested to provide an initial report to the Field Office and the Headquarters on the startup of the planned activities within six months of your selection. Please outline any accomplishments in implementing the funds along with identifying any barriers or issues for which the Department may provide assistance.

Except as noted in paragraph (2) for rehabilitation or construction activities, you must begin to operate your program within one year from your selection. If a selected project does not meet the appropriate performance benchmark, HUD reserves the right to cancel or withdraw the grant funds.

(C) *Descriptive Budget.* You must provide a description of each of your requested budget items and how the funds will be used, including each amount of requested funding for you and your project sponsors, and a description of how each line item will relate to eligible HOPWA activities as defined in Section III(C), of this program section of the SuperNOFA. You are expected to match requested funds to specific goals and objectives in your project. See Appendix C of this program section of the SuperNOFA.

(D) *Availability of FY 2000 Formula Allocations.* You are also encouraged to consider seeking funds for your proposed activities under the formula component of the HOPWA program and from other resources that are made available in communities. Ninety (90) percent of the HOPWA program is allocated by formula and recipient States and cities are required to consult with the public on designing the use of these funds. In FY 2000, a total of \$207.234 million was allocated by formula to the qualifying cities for 67 eligible metropolitan statistical areas (EMSAs) and to 34 eligible States for areas outside of EMSAs. All HOPWA formula grants are available as part of the jurisdiction's Consolidated Plan, which also includes the Community Development Block Grant, HOME Investment Partnerships program, and Emergency Shelter Grants. Plans are developed through a public process that assesses area needs, creates a multiple-year strategy and proposes an action plan for use of Federal funds and other community resources in a coordinated and comprehensive manner. Information on consolidated planning, including HOPWA formula programs and descriptions of previously awarded competitive grants, is available on the HUD HOME Page at [www.hud.gov](http://www.hud.gov).

(E) *Availability of National HOPWA Technical Assistance.* If you are interested in providing technical assistance activities with HOPWA

funds, submit an application for funds under the Community Development Technical Assistance (CDTA) part of this notice, which is published elsewhere in this SuperNOFA. The CDTA notice provides up to \$1,740,000 in HOPWA funds to organizations for technical assistance support on a national or regional basis.

#### V. Application Selection Process

(A) *HOPWA Application Reviews.* HUD will review your HOPWA application to ensure that:

(1) Your application meets the threshold requirements found in the **General Section** of the SuperNOFA;

(2) A Certification of Consistency with Consolidated Plans is provided as Appendix C to this program section of the SuperNOFA. Under the HOPWA program, proposed activities that are located in a jurisdiction are required to be consistent with the jurisdiction's current, approved Consolidated Plan, including the Analysis of Impediments to Fair Housing choice and the Action Plan to address these impediments, except that this certification is not required for projects that propose to undertake activities on a national basis; and

(3) You are currently in compliance with the Federal requirements contained in 24 CFR part 574, subpart G, "Other Federal Requirements."

(B) *The HOPWA Competition.* This national competition will involve the review, rating, and selection of HOPWA applications under each of the two categories of assistance Special Projects of National Significance (SPNS) and Long-Term Comprehensive Strategies (Long-Term) in areas that do not qualify for HOPWA formula allocations.

(C) *Procedures for the Rating of Applications.* HUD will rate all HOPWA applications based on the criteria listed below.

(D) *Factors For Award Used to Evaluate and Rate Applications.* The factors for rating and ranking your application, and the maximum points for each factor, are provided below. The points awarded for the factors total 100. In addition, bonus points for projects in EZ/EC areas and by the City of Dallas may be available under Section III(C)(2) of the **General Section** of this SuperNOFA apply to this competition. After rating, all applications will be placed in the rank order of their final score for selection within the appropriate category of assistance.

#### Rating Factor 1: Capacity of the Applicant and Project Sponsors and Relevant Organizational Experience (20 Points)

Please address the following factor on not more than five (5) double-spaced, typed pages. This factor addresses the extent to which you and any project sponsor has the organizational resources necessary to successfully implement your proposed activities in a timely manner. If you will be using project sponsor(s) in your project, you must identify each project sponsor in your application. HUD will award up to 20 points based on your and any project sponsor's ability to develop and operate your proposed program, such as housing development, management of housing facilities or units, and service delivery, in relation to which entity is carrying out an activity.

(1) With regard to both you and any project sponsor(s), HUD will consider:

(a) Past experience and knowledge in serving persons with HIV/AIDS and their families;

(b) Past experience and knowledge in programs similar to those proposed in your application;

(c) Experience and knowledge in monitoring and evaluating program performance and disseminating information on project outcomes; and

(d) Past experience as measured by expenditures and measurable progress in achieving the purpose for which funds were provided.

(2) In reviewing the elements of paragraph (1), HUD will consider the extent to which your proposal demonstrates:

(a) The knowledge and experience of the proposed project director and staff, including the day-to-day program manager, consultants and contractors in planning and managing the kind of activities for which you are requesting funds. You and any project sponsor will be judged in terms of recent, relevant and successful experience of staff to undertake eligible program activities, including experience and knowledge in serving persons with HIV/AIDS and their families.

(b) Your and/or the sponsor's experience in managing complex interdisciplinary programs, especially those involving housing and community development programs directly relevant to the work activities proposed and carrying out grant management responsibilities.

(c) If you and/or the sponsor received funding in previous years in the program area for which you are currently seeking funding, you and your sponsor's past experience will be

evaluated in terms of the ability to attain demonstrated measurable progress in the implementation of your *recent grant awards*. Measurable progress is defined as:

(i) Meeting performance benchmarks, as applicable, in program development and operation;

(ii) Meeting project goals and objectives, such as, that the number of persons assisted was comparable to the number that was planned at the time of application;

(iii) Submitting timely performance reports; and

(iv) Expending 80% of prior funding by the application due date of this program section of the SuperNOFA.

**Rating Factor 2: Need/Extent of the Problem (20 Points)**

Please address the following factor on not more than five (5) double-spaced, typed pages. This factor addresses the extent to which there is a need for funding the proposed program activities and an indication of the urgency of meeting the need in the target area. Up to 20 points will be awarded for this factor.

(1) **(5 Points)** AIDS Cases. Up to five of these points will be determined by the relative numbers of AIDS cases and per capita AIDS incidence within your service area, in metropolitan areas of over 500,000 population and in areas of a State outside of these metropolitan areas, in the State for proposals involving state-wide activities, and in the nation for proposals involving nation-wide activities. Your application must define a planned service area. To determine these points, HUD will obtain AIDS surveillance information from the Director of the Centers for Disease Control and Prevention.

(2) **(5 Points)** Description of Unmet Need. Up to five of these points will be determined by the extent to which there is a need for funding eligible activities in the area to be served. To receive the highest ratings in this factor, you must demonstrate that substantial housing and related service needs of low-income persons living with HIV/AIDS and their families are not being met in the area and that reliable statistics and data sources (i.e. Census, health department statistics, research, scientific studies, and Needs Analysis of Consolidated Plan and/or Continuum of Care documentation) show this unmet need. To receive the highest number of points, you also must show that your jurisdiction's Consolidated Plan and Analysis of Impediments to Fair Housing Choice, Continuum of Care Homeless Assistance plans (if homeless persons are to be served), and

comprehensive HIV/AIDS housing plans are applicable and identify the level of the problem and the urgency of the need. Urgent and unmet needs may be demonstrated, as follows:

(a) If you apply for a proposed Special Project of National Significance, you must describe a need that is not currently addressed by other projects or programs in the area; also describe any unresolved or emerging issues, and the need to provide new or alternative forms of assistance that, if provided, would enhance your area's programs for housing and related care for persons living with HIV/AIDS and their families; or

(b) If you apply for a project that is part of a Long-Term Comprehensive Strategy in an area that does not receive a HOPWA formula allocation, you must describe the need that is not currently addressed by other projects or programs in the area; you must also describe any unresolved or emerging issues, and/or the need to provide forms of assistance that enhance the community's strategy for providing housing and related services to eligible persons.

HUD will consider your presentation of statistics and data sources based on soundness, reliability and the specificity of information to the target population and the area to be served. If you propose to serve a subpopulation of eligible persons on the basis that these persons have been traditionally and are currently underserved (e.g., persons with multiple disabilities including AIDS), your application must document the need for this targeted effort through statistics and data sources that support the need of this population in your service area.

(3) **(5 Points)** Need in Non-Formula Areas and Need for Renewals. Within the points available under this criterion, HUD will award points under the following two circumstances:

(a) Five points will be awarded, if your SPNS application proposes to serve clients in an area that does not qualify for HOPWA formula allocation; or

(b) Up to five points will be awarded, if you propose to continue the operations of HOPWA funded activities that have been supported by HOPWA competitive funds in the year immediately prior to this application and that have operated with measurable success. To receive the highest ratings in this factor, you must describe what unmet need would result if funding for the project was not renewed and describe your efforts to secure other sources of funding to continue this project. You must also show that you operated with measurable progress and

your previous HOPWA-funded activities have been carried out and are nearing completion of the planned activities in a timely manner. Measurable progress is defined as: (i) meeting performance benchmarks, as appropriate, in program development and operation, (ii) meeting project goals and objectives, such as, that the number of persons assisted is comparable to the number that was planned at the time of application, (iii) submitting timely performance reports, and (iv) expending 80% of prior funding by the application due date of this program section of the SuperNOFA.

(4) **(5 Points)** Highest Rated in a State or the Nation (for nationwide activities). After the other rating factors have been determined, HUD will award five of the points to help achieve greater geographic diversity in funding activities within a variety of States. Under this criterion, five points will be awarded to the highest rated SPNS and Long-term applications in each State and to the highest rated SPNS application among the applications that propose nationwide activities.

**Rating Factor 3: Soundness of Approach: Responsiveness and Model Qualities (40 Points)**

Please address the following factor on not more than fifteen (15) double-spaced, typed pages. This factor addresses the method by which your plan meets your identified needs. HUD will award up to 40 points based on the extent to which your plan evidences a sound approach in its responsiveness to the persons that you will be assisting and how it offers model qualities in providing supportive housing opportunities for low-income persons living with HIV/AIDS and their families, when compared to other applications and projects funded under previous HOPWA competitions. The points will be awarded as follows:

(1) **Responsiveness (20 Points)**. HUD will award up to 20 points based on how well your project plan responds to the unmet needs of the target population including the specific needs that you identified under the Need Criterion with specific goals and objectives for providing housing and related supportive services for people living with HIV/AIDS and their families. To receive the highest ratings in this element, you must offer a plan that evidences the following:

(a) *Your project's goals and objectives*. You must describe your project's goals and objectives and how you will measure how the project is performing under the required HOPWA performance goal, i.e., increasing the amount of housing assistance and

related supportive services to low-income persons living with HIV/AIDS and their families to enable them to achieve housing stability and access to health-care and supportive services. You are encouraged to review Section IV: Program Requirements, Part A: Performance Measures and Project Goals and Objectives of this Notice of Funds Available (NOFA) when developing your goals and objectives. To receive the highest rating your goals should address:

(i) The projected numbers of persons to be served through each activity for each year of your program;

(ii) The projected number of housing units to be provided through your project, (unless you are proposing supportive service only activities) and;

(iii) The specific organizations that will provide housing either through an agreement with your organization or through funding from your project.

(b) *Your plans for accomplishing these goals and objectives.* You must demonstrate your methodology for achieving these goals and objectives by describing the service delivery model that you intend to implement and explain how you will integrate the following items:

(i) *Housing.* You must demonstrate how the housing needs of clients will be addressed by including: (A) the type and number of units of housing to be provided and/or made more appropriate if currently available in the community; (B) the names of the project sponsors and/or organizations providing housing including their roles and responsibilities; (C) the connection of any emergency or transitional housing in obtaining and maintaining permanent housing; (D) any appropriate site features, including accessibility, visitability, and access to other community amenities; (E) ensuring clients and their families to access health care and other supportive services; (F) demonstrating how tenants' rights will be observed and addressed by providing safe, decent, and affordable housing through such activities as, the delivery of maintenance services, security services, and consistency with local and national fair housing laws; (G) demonstrating clients participation in decision making in project operation and management.

(ii) *Supportive Services.* You must describe how the supportive service needs of clients will be addressed from HOPWA or other sources by including: (A) the type of supportive services that will be offered and/or how services will be accessed and coordinated; (B) the names of the organizations providing the supportive services; (C) the

connection of these services in helping clients obtain and/or maintain housing; (D) the roles and responsibilities of project sponsors and other organizations in undertaking these activities. If you propose to use more than 10% of your HOPWA funds for supportive services, emergency or transitional housing activities, to receive the highest number of rating points, you must address how you will meet your clients' permanent housing needs with HOPWA funds or funds from other sources. You can fulfill this commitment by allocating funds for housing vouchers for HOPWA clients or developing permanent housing with this grant or other sources.

(2) **Model Qualities (20 Points).** HUD will award up to 20 points based on your service delivery model plan and how well it addresses the ongoing housing and supportive service needs within a replicable operational framework. To receive the highest ratings in this factor, you must offer a plan that evidences a permanent housing arrangement and the following:

(a) *Operational Procedures.* You must describe your program's outreach, intake, and assessment procedures, as well as how clients will link to services and (if necessary) housing funded from other sources and how your project provides for consistent monitoring of all clients. You must include within this description how a client moves through the program from intake, assessment, service delivery, and finally to termination or linkage to other services.

(b) *Project Management and Oversight.* You must describe your method for coordinating the project sponsors' services whether for housing or related supportive services with your staff and volunteers, and any other organizations in order to benefit the clients; identify staff members who are responsible for described housing and supportive service tasks; and the ability of your operations to be self-sustaining beyond the life of this grant.

(c) *Descriptive Budget.* HUD will rate your budget in describing (i) how each amount of requested funding for you and your project sponsors will be used; (ii) how each line item will relate to eligible HOPWA activities as defined in Section III(C), of this program section of the SuperNOFA; and (iii) how specific line items match with the goals and objectives in your project.

(d) *Evaluation.* Evaluation is defined as your method for collecting data on HUD program goals related to housing and related supportive services, as well as, your project's unique goals and objectives. HUD will assess your method for reviewing this data and other information on the program's

operations and your basis for making relative adjustments based on outcomes and lessons learned from operation of your activities. HUD will provide a greater number of points for programs which will serve as a national model and which provide for the dissemination of information from the lessons learned from your proposed activities.

(e) *Innovative Qualities.* If you propose a new program, or an alternative method of meeting the needs of your clients, you should describe the innovative qualities of your activities. HUD will rate your applications higher if your justification for these innovations provide strong evidence that they will yield qualities that will benefit or expand our knowledge in offering assistance to persons living with HIV/AIDS and their families, when compared to other applications and HOPWA projects funded in the past. In order to learn about innovative qualities of previously funded and on-going HOPWA projects, please review the HOPWA Executive Summaries for all HOPWA formula and competitive grantees at <http://www.hud.gov/cpd/hopwahom.html>.

#### **Rating Factor 4: Leveraging Resources (10 Points)**

This factor addresses your ability to secure community resources which can be combined with HUD's program resources to achieve program purposes. HUD will award up to 10 points based on the extent to which resources from other public or private sources have been committed at the time of application, to support your project. To achieve the highest ratings for this factor, you must evidence commitments of leveraged resources that match or exceed the amount of HOPWA funds that are requested.

In establishing leveraging, HUD will not consider other HOPWA-funded activities, entitlement benefits inuring to eligible persons, or conditioned commitments that depend on future fund-raising or actions. In assessing the use of acceptable leveraged resources, HUD will consider the likelihood that State and local resources will be available and continue during the operating period of your grant. In evaluating this factor HUD will also consider:

(1) The extent to which you document leveraged resources, such as funding and/or in-kind services from governmental entities, private organizations, resident management organizations, educational institutions, or other entities to achieve the purposes



of the project for which you are requesting HOPWA funds.

(2) The extent to which the documented resources evidence that you have partnered with other entities to make more effective use of available public or private resources. Partnership arrangements may include funding or in-kind services from local governments or government agencies, nonprofit or for-profit entities, private organizations, educational institutions, or other entities that are willing to partner with you on proposed activities, or partnering with other program funding recipients to make more effective use of resources within the geographic area covered by your award.

To receive highest leveraging points, you must document the cash value of leveraged resources pledged to your project(s). Appropriate language is described below:

(i) *Applicant or Third Party Cash Resources.* If this proposal is funded, (applicant name or third party name) commits \$(amount) (of its own funds, if applicant, or to applicant name, if third party) for (type of activity) to be made available to the HOPWA program. These funds will be available from (date) to (date). (Signature and Title of authorized representative and date).

(ii) *Non-Cash Resources.* If this proposal is funded, (organization's name) commits to make available (type of resource) valued at \$(amount) to the HOPWA program proposed by (applicant name). These resources will be made available to the HOPWA program from (date) to (date). (Signature and Title of authorized representative and date) The donation of a third party professional service should be valued at the professional's customary charge. The value of materials to be contributed to the project by a third party or by the applicant may also be counted as leveraging.

(iii) *Volunteer Time.* If this proposal is funded, (name of the organization or of self), commits to provide (number of hours) of volunteer time from (date) to (date) to provide (type of activity) to the HOPWA program proposed by (applicant name). The total value of these services, based on \$10.00 per hour, is \$(amount). (Signature and Title, and date) Time to be contributed to the project by volunteers should be valued at \$10.00 per hour. In the case of individuals volunteering their time directly to the applicant, the applicant should list itself as the organization.

(iv) *Contribution of a Building.* If this proposal is funded, (applicant name) pledges the building at (site address) to the HOPWA program. The building has a fair market value of \$(amount). A

licensed independent real estate appraiser made this assessment which is based on comparable properties in the area. (Signature of applicants authorized representative and date) Ownership of a building or portion of a building to be used in the project may be counted as leveraging. The fair market value of the building or portion of the building being contributed may be counted. Do not send an appraisal to HUD, but keep documentation of fair market value on file. The contribution of land (as a leveraged resource for new construction) should be treated the same as contribution of a building. You will need to keep documentation of the fair market value on file, particularly if it is improved land and you wish to include the value of the improvements in the contribution.

(v) *Contribution of a Building to be Acquired with HOPWA Funds.* If this proposal is funded, (applicant name) commits the building at (site address) for the HOPWA program. The building has a fair market value of \$(amount). A licensed independent real estate appraiser made this assessment which is based on comparable properties in the area. The HOPWA request for the building is \$(amount). Therefore, the contribution is the difference between the fair market value and the HOPWA request, or \$(amount). (Signature of applicants authorized representative and date) The difference between the documented fair market value and the portion paid for with HOPWA funds may be counted as leveraging. Maintain documentation of fair rental value on file.

(vi) *Contribution of Leasehold Interest.* If this proposal is funded, (applicant name) commits the leasehold interest at (site address) for the HOPWA program. The fair rental value of this site is \$(amount) annually, and at constant value will amount to \$(amount) over (term of the lease, up to three years). An appropriate independent third party made this assessment which is based on comparable properties in the area. The total leasing cost over the term of the lease to be paid with HOPWA funds is \$(amount). Therefore, the contribution is the difference between the HOPWA leasing cost and the fair rental value, or \$(amount). (Signature of applicants authorized representative and date) The difference between the fair rental value (for a term up to three years) and the cost of the lease to be paid for with HOPWA funds may be counted as leveraging.

#### **Rating Factor 5: Comprehensiveness and Coordination (10 Points)**

Please address the following factor on not more than five (5) double-spaced, typed pages. This factor addresses the extent to which the you coordinated the specific proposal with other known organizations, consulted prospective clients or persons with HIV/AIDS in designing your proposal, participates or promotes participation in the jurisdiction's Consolidated Planning process, and in a community's Continuum of Care Homeless Assistance planning process (if homeless persons are to be served by proposed activities), and is working towards addressing a need in a holistic and comprehensive manner through linkages with other activities in the community. HUD will award up to 10 points based on your proposal's comprehensiveness and coordination. In order to ensure that resources are used to their maximum effect within the community, it is important that you be involved in HUD's planning processes for community development and homeless assistance resources. If you, your sponsors, or others partnering with you have been involved in these processes, you should describe that involvement under this factor.

HUD will consider the extent to which your activities were planned with community involvement in a larger community or regional plans which links the provision of health care, supportive services, and housing. Also, how planned activities are proposed to be carried out with HOPWA funds and other resources in order to provide a comprehensive and responsive range of housing and related supportive services to meet the changing needs of persons with HIV/AIDS. Your proposal should demonstrate that housing is provided in conjunction with the client's access to health-care and other supportive services in the area to be served, including assistance provided under the Ryan White CARE Act programs.

In evaluating this factor, HUD will consider the extent to which you demonstrate you have:

(1) Coordinated your proposed activities with those of other groups or organizations prior to submission, to best complement, support, and coordinate all known activities; and if funded, the specific steps you will take to share information on solutions and outcomes with others. You should describe any written agreements, memoranda of understanding in place, or that will be in place after award.

(2) Been actively involved in your community's Continuum of Care

Homeless Assistance planning process (if homeless persons are to be served by proposed activities), and/or the jurisdiction's Consolidated Planning process established to identify and address a need/problem that is related to the activities you propose to undertake.

In the case of technical assistance providers, you will be evaluated on the specific steps you will take to work with recipients of technical assistance services to inform them of, and get them involved in, the community's Continuum of Care Homeless Assistance planning process and/or the jurisdiction's Consolidated Planning process, as applicable. HUD will review more favorably your application if you can demonstrate you are active or are working with recipients of technical assistance to get them involved in local and State planning processes.

(3) Developed linkages, or specific steps you will take to develop linkages with other activities, programs or projects through meetings, information networks, planning processes, or other mechanisms, to coordinate your activities so solutions are holistic and comprehensive, including linkages with:

(a) Other HUD-funded projects/activities outside the scope of those covered by the Consolidated Plan; and

(b) Other activities funded by the Federal, State, or local government, including those proposed or on-going in the community.

(E) *Selection of HOPWA Awards.* Whether your HOPWA application is conditionally selected will depend on your overall ranking compared to other applications within each of the two categories of assistance. HUD will select applications in rank order in each category of assistance to the extent that funds are available, except as noted below. In allocating amounts to the categories of assistance, HUD reserves the right to ensure that sufficient funds are available for the selection of at least one application with the highest ranking under each category of assistance. In selecting projects that target resources to underserved populations as outlined in Section III(D) in this program section of the SuperNOFA, HUD will ensure that up to (40) percent of the funds awarded for Special Projects of National Significance (SPNS) grants are awarded to applications with collaborations to serve underserved populations. If there is an insufficient request by applicants for funds targeting underserved populations, HUD will use remaining funds for the next highest ranked SPNS Applications in rank order.

HUD reserves the right to achieve greater diversity in the selection of applications by selecting the highest rated application in a State where no applicant has been the recipient of any prior HOPWA competitive grant or formula allocation over a higher rated application in a State that has received prior HOPWA funding. In selecting a lower rated application, HUD will not select an application that is rated below 50 points.

In the event of a tie between applications in a category of assistance, HUD reserves the right to break the tie: by selecting the proposal that increases geographic diversity as defined in the prior paragraph; and, if greater geographic diversity is not achievable, by selecting the proposal that was scored higher on a rating criterion in the following order: Soundness of Approach: Responsiveness and Model Qualities (Rating Factor 3); Comprehensiveness and Coordination (Rating Factor 5); the Capacity of the Applicant and Relevant Organizational Experience (Rating Factor 1); the Need/Extent of the Problem (Rating Factor 2); and Leveraging Resources (Rating Factor 4).

HUD will notify you in writing if you are conditionally selected. You may be notified subsequently of any modification made by HUD, the additional project information necessary for grant award, and the date of deadline for submission of the required information. In the event that a conditionally-selected applicant is unable to meet any conditions for fund award within the specified, HUD reserves the right not to award funds to the applicant, but use those funds to make awards to the next highest rated applications in this competition; to restore amounts to a funding request that had been reduced in this competition; or to add amounts to funds available for the next competition.

## VI. Application Submission Requirements

Your HOPWA application must contain the following items in the order shown below. The standard forms can be found in Appendix B to the **General Section** of the SuperNOFA. The remaining application items that are forms (*i.e.*, excluding such items as narratives, letters), referred to as the "non-standard forms" can be found as Appendix C to this program section of the SuperNOFA: The items are as follows:

(A) *Application for Federal Assistance (Form SF-424).* You should complete Items 1 through 18 with the following additions:

Item 5—Add e-mail address of the contact person;

Item 7—The applicable letters are "A" for State; "B, C, or D" for a unit of local government; or "N" for Nonprofit;

Item 9—Enter U.S. Department of Housing and Urban Development or HUD if not preprinted

Item 10—Enter 14-21 and the title "Housing Opportunities for Persons with AIDS Program" or "HOPWA" for the Catalogue of Federal Domestic Assistance;

Item 15—You must complete the budget on SF-424 and the HOPWA Project Budget Form. Please make sure that both the total budget on the SF-424 and the "Total Budget" section on the HOPWA Project Budget Form are the same. In the event that the total budgets are in conflict, HUD will refer to the HOPWA Project Budget form.

Item 16—Check "No".

(B) *Summary.* Please provide on no more than two double-spaced, typed pages an abstract of your proposed project. HUD will use this as a summary if your project is chosen for funding. In your abstract, include your organization's name and the name of any project sponsor;

(C) *Narrative Statements.* Your application must include narrative statements that address each of the Factors for Award found at Section V(D) of this program section of the SuperNOFA. Respond to each factor within the stated page limits and do not use a font size smaller than 12 point.

(D) *Proposed HOPWA Project Information Form.* See Appendix C in program section of SuperNOFA. Complete the form including the following:

(1) *Project Sponsors.* You must identify any organization that will receive HOPWA funds as a project sponsor and the amount of funds to be received.

(2) *Non-profit Status.* Non-profit grantees or project sponsors must submit documentation verifying your non-profit status, as outlined under Section III, *Eligible Applicants and Project Sponsors*, in this program section of the SuperNOFA.

(3) *Service Areas.* Your application must identify the area(s) in which you are proposing to offer housing and other assistance.

(E) *Budget.* In addition to the budget narrative described under Section IV of this program section of the SuperNOFA (see Section IV(C), *Program Requirements*, and Paragraph (2)(c) of Rating Factor 3, *Soundness of Approach*), you must complete the HOPWA Project Budget Form found in Appendix C of this program section of

the SuperNOFA which lists the amount of requested HOPWA funds designated for each type of HOPWA-eligible activity.

(F) *Statutory Certifications.* HOPWA applicants are not required to provide the forms, certifications, and assurances listed in the **General Section** of the SuperNOFA unless stated below. Additionally, the requirement to Affirmatively Further Fair Housing does not apply to the HOPWA program. The following certifications are required by law for funding and should be included with your application. All certifications and forms, except those found in the **General Section** of the SuperNOFA, are included in the appendices to the program section of this SuperNOFA.

(1) *Consolidated Plan Certification.* Except as stated below, you must include a Consolidated Plan (hereafter called the plan) certification from the applicable State or local government official responsible for submitting the appropriate plan. If your project will be carried out on a national basis or will be located on a reservation of an Indian tribe, Guam, the Virgin Islands, American Samoa, or the Northern Mariana Islands you are not required to include a Consolidated Plan certification with your application. This certification must be signed by the authorizing official from the State or local government. (See Appendix C to this program section of the SuperNOFA.)

(2) *Certifications.* The following certifications are required as stated in Section II(G) of the **General Section** of the SuperNOFA: HUD-50070, Certification of Drug-Free Workplace; and SF-LLL, Disclosure of Lobbying Activities (if applicable).

(3) *HOPWA Applicant Certifications.* The required HOPWA certifications cover the following items: (i) fair housing and non-discrimination; (ii) uniform relocation assistance; (iii) environmental law and authorities; (iv) continued use periods for structures assisted; and (v) debarred, suspended and ineligible principals requirements. (See Appendix C to this program section of the SuperNOFA.)

(4) *Certification of Consistency with EZ/EC Strategic Plan.* This may be

submitted as directed in the General Section of the SuperNOFA.

(5) *HUD-2880, Applicant/Recipient Disclosure Update Report.* This must be signed by you the applicant.

After your entire application is assembled, please mark each exhibit with an appropriately numbered tab and number every page of the application sequentially. Complete the HOPWA Application Checklist found in Appendix C to this program section of the SuperNOFA. Attach the HOPWA Application Checklist to the front of your application.

#### **VII. Corrections to Deficient Applications**

The **General Section** of the SuperNOFA provides the procedures for corrections to deficient applications.

#### **VIII. Other Requirements**

(A) *Environmental Requirements.* All HOPWA assistance is subject to the National Environmental Policy Act of 1969, applicable related Federal environmental authorities, and the environmental review requirements of 24 CFR 574.510. HUD's conditional selection of an application does not constitute approval of a proposed site. HOPWA recipients or project sponsors may not commit or expend any grant or nonfederal funds on project activities (other than activities excluded under § 50.19(b)) until HUD has completed the environmental review under part 50. The HOPWA recipients or project sponsors may not acquire, rehabilitate, convert, lease, repair, or construct property or commit or expend any grant or nonfederal funds for these program activities until HUD provides written notice to the recipient that HUD has completed the environmental review. The expenditure of commitment of HOPWA or nonfederal funds for these activities prior to the completion of the HUD environmental review may result in the denial of assistance for the project under consideration.

In the event that Congress authorizes the Department to delegate environmental responsibility pursuant to 24 CFR part 58, responsible entities (including units of general local government, States, Indian tribes, and Alaska native villages) will assume the

environmental responsibilities for projects being funded through FY 2000 HOPWA funds. Upon authorization, successful applicants will be notified of their environmental responsibilities.

(B) *Local Resident Employment (Section 3 Requirements).* For grants in excess of \$200,000, to the extent that any housing assistance funded through this program section of the SuperNOFA is used for housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair, and replacement) or housing construction, then it is subject to section 3 of the Housing and Urban Rehabilitation Act of 1968, and the implementing regulations at 24 CFR part 135. Section 3 requires that economic opportunities generated by certain HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be given to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to businesses that provide economic opportunities for these persons.

(C) *Lead-Based Paint Requirement.* The lead-based paint requirements described in Subpart M (Tenant-Based Rental Assistance) at 24 CFR 35.1200-1225 of HUD's new regulation on Lead-Based Paint Hazards in Federally Owned Housing and Housing Receiving Federal Assistance, published at 64 FR 50217, do not apply to this Notice of Funding Availability. A technical correction establishing the effective date of this subpart as September 15, 2000, was published in the **Federal Register** on January 21, 2000 (65 FR 3386).

The grantee and program sponsor must comply with the existing requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR part 35, as applicable.

#### **IX. Authority**

This program is authorized under the AIDS Housing Opportunity Act (42 U.S.C. 12901). The regulations for HOPWA are found at 24 CFR part 574.

BILLING CODE 4210-32-P

(HOPWA)

APPENDIX A

**FY 2000 HOPWA Formula Allocations**  
Including Non-Eligible Areas

The FY 2000 HOPWA appropriation of \$232 million provided \$207.234 million for formula allocations to 101 grantees, including 67 cities for Eligible Metropolitan Statistical Areas (EMSAs) and 34 States. (NOTE: Some areas are designated PMSA or Primary Metropolitan Statistical Area) The grantee for these amounts is the State or, for the EMSA, the most populous city in that area, which is the first jurisdiction named in the EMSA title (except as noted). The allocations are part of the area's consolidated plan.

Four new FY2000 grantees are noted as (\*) in four metropolitan areas: Albany, NY; Baton Rouge, LA; Columbia, SC; and Oklahoma City, OK. The new EMSAs will reduce the service areas of four existing State grantees in Louisiana, New York, Oklahoma and South Carolina.

For further information regarding HOPWA formula grantees visit the HOPWA website at <http://www.hud.gov/cpd/hopwahom.html>

State	2000 Formula Grantee	Amt. (000s)
AL	Alabama (outside the Birmingham EMSA)	843
AL	Birmingham AL EMSA	384
AR	Arkansas (outside the Memphis EMSA)	574
AR	Arizona (outside of the Phoenix and Las Vegas EMSAs)	391
AZ	Phoenix-Mesa AZ EMSA	1,010
CA	California (outside of 8 EMSA)	2,489
CA	Oakland CA PMSA	1,702
CA	Sacramento CA PMSA	665
CA	San Francisco CA PMSA	8,721
CA	San Jose CA PMSA	660
CA	Los Angeles-Long Beach CA PMSA	8,905
CA	Santa Ana for the Orange County CA PMSA	1,170
CA	Riverside-San Bernardino CA PMSA	1,435
CA	San Diego CA EMSA	2,214
CO	Denver CO PMSA	1,179
CT	Connecticut (outside of the Hartford and New Haven EMSAs)	947
CT	Hartford CT EMSA	847

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State	2000 Formula Grantee	Amt. (000s)
CT	New Haven-Meriden CT PMSA	585
DE	Delaware (outside the Wilmington PMSA)	119
DE	Wilmington-Newark DE-MD PMSA	428
FL	Florida (outside of 6 EMSA)	3,331
FL	Jacksonville FL EMSA	1,121
FL	Orlando FL EMSA	1,888
FL	Tampa-St Petersburg-Clearwater FL PMSA	1,816
FL	Fort Lauderdale FL PMSA	5,125
FL	Miami FL PMSA	10,139
FL	West Palm Beach-Boca Raton FL PMSA	2,677
GA	Georgia (outside the Atlanta EMSA)	1,333
GA	Atlanta GA EMSA	3,610
HI	Hawaii (outside of the Honolulu EMSA)	138
HI	Honolulu HI EMSA	375
IL	Illinois (outside of the Chicago and St. Louis EMSAs)	558
IL	Chicago IL PMSA	4,323
IN	Indiana (outside the Cincinnati and Indianapolis EMSAs)	654
IN	Indianapolis IN MSA	596
KY	Kentucky (outside the Cincinnati EMSA)	602
LA	Louisiana (outside the Baton Rouge and New Orleans EMSAs)	763
LA	Baton Rouge, LA EMSA*	630
LA	New Orleans LA EMSA	1,888
MA	Massachusetts (outside the Boston and Providence EMSAs)	1,173
MA	Boston MA-NH PMSA	1,980
MD	Baltimore MD PMSA	5,632
MD	Washington DC-MD-VA-WV PMSA	6,335
MI	Michigan (outside the Detroit EMSA)	705
MI	Detroit MI PMSA	1,577
MN	Minnesota (outside the Minneapolis EMSA)	92

## (HOPWA)

State	2000 Formula Grantee	Amt. (000s)
MN	Minneapolis-St Paul MN-WI EMSA	687
MO	Missouri (outside the Kansas City and St. Louis EMSAs)	405
MO	Kansas City MO-KS EMSA	816
MO	St. Louis MO-IL EMSA	962
MS	Mississippi (outside the Memphis EMSA)	831
NC	North Carolina (outside the Charlotte, Raleigh and Virginia Beach EMSAs)	1,276
NC	Charlotte-Gastonia-Rock Hill NC-SC EMSA	428
NC	Raleigh-Durham-Chapel Hill NC EMSA	400
NJ	New Jersey (outside of 6 EMSA; amount includes \$665,000 to be used in the NJ portion of the Philadelphia metropolitan area) @	1,497
NJ	Paterson for Bergen-Passaic NJ PMSA	1,148
NJ	Jersey City NJ PMSA	2,272
NJ	Woodbridge for the Middlesex-Somerset-Hunterdon NJ PMSA	677
NJ	Dover Township for the Monmouth-Ocean NJ PMSA	605
NJ	Newark NJ PMSA	5,791
NM	New Mexico	415
NV	Nevada (outside of the Las Vegas EMSA)	191
NV	Las Vegas NV-AZ MSA	731
NY	New York State (outside of five EMSA)	1,896
NY	Albany-Schenectady-Troy, NY EMSA*	358
NY	Buffalo-Niagara Falls, NY EMSA	364
NY	Islip for the Nassau-Suffolk NY PMSA	1,399
NY	New York NY PMSA	47,986
NY	Rochester NY EMSA	491
OH	Ohio (outside the Cincinnati, Cleveland and Columbus EMSAs)	852
OH	Cincinnati OH-KY-IN PMSA	405
OH	Cleveland-Lorain-Elvyria OH PMSA	694

## (HOPWA)

State	2000 Formula Grantee	Amt. (000s)
OH	Columbus, OH EMSA	465
OK	Oklahoma (outside the Oklahoma City EMSA)	404
OK	Oklahoma City, OK EMSA*	350
OR	Portland-Vancouver OR-WA PMSA	809
PA	Pennsylvania (outside the Philadelphia and Pittsburgh EMSAs)	1,198
PA	Philadelphia PA-NJ PMSA (for areas in PA) @	3,733
PA	Pittsburgh PA EMSA	497
PR	Puerto Rico (outside the San Juan EMSA)	1,910
PR	San Juan-Bayamon PR PMSA	6,080
RI	Providence-Fall River-Warwick RI-MA EMSA	440
SC	South Carolina (outside the Charlotte and Columbia EMSAs)	1,402
SC	Columbia SC EMSA*	903
TN	Tennessee (outside the Memphis and Nashville EMSAs)	556
TN	Memphis, TN-AR-MS EMSA	1,031
TN	Nashville, TN EMSA	509
TX	Texas (outside of 5 EMSA)	2,245
TX	Dallas TX PMSA	2,562
TX	Fort Worth-Arlington TX PMSA	674
TX	Houston TX PMSA	7,114
TX	Austin-San Marcos TX EMSA	787
TX	San Antonio TX EMSA	823
UT	Utah	387
VA	Virginia (outside of DC, Richmond and Virginia Beach EMSAs)	494
VA	Richmond-Petersburg VA EMSA	568
VA	Virginia Beach for the Norfolk-Virginia Beach-Newport News VA-NC EMSA	744
WA	Washington State (outside of the Seattle and Portland EMSAs)	501
WA	Seattle-Bellevue-Everett WA PMSA	1,405
WI	Wisconsin (outside the Milwaukee and Minneapolis EMSAs)	332

## (HOPWA)

State	2000 Formula Grantee	Amt. (000s)
WI	Milwaukee-Waukesha WI PMSA	405
	<b>2000 Formula Total (67 EMSAs and 34 States)</b>	<b>207,234</b>

Footnotes: (\*) Four first-time FY2000 HOPWA grantees are noted (Albany, Baton Rouge, Columbia and Oklahoma City).

@ The FY2000 Approp. Act designated the State of New Jersey to administer funds for the NJ portion of the allocation to the metropolitan Philadelphia area and the city's original FY2000 allocation of \$4,398,000 was reduced by \$665,000, based on the number of cumulative cases of AIDS in the NJ portion of this area, and those funds were added to the State of NJ's total to be used in the NJ portion of this area.

**Non-Eligible Areas:**

The following areas are not eligible for HOPWA FY 2000 formula allocations. State and units of general local government from these areas may apply for HOPWA projects under the Long-Term category of grants as detailed in the HOPWA program section of the SuperNOFA.

STATE	NON-ELIGIBLE AREAS
AK	State of Alaska
CO	State of Colorado (outside of Denver, EMSA)
IA	State of Iowa
ID	State of Idaho
KS	State of Kansas (outside of Kansas City, EMSA)
MA	State of Maine
MD	State of Maryland (outside of Baltimore, EMSA)
MT	State of Montana
ND	State of North Dakota
NE	State of Nebraska
NH	State of New Hampshire
OR	State of Oregon (outside of Portland, EMSA)
RI	State of Rhode Island (outside of Providence, EMSA)
SD	State of South Dakota
VT	State of Vermont
WV	State of West Virginia (outside of Washington DC, EMSA)
WY	State of Wyoming
	Virgin Islands
	Pacific Islands



(HOPWA)

APPENDIX B

**U.S. Department of Housing and Urban Development**  
**Office of Community Planning and Development**  
 Local Field Office Contact List

<u>NEW ENGLAND</u>	<u>CPD DIRECTOR</u>	<u>PHONE</u>
<b>CONNECTICUT STATE OFFICE</b> ONE CORPORATE CENTER, 19 <sup>TH</sup> FLOOR HARTFORD, CT 06106-1806	<b>MARY ELLEN MORGAN</b>	<b>860-240-4800</b>
<b>NEW HAMPSHIRE STATE OFFICE</b> 275 CHESTNUT ST. NORRIS COTTON BLDG. MANCHESTER, NH 03101-2487	<b>RICHARD HATIN</b>	<b>603-666-7640</b>
<b>MASSACHUSETTS STATE OFFICE</b> 10 CAUSEWAY STREET, ROOM 531 BOSTON, MA 02222-1092	<b>JAMES BARNES</b>	<b>617-565-5345</b>
 <u>NEW YORK/ NEW JERSEY</u>		
<b>BUFFALO AREA OFFICE</b> 465 MAIN STREET, FIFTH FLOOR BUFFALO, NY 14203-1780	<b>MICHAEL F. MERRILL</b>	<b>716-551-5755</b>
<b>NEW JERSEY STATE OFFICE</b> ONE NEWARK CENTER, 13 <sup>TH</sup> FLOOR NEWARK, NJ 07102-5260	<b>KATHLEEN NAYMOLA</b>	<b>973-622-7900</b>
<b>NEW YORK STATE OFFICE</b> 26 FEDERAL PLAZA NEW YORK, NY 10278-0068	<b>KATHY MULLINS - DEPUTY DIRECTOR</b>	<b>212-264-0771</b>
 <u>MID-ATLANIC</u>		
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**DIRECTOR**

(HOPWA)

APPENDIX C

**HOPWA Application Checklist****Checklist of Exhibits**

Please insert page numbers

- Transmittal Letter (that identifies HOPWA and amount requested)
- Summary
- Exhibit 1 Applicant and Sponsor Information
- Exhibit 2 Need/Extent of Problem
- Exhibit 3 Proposed Project / Soundness of Approach
- Exhibit 4 Budget and Leveraging
- Exhibit 5 Comprehensiveness and Coordination
- Statutory Certifications (Required by law)
- Evaluation by Customer (Optional) (See Application Kit)

**Summary. Please provide on no more than two double-spaced, typed pages an abstract of your proposed project. HUD will use this as a summary if your project is chosen for funding. In your abstract, include your organization's name and the name of any project sponsor; how much HOPWA funding you have requested; the name of the proposed project (if any); a short synopsis of your project including defining features, where it is located and how many people will be served over the entire period of the grant when it is operational. Also include a contact name, email, and phone number.**

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**HOPWA Project Information Form****Exhibit 3: Proposed HOPWA Project / Soundness of Approach**

Please complete form and place before the Soundness of Approach narrative section of your application.

**A. Category of Assistance.** Check only one of the following two boxes:

**Category 1: Special Projects of National Significance**

**Are you proposing to target an underserved population as defined in the program section of the SuperNOFA?**

**Yes**  **No**

**Designate your targeted underserved population.**

Women

Racial and ethnic minority group (specify)

\_\_\_\_\_

Persons in rural areas

Other (specify)

**Category 2: Projects which are part of long-term comprehensive strategies for providing housing and related services in an area that did not qualify for a HOPWA formula award.**

**B. Duplication of Assistance Requested.** Please indicate if your applicant or a project sponsor is seeking funding under this HOPWA competition for an activity that is duplicated in an application under the HUD Continuum of Care Homeless Assistance 2000 competition as follows:

A proposed HOPWA activity is identical and *duplicates funding* requested in an application for HUD continuum of care funding;

A proposed activity is related but *not identical* to the requested funding.

No related assistance is being requested.

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**C. Summary of Housing Assistance:** Please provide best estimates in the following table. Enter number of units served if project is funded and is fully implement and operational.

		Full Grant Period:
<b>1. Facility-based Housing: Enter total units to be provided.</b>		
Short-term facility		
Single room occupancy dwelling		
Community residence		
Other housing facility (specify)		
<b>2. Scattered-site Payments</b>		
Tenant-based rental assistance		
Short-term rent, mortgage, and utility payments		
<b>Total Units</b>		

**D. Summary of Persons Assisted.** Please provide best estimates in the following table:

		Full Grant Period:
1.	Number of persons with HIV/AIDS who will receive some form of housing assistance	
2.	Number of family members of the above who will be residing with the person receiving housing assistance	
3.	Number of persons with HIV/AIDS who will only be receiving some form of supportive services (persons receiving both services and housing are reported in item 1 above)	
4.	Number of other family members who will only be receiving some form of supportive services (persons receiving both services and housing are reported in item 2 above).	
5.	Number of persons who will be receiving housing information services.	

**E. Service Area.** Please identify the intended service area, i.e., the name of the community or metropolitan area, or, if activities are planned for a state-wide or nation-wide basis:



**(HOPWA)**

**F. Project Sponsors and Sites.** On a separate page, if needed, identify all the project sponsors that are involved in your proposed project, including the amount of funds each will utilize; and the sponsor's mailing address, telephone, email address, fax number, and the name of a contact person. Your narrative on the proposed program activities should also specify which activities each sponsor will be carrying out.

**Sites.** For projects involving sites, for example, a structure where HOPWA funds will be used for new construction, acquisition, rehabilitation, operating costs, and/or project-based rental assistance, please attach or provide the address of the project site.

**Confidentiality.**

- Confidential Site. (Do not release the street location of this project.)
- Public Site. (The address may be released to inform clients and the public.)

**Photo.** Please attach a photograph of the structure (except for new constructions).

**G. Additional Information**

The Department of Housing and Urban Development needs the following information to respond to public inquiries about program benefit. Your responses will not affect in any way the scoring of your submission.

1. Which of the following subpopulations will your project serve? (Check all that apply)

- Severely Mentally Ill
- Chronic Substance Abuse
- Multiply-Diagnosed
- Victims of Domestic Violence
- Veterans

2. Will the proposed project be located in a rural area? (A project is considered to be in a rural area when the project either (1) is in an area outside of Metropolitan Areas, or (2) is outside of the urbanized areas within a Metropolitan Area.)

- Yes
- No

(HOPWA)

- 3. Is the sponsor of the project a religious organization, or a religiously affiliated or motivated organization? (Note: This characterization of religious is broader than the standards used for defining a religious organization as "primarily religious" for purposes of applying HUD's church/state limitations. For example, while the YMCA is often not considered "primarily religious" under applicable church/state rules, it would likely be classified as a religiously motivated entity.)

Yes

No

(HOPWA)

### HOPWA Project Budget Form

**A. Project Summary Budget.** In columns A & B, enter the appropriate amount of funding that will be utilized for the HOPWA eligible activity. For example, in column A enter the amount of HOPWA funds being requested for each eligible activity. In column B, enter the amount of other funds, if any, (i.e. private, local, or state resources) that will be used in conjunction with the requested HOPWA funds to complete the project. Enter the sum total of requested *HOPWA funds* and *Other funds* (sum of columns A & B) in column C. Enter the totals of each column in line 16 of the budget form. For additional details on eligible activities and limitations, consult the program regulations at 24 CFR 574.300-340.

Eligible Activity	Project Funding		
	A. HOPWA	B. Other	C. Total
1. Acquisition	\$	\$	\$
2. Rehabilitation, Repair, & Conversion	\$	\$	\$
3. New Construction*	\$	\$	\$
4. Lease	\$	\$	\$
5. Operating Costs	\$	\$	\$
6. Supportive Services	\$	\$	\$
7. Housing Information	\$	\$	\$
8. Technical Assistance & Resource Identification	\$	\$	\$
9. Rental Assistance	\$	\$	\$
10. Short-term Rent, Mortgage, and Utility Payments to Prevent Homelessness	\$	\$	\$
11. Other (name the type of alternative activity that is also described in exhibit 3)	\$	\$	\$
12. Subtotal of Activity Costs (not to exceed \$1,200,000)	\$	\$	\$
13. Grantee's Administrative Costs (not to exceed 3% of Subtotal)	\$	\$	\$
14. Project Sponsor's Administrative Costs (not to exceed 7% of amounts received by sponsors)	\$	\$	\$
15. Collect data on Project Outcomes (not to exceed \$50,000)	\$	\$	\$
16. Total	\$	\$	\$

\*If over \$200,000, the project would be subject to Sec. 3 requirements, if selected, pertaining to economic opportunities for low and very low-income persons.

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**B. Project Descriptive Budget.**

**Instructions:**

- A. For the grantee and each project sponsor receiving HOPWA funds under this application, please complete the Project Descriptive Budget Form. The first form should be completed for the grantee, followed by one form for each project sponsor. In the form number boxes enter the number of the form followed the total numbers of forms submitted. For example, if you are the grantee and have two project sponsors, you will complete three forms. The first form should be for the grantee and will be number as (1 of 3). You will then complete two additional forms for each project sponsor. The first project sponsor form will be numbered as (2 of 3), and the second (3 of 3).
- B. Enter the name of the organization (grantee or project sponsor).
- C. As applicable, mark if you are completing this form for the grantee or project sponsor.
- D. For each HOPWA Eligible Activity that you are requesting HOPWA funding, give a brief description of the activity. This description should be a 1-2 line summary of the activity as presented in your application. In addition, reference the project goal or objective which corresponds to the described activity. See the below examples:

**EXAMPLE 1:**

HOPWA Eligible Activity and Description	HOPWA Request
<b>Rental Assistance</b>	\$100,000
Description: <i>Provide long-term, tenant-based rental assistance through the "Rent Project" to 25 individuals and 10 families per year over a three year grant period. (See Project Goals/Objectives, Goal 1 pg. 23)</i>	

**EXAMPLE 2:**

Eligible Activity and Description	HOPWA Request
<b>Supportive Services</b>	\$30,000
Description: <i>Provide case management, nutritional services, and mental health counseling to 45 individuals in the "AIDS Housing" facility each year for the three years of the grant term. (See Project Goals/Objectives, Goal 3, pg. 21)</i>	

- E. For each HOPWA Eligible Activity (lines 1-13), enter the amount of requested HOPWA funds. NOTE: This amount may not equal the amount entered in Part A for the eligible activity. A sum of each HOPWA request completed on the Project Descriptive Budget for the grantee and each project sponsor, should equal the totals entered in Part A, Project Summary Budget.

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A. HOPWA Project Description Budget Form *Form*  of

B. Name of Grantee/Project Sponsor: \_\_\_\_\_

C. Mark one of the following:  
 Grantee  Project Sponsor

D. Eligible Activity and Description	E. HOPWA Request
<b>1. Acquisition</b>	\$
Description:	
<b>2. Rehabilitation, Repair &amp; Conversion</b>	\$
Description:	
<b>3. New Construction</b>	\$
Description:	
<b>4. Lease</b>	\$
Description:	
<b>5. Operating Costs</b>	\$
Description:	
<b>6. Supportive Services</b>	\$
Description:	
<b>7. Housing Information</b>	\$
Description:	

(HOPWA)

Form, Page 2

D. Eligible Activity and Description	E. HOPWA Request
<b>8. Technical Assistance and Resource Identification</b>	\$
Description:	
<b>9. Rental Assistance</b>	\$
Description:	
<b>10. Short-term Rent, Mortgage &amp; Utility Payment to Prevent Homelessness</b>	\$
Description:	
<b>11. Other (name the type of alternative activity that is also described exhibit 3)</b>	\$
Description:	
<b>12. Administrative Costs (Grantee or Project Sponsor)</b>	\$
Description:	
<b>13. Collect data on Project Outcomes (not to exceed \$50,000)</b>	\$
Description:	

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### Leveraging HOPWA Resources

#### Leveraging

Applicants will receive points to the extent that they document resources that are being brought to the project from other public or private sources. Enter in this chart the cash value of documented cash and in-kind resources from other public (including other Federal) and private sources that are committed to the project during the grant period.

#### Value of Documented Resources

Resource	Page No. of Documentation	Cash Value	HUD Use Only
a. Cash			
b. Non-cash Resources			
c. Volunteer Time			
d. Contribution of a Building			
e. Contribution of a Building to be Acquired with HOPWA			
f. Contribution of a Leasehold interest			
Total of all Leveraging		\$	

## (HOPWA)

**HOPWA Applicant Certifications**

These certified statements are required by law.

The Applicant hereby assures and certifies that:

1. Within the HOPWA eligible population, it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR Part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, the transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR Part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, handicap, familial status or national origin, and administer its programs and activities relating to housing in a manner to affirmatively further fair housing. For Indian tribes, it will comply with the Indian Civil Rights Act (25 U.S.C. 1301 *et*

*seq.*), instead of Title VI and the Fair Housing Act and their implementing regulations.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit



**(HOPWA)**

discrimination based on handicap in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color religion, sex, age, national origin, familial status, or handicap who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

It will comply with the reasonable modification and accommodation requirements of the Fair Housing Act and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

2. It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the implementing regulations at 49 CFR Part 24.

3. It will comply with the environmental laws and authorities at 24 CFR part 50 which implements the National Environmental Policy Act and related acts. The applicant agrees to supply HUD with information necessary for it to perform any necessary environmental review of each

property. The applicant will carry out mitigating measures required by HUD or select an alternate eligible property. The applicant will not acquire, rehabilitate, convert, lease, repair or construct property to provide housing or commit HUD, State, local or other funds to program activities with respect to any eligible property until HUD approval is received.

4. Any building or structure assisted with amounts under this part will be maintained as a facility to provide assistance for eligible persons: (i) for not less than 10 years in the case of assistance involving new construction, substantial rehabilitation or acquisition of a building or structure; and (ii) for not less than three years in cases involving non-substantial rehabilitation or repair of a building or structure.

7. It and its principals (see 24 CFR 24.105(p)):

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

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

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

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

**(HOPWA)**

Where the applicant is unable to certify to any of the statements in this certification,

such applicant shall attach an explanation behind this page.

**HOPWA Applicant Certifications**

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Signature of Authorized Certifying Official & Date

X

Title

Name of Applicant

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