
Application Kit 2001

Community Development Technical Assistance Programs

**U.S. Department of Housing and Urban Development
Mel Martinez, Secretary**

Office of Community Planning and Development

OMB Approval Nos. 2506–0166 (CHDO, HOME, and SHP-Homeless Assistance)
2506–0133 (HOPWA)

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

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

Public reporting burden for this collection of information is estimated to average 60 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

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

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

Community Development Technical Assistance Programs

Fiscal Year 2001

Due to a lack of appropriated funding for CDBG technical assistance (TA) for FY 2001, this NOFA does not contain CDBG TA funds. The Homeless Assistance funds are expanded again this year to include not only Supportive Housing but all McKinney-Vento Act Homeless Assistance Programs, including Emergency Shelter Grant, Section 8 Moderate Rehabilitation Single Room Occupancy and Shelter Plus Care.

This year's NOFA continues outreach to new providers (i.e, providers who have never received a CPD technical assistance award) and an outreach to previously underserved disadvantaged communities or organizations with the potential to participate in CPD programs. In a continuing effort to reach new providers, we are again setting aside up to 40 percent of the technical assistance funds in three programs: CHDO, HOME, and Homeless Assistance. HOPWA is not included in this set aside.

We are also looking for proposed activities from both old and new providers that are targeted to underserved disadvantaged communities. In this area we are focused on outreach and assistance efforts to previously overlooked communities and/or organizations that have not participated at all, or to a lesser extent, in CPD programs. In order to address these needs, we have devoted a subfactor (Subfactor 2 of Factor 3) to this area. You should be specific when detailing the communities, populations (HOPWA only), and/or organizations you are proposing to serve.

We are continuing to set a minimum total score of 55 to receive funding with at least 11 of these points in Factor 1.

In order to meet a statutory requirement regarding CHDO funds, we have specifically noted the availability of 40 percent of the total CHDO TA dollars for Single State providers. The definition of a Single State CHDO provider is found in Section III C (3) of the NOFA.

Again this NOFA includes a description in Section IV A 14 which details HUD's ideas as to the approach a national HOME or CHDO technical assistance provider should take in structuring a nation-wide program. HUD proposes to fund applications which propose activities to support the purposes described in Section IV A 14 (a) and (b).

This year's Community Development Technical Assistance Programs (CD-TA) NOFA again includes HOPWA TA funds. This national program has specific goals and some specific application requirements, which are discussed further in Part I of this application kit.

General Instructions

The CD-TA programs included in the SuperNOFA have been consolidated to simplify the requirements of the programs and streamline the application process. Funds available under the four technical assistance (TA) programs total up to \$21.18 million and are available by program as follows:

Community Housing Development Organization (CHDO)	Up to \$7,600,000
Single State	\$3,200,000
Multi State	\$4,400,000
HOME	Up to \$8,000,000
Homeless Assistance	Up to \$3,000,000
Housing Opportunities for Persons with AIDS (HOPWA)	Up to \$2,580,000

Applicants can apply for as few as one or as many as all four programs for which they are eligible. One application can be used for all four programs but should describe the suggested TA activities and capabilities of the organization relative to each program. Similarly, one application can be used to apply for funds in one or more Field Offices but the suggested TA activities and response to the rating factors should reflect the applicant's knowledge and experience in the localities in the Field Office(s) for which funds are requested. Only one application per applicant is permitted, but it can include as few as one or as many as all four CD-TA programs.

Only one Standard Form (SF) 424 is required even if more than one TA funding source is being applied for or if you are requesting funds in more than one Field Office. However, if partnering with other organizations, you must ensure that the organization eligible to receive funding under the specific program for which application is made is a signatory to the SF 424.

The TA program is primarily a Field Office based operation with one exception: HOPWA is a national program only. The total amount of TA funds has been "fair-shared" among the Field Offices based on various factors. One copy of each application should be sent to the Field Office(s) in which you are seeking funds. Once selections have been made, those Field Offices will negotiate Technical Assistance Delivery Plans with the awardees, to include (among other items) a time schedule for the delivery of activities, budgets by task and a staffing plan. Each awardee will operate under the direction of the Field Office, with the exception of national providers, who will have their work directed by a Headquarters Government Technical Representative (GTR).

Application Parts

This application kit consists of four parts:

Part I includes information regarding eligible applicants, scoring, responding to the Factors for Award and a checklist to ensure that you have completed all the necessary components of the application. Also included are budget forms and a copy of the required funds matrix.

Part II contains copies of all the required Forms, Certifications and Assurances.

Part III includes a copy the General Section of the SuperNOFA and the Community Development TA Programs section. Please pay close attention to the SuperNOFA as you prepare your application.

Part IV provides a list of Participating Jurisdictions Eligible to Receive HOME Funds in FY 2001 and a list of CPD Field Offices with addresses, telephone numbers and local hours of operation. Please note that not all States have CPD Offices nor do all HUD Offices have CPD functions. For your convenience the Field Office listing is by State and indicates the CPD Field Office which has jurisdiction for that State.

Copies of the applicable program regulations and/or statutes are included in this application package.

Application Submission

Due Date: May 22, 2001

Submission Information:

You must submit **an original and one copy** of your application to:

HUD Headquarters
Processing and Control Branch
Room 7251
451 Seventh Street, S.W.
Washington, D.C. 20410

The application submitted to HUD Headquarters is considered the official application for timeliness purposes.

You should also submit **one copy** to each Field Office in which you are seeking to provide services (HOPWA excluded).

For the HOPWA TA program, items 3 through 7 are not required.

The application should contain the following items, if applicable:

1. **Transmittal Letter** which identifies the SuperNOFA (FR 4630-N-01), the CD-TA program or programs for which funds are requested and the dollar amount requested for each program (by Field Office or as a National Provider) and the applicant or applicants submitting the application. If your organization has never received a CPD technical assistance award, please include a statement to this effect in the letter. HOPWA TA applicants are asked to include a two-page executive summary outlining the key elements of their proposed TA activities.
 2. **Narrative Statement** addressing the Factors for Award described in the CD-TA portion of the SuperNOFA. This narrative statement will be the basis for evaluating the application. The narrative statement should be numbered in accordance with each factor, address each factor individually and describe your proposed activities in each Field Office jurisdiction or at a national level. Since Factors One, Two and Three have subfactors which are assigned varying point scores, addressing each subfactor is necessary. With respect to Factor Five, while the subfactors do not have individual point scores, all subfactors still need to be addressed. If applying under more than one program area, the factor discussions should include activities relevant to each program (e.g., CHDO, HOME, Homeless Assistance, and/or HOPWA). It should also display knowledge of the conditions of the localities within the specific Field Office jurisdictions for which you are applying to provide services.
 3. **Statement identifying the Field Office jurisdictions** in which you propose to offer services. If services will not be offered throughout the full jurisdictional area of the Field Office, the statement should identify the service areas involved (e.g., States, counties, etc.) as well as the communities in which services are proposed to be offered.
 4. A **matrix** which summarizes the amount of funds requested for each CD-TA program in each Field Office jurisdiction or National program for which funding is requested.
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5. If applicable, a **statement as to whether you propose to use pass-through funds for CHDOs**, under the CHDO TA program and, if so, the amount and proposed uses of such funds.

6. If applying for the CHDO TA program, a **statement as to whether your organization qualifies as a primarily single-State provider** under Section 233(e) of the Cranston-Gonzalez National Affordable Housing Act as discussed in Section III(C) of the CD-TA program section of the SuperNOFA.

7. If applicable, a **statement as to whether you propose to be considered for the role of lead CD-TA provider** in one or more specific program areas in a Field Office jurisdiction, and if so, the capabilities and attributes of your organization that qualify it for the role.

8. A **budget summary** identifying costs by cost category for each CD-TA program for which funds are requested by Field Office or as a National Provider. The budget should include the following items:

- (a) Direct Labor
- (b) Fringe Benefits
- (c) Material Costs
- (d) Transportation Costs
- (e) Equipment Charges
- (f) Consultant Costs
- (g) Subcontract Costs
- (h) Other Direct Costs
- (i) Indirect Costs

The line items should total the amount requested for each CD-TA program area and should be specific for each Field Office in which you propose to conduct activities or for a National program. The grand total of all CD-TA program funds requested should reflect the grand total of all funds for which application is made.

A sample budget format is included in Part I of this application kit.

9. **Forms, Certifications and Assurances**

- (a) Standard Form 424, Application for Federal Assistance
- (b) Federal Assistance Funding Matrix (HUD-424M)
- (c) Standard Form 424B, Assurances for Non-Construction Programs
- (d) Drug-Free Workplace Certification (HUD-50070)
- (e) Certification of Payments to Influence Federal Transactions (HUD-50071) and, if engaged in lobbying, Disclosure Form Regarding Lobbying (SF-LLL)
- (f) Applicant/Recipient Disclosure Update Report (HUD-2880)
- (g) Certification Regarding Debarment and Suspension (HUD-2992)
- (h) Acknowledgment of Application Receipt (HUD-2993) **Optional**
- (i) Client Comments and Suggestions (HUD-2994) **Optional**

Copies of these forms, certifications, and assurances are included in Part II of this application kit.

Regulations

The following regulations are applicable for the four CD-TA programs:

CHDO: 24 CFR 92.2 (definition)
24 CFR 92.300
24 CFR 92.302
Section 233 of the Cranston-Gonzalez National Affordable
Housing Act

HOME: 24 CFR 92.400
Sections 241, 242, and 243 of the Cranston-Gonzalez National
Affordable Housing Act

Homeless Assistance: SHP 24 CFR 583.140. TA programs for Emergency
Shelter Grants, Section 8 Moderate Rehabilitation
Single Room Occupancy and Shelter Plus Care are
authorized under the Department's FY 2001
Appropriation Act.

HOPWA: The HOPWA TA program is authorized under the Department's
FY 2001 Appropriation Act.

Copies of these regulations and statutory sections are included in this
application kit. The regulations can also be accessed through the Internet at
<http://www.hud.gov>.

Part I

Part I includes:

- Eligible Applicants
- Scoring
- HOPWA Program Specific Goal
- Ranking Factors for Award
- CHDO and HOME Post-Award Requirements
- Checklist for Application Submission
- Budget Summary Form
- Amount of Funds Requested Matrix

Eligible Applicants

Please note the following conditions: (1) all applicant organizations must have demonstrated ability to provide TA in a geographic area larger than a single city or county and must propose to serve an area larger than a single city or county; (2) an organization may not provide assistance to itself, and any organization funded to assist CHDOs may not act as a CHDO itself within its service area while under award with HUD; (3) a consortium of organizations may apply for one or more programs, but HUD will require that one organization be designated as the legal applicant and generally will not award more than one cooperative agreement per application unless necessary due to legal requirements; (4) all applicants must meet minimum statutory eligibility requirements for each program for which they are chosen in order to be awarded a cooperative agreement and (5) all eligible providers may propose assistance using various sources and are encouraged to make use of providers located in the Field Office jurisdiction receiving services.

Eligible applicants by program are:

CHDO

Public and private nonprofit intermediary organizations that customarily provide services (in more than one community) related to affordable housing or neighborhood revitalization to CHDOs, or similar organizations that engage in community revitalization.

HOME

- (1) A for-profit or nonprofit professional and technical services company or firm that has demonstrated capacity to provide technical assistance services;
- (2) A HOME participating jurisdiction (PJ) or agency thereof;
- (3) A public purpose organization responsible to the chief elected official of a PJ and established pursuant to State or local legislation;
- (4) An agency or authority established by two or more PJs to carry out activities consistent with the purposes of the HOME program;
- (5) A national or regional nonprofit organization that has membership comprised predominantly of entities or officials of entities of PJs or PJs' agencies or established organizations.

McKinney-Vento Act Homeless Assistance

- (1) States, units of general local government, and public housing authorities;
 - (2) Public and private nonprofit or for-profit organizations, including educational institutions and area-wide planning organizations, qualified to
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provide technical assistance on McKinney-Vento Act Homeless Assistance projects.

HOPWA

- (1) Nonprofit organizations;
- (2) States and units of general local government.

Scoring

The maximum number of points for each CD-TA program is 100. The bonus points described in the General Section of the SuperNOFA (Section III(C)(1)) for Empowerment Zones and Enterprise Communities are **not** applicable to CD-TA. Maximum points have been established for each Factor and Factors One, Two and Three contain subfactors with varying point values. The minimum score for an applicant to be considered in funding range is 55, with a minimum of 11 points in Factor One.

Applications are evaluated competitively and ranked against all other applicants that have applied for the same CD-TA program (CHDO Single State, CHDO Multi-State, HOME, Homeless Assistance, and HOPWA) within each Field Office or as a National Provider. There will be separate rankings for each CD-TA program, and applicants will be ranked only against others that have applied for the same CD-TA program.

HOPWA Program-Specific Goal

For the purposes of this CD-TA program section of the SuperNOFA, HOPWA technical assistance shall mean the transfer to HOPWA grantees and project sponsors and potential recipients of program funds, the skills and knowledge needed to develop, operate and support HOPWA-eligible projects and activities.

An applicant for HOPWA TA funds must propose activities on a national basis, a regional basis (e.g. serving a multi-state area) or within a State or community. The application should emphasize how activities will advise and train communities and project sponsors in undertaking program planning, community consultations, housing development and operations, coordination with related health-care and other supportive services, and evaluation and reporting on program performance. The Department has established the following national goal for HOPWA TA projects:

National Goal - Sound Management of HOPWA Programs and Projects.

HOPWA TA funds can be used to help to strengthen the management, operation, and capacity of grantees, project sponsors, and potential applicants to ensure that organizations use funds in a manner that upholds the public trust in the operation of programs. To achieve this goal, HOPWA TA can be used in the following areas:

- (i) Management and operations through such activities as:
 - Advising on management practices to ensure responsive, efficient and cost effective facility and program operations;
 - Advising on fiscal management to ensure accountability in the use of funds; and
 - Assisting projects in using the Department's information technology, financial systems and information management systems.
 - (ii) State, local, and community planning through such activities as:
 - Advising on the coordination of housing with health-care and other related supportive services for eligible persons;
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Assisting in developing collaborations with local, State and Federal agencies that administer HIV/AIDS-related programs, including programs funded under the Ryan White CARE Act;

Creating or linking to existing needs assessments of the area's housing needs of persons living with HIV/AIDS and their families;

Creating or linking to comprehensive multiple-year HIV/AIDS housing plans that are undertaken in collaboration with local, State and federal programs including the Ryan White CARE Act programs; and

Creating or linking to existing plans that address specialized needs of clients, including assistance for clients with serious mental illness, chronic alcohol and other drug abuse issues, and homelessness.

(iii) Program evaluation through such activities as:

Advising on data collection and program evaluation; and

Developing and providing program handbooks, guidance materials, audio/visual products, training, and other activities to promote good management practices.

As a part of providing for the sound management of HOPWA programs and projects, HOPWA TA providers should demonstrate an outreach and assistance program to identified 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, youth, post-incarcerated populations and persons living in rural areas. For the purposes of the HOPWA TA portion of this NOFA, underserved populations are defined as low-income populations living with HIV/AIDS and their families, such as racial or ethnic minority groups, women, persons living in rural areas, youth, post-incarcerated populations, or other underserved groups as determined by your service area, whose housing and related service needs are not currently being met in your service area. To meet this definition of an underserved population, you must present reliable statistics and data sources (i.e. Census, health department statistics, research, scientific studies, Consolidated Plan, and Continuum of Care documentation), showing the unmet need in the provision of housing and supportive services for the identified underserved population under Rating Factor 2, (1). 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.

In an effort to meet this continuing need, the highest rated applicants will demonstrate an outreach and assistance program to an identified underserved population as detailed under Rating Factor 3, Soundness of Approach (2) and will support the Nation HOPWA Goal of Sound Management. Such assistance could include, linking HOPWA grantees and project sponsors to other community based organizations serving an underserved population but may have no or limited experience with providing housing services. Additionally, HOPWA TA providers could provide assistance to collaborations targeting underserved populations funded under the HOPWA competitive program.

Ranking Factors for Award

All applicants must respond to the five Factors for Award in a narrative statement. When addressing the Factors for Award, discuss the specific TA projects, activities, tasks, etc. that are suggested to be carried out by your organization during the term of the cooperative agreement. Be specific when

detailing the communities, populations (HOPWA only) and/or organizations which you propose to serve, especially in response to Factor 3, Subfactor 2 and in detailing the dollar amounts you have leveraged in Factor 4. The criteria set forth below will be used by HUD to evaluate applications.

Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (20 Points) (Minimum for Funding Eligibility - 11 Points)

In rating this factor, HUD will consider the extent to which the application demonstrates in relation to CD-TA program funding that is requested:

- (1) **(10 Points)** Recent, relevant, and successful experience of your organization and staff in providing technical assistance in all eligible activities and to all eligible entities for the CD-TA program(s) applied for, as described in the regulations;
- (2) **(5 Points)** The relevant experience and competence of your key personnel in managing complex, multi-faceted or multi-disciplinary programs that require coordination with other CD-TA entities or multiple, diverse units in an organization;
- (3) **(5 Points)** You have sufficient personnel or access to qualified experts or professionals to deliver the proposed level of technical assistance in each proposed service area in a timely and effective fashion.

Rating Factor 2: Potential Effectiveness of the Application in Meeting Needs of Target Groups/Localities and Accomplishing Project Objectives for Each CD-TA Program for which Funds are Requested (20 Points)

In rating this factor, HUD will consider the extent to which your application:

- (1) **(10 Points)** Identifies high priority needs and issues for the CD program in each community or Field Office jurisdiction for which CD-TA funding is requested, or on a national or regional basis for national HOPWA grants;
- (2) **(5 Points)** Outlines a clear and cost-effective plan of suggested TA activities for addressing those needs and aiding a broad diversity of eligible grantees and/or beneficiaries, including those which traditionally have been under-served; and
- (3) **(5 Points)** Identifies creative activities to assist eligible grantees in participating in the development of, and improving, local Consolidated Plans and comprehensive strategies.

Rating Factor 3: Soundness of Approach (40 Points)

In rating this factor, HUD will consider the extent to which your application evidences a sound approach in addressing identified needs and:

- (1) **(15 Points)** Provides a cost effective plan for designing, organizing, and carrying out the suggested technical assistance activities within the framework of the Demand/Response System or, for HOPWA TA applicants, in addressing the HOPWA TA goal.
 - (2) **(15 Points)** Demonstrates an effective outreach and assistance program to specifically identified disadvantaged communities, populations (HOPWA only) and/or organizations which previously have been underserved and have the potential to participate in CPD programs.
 - (3) **(5 Points)** Provides for full geographic coverage, including urban and rural areas, (directly or through a consortium of providers) of a single State or Field Office jurisdiction or is targeted to address the needs of rural areas, minority groups, or other underserved groups, or for HOPWA TA applicants, addresses other approaches that respond to identified needs;
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- (4) **(5 Points)** Proposes a feasible, creative plan, which uses state-of-the-art or new promising technology, to transfer models and lessons learned in each of its CD-TA program's activities to grantees and/or program beneficiaries in other CD-TA programs.

Rating Factor 4: Leveraging Resources (10 Points)

This factor addresses your ability to secure community resources (note: financing is a community resource) which can be combined with HUD's program resources to achieve program purposes. In evaluating this factor HUD will consider:

The extent to which you have partnered with other entities to secure additional resources to increase the effectiveness of the proposed program activities. Resources may include funding or in-kind contributions, such as services or equipment, allocated to the purpose (s) of the award you are seeking. Resources may be provided by governmental entities, public or private nonprofit organizations, for-profit private organizations, or other entities willing to partner with the applicant. You may also partner with other program funding recipients to coordinate the use of resources in the target area.

You must provide evidence of leveraging/partnerships by including in the application letters of firm commitments, memoranda of understanding, or agreements to participate from those entities identified as partners in the application. Each letter of commitment, memorandum of understanding, or agreement to participate should include the organization's name, proposed level of commitment and responsibilities as they relate to the proposed program. The commitment must also be signed by an official of the organization legally able to make commitments on behalf of the organization.

Rating Factor 5: Comprehensiveness and Coordination (10 Points)

This factor addresses the extent to which you coordinate your activities with other known organizations, participate or promote participation in a community's Consolidated Planning process and Continuum of Care homeless assistance strategy, and are working towards addressing a need in a holistic and comprehensive manner through linkages with other activities in the community.

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 in order 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. Describe any written agreements, memoranda of understanding in place, or that will be in place after award.
 - (2) Taken or will take specific steps to work with recipients of technical assistance services to become active in the community's Consolidated Planning process (including the Analysis of Impediments to Fair Housing Choice) established to identify and address a need/problem that is related to the activities you propose.
 - (3) Taken or will take specific steps to develop linkages to coordinate comprehensive solutions through meetings, information networks, planning processes or other mechanisms with:
 - (a) Other HUD-funded projects/activities outside the scope of those covered by the Consolidated Plan; and
 - (b) Other Federal, State, or locally funded activities, including those
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proposed or on-going in the community.

CHDO and HOME Post-Award Requirements

Please note the following statutory requirements imposed on technical assistance providers for CHDOs and the HOME program. Section 233(d)(2) of Title II: Investment in Affordable Housing, Public Law 101-625, Cranston-Gonzalez National Affordable Housing Act, which covers CHDO, provides the following:

Limitations: Contracts under this section with any one contractor for a fiscal year may not provide more than 20 percent of the **operating budget** (which shall not include funds that are passed through to community housing development organizations) of the contracting organization for any one year.

For the HOME program, Section 234(b) states:

Contract terms: Contracts under this subtitle shall be for not more than three years and shall provide not more than 20 percent of the **operating budget** of the contracting organization in any one year.

As a definition of “operating budget” we are using the following:

Operating budget is an annual budget that includes all anticipated income and expenses. Under generally accepted accounting principles it would be all income and expense items. This definition is consistent with its usage by the Internal Revenue Service, the General Accounting Office, and other Federal agencies.

This means that your organization must certify that the HOME or CHDO grant you are receiving (not including the pass-through funds) is less than 20 percent of each annual operating budget during the cooperative agreement period. The TA grant you are receiving is for a three-year period and should be divided into three increments to come up with an annual grant amount to compare to the annual operating budget.

You will be asked to submit this certification, signed by the chief executive officer or authorized representative of your organization, stating that the amount of funds being awarded under each of your cooperative agreements does not exceed 20 percent of your organization's operating budget (which may not include funds that are passed through to community housing development organizations) for any one-year period of each cooperative agreement. In addition, you will be asked to submit a copy of your current operating budget, as well as copies of each succeeding operating budget for the period covered by the cooperative agreement.

Checklist for Application Submission

- Standard Form 424, Application for Federal Assistance
 - Signed by organization eligible to receive funds
 - Federal Assistance Funding Matrix (HUD-424M)
 - Transmittal Letter
 - Identifies SuperNOFA (FR-4630-N-01)
 - Identifies CD-TA programs for which funds are requested with dollar amounts for each program by Field Office or as a national provider
 - Identifies name of applicant or applicants
 - Indicates that applicant has never been awarded a CPD TA contract, cooperative agreement or grant (if applicable)
 - Attaches a 2-page executive summary of proposed activities (HOPWA TA only)
 - Narrative Statement Addressing
 - Factor 1 - Capacity of the applicant and relevant organizational experience
 - Factor 2 - Potential effectiveness of the application in meeting needs of target groups/localities and accomplishing project objectives for each CD-TA program for which funds are requested
 - Factor 3 - Soundness of approach
 - Factor 4 - Leveraging resources
 - Factor 5 - Comprehensiveness and coordination
 - All subfactors addressed
 - Statement identifying Field Office jurisdictions where applicant is proposing to provide services (not HOPWA)
 - Matrix summarizing amount of funds requested by Field Office and by program (not necessary for HOPWA only applicants)
 - Statement regarding use of pass-through funds for CHDOs, if applicable
 - Statement regarding qualification as a single-State provider under the CHDO TA program, if applicable
 - Statement regarding request for consideration as lead CD-TA provider, if applicable (not HOPWA)
 - Budget Summary by cost category for each CD-TA program, by Field Office or as a national provider

-----	CHDO	-----	Each Field Office or National
-----	HOME	-----	Each Field Office or National
-----	Homeless	-----	Each Field Office
-----	HOPWA	-----	National
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- Forms, Certifications and Assurances
 - Standard Form 424B, Assurances for Non-Construction Programs
 - Drug-Free Workplace Certification (HUD-50070)
 - Certification of Payments to Influence Federal Transactions (HUD-50071)
 - Certification and Disclosure Form Regarding Lobbying (SF-LLL) (**only if engaged in lobbying**)
 - Applicant/Recipient Disclosure Update Report (HUD-2880)
 - Certification Regarding Debarment and Suspension (HUD-2992)
 - Acknowledgment of Application Receipt (HUD-2993) **Optional**
 - Client Comments and Suggestions (HUD-2994) **Optional**
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Budget Summary

Federal Share

Name and Address of Applicant: _____

Program: _____

Field Office: _____

Detailed Description of Budget

1. Direct Labor	Position or Individual	Estimated Hours	Rate/ Hour	Estimated Cost
Total Estimated Direct Labor Cost				
2. Fringe Benefits		Rate	Base	Estimated Cost
Total Estimated Fringe Benefits Cost				
3. Materials	Item	Quantity	Unit Cost	Estimated Cost
Total Estimated Materials Cost				

Detailed Description of Budget - Page 2

4. Travel			Estimated Cost
a. Local			
b. Air			
c. Per Diem			
Total Estimated Travel Cost			
5. Equipment	Item	Quantity	Unit Cost
			Estimated Cost
Total Estimated Equipment Cost			
6. Consultants	Type	Days	Rate/Day
			Estimated Cost
Total Estimated Consultants Cost			

Detailed Description of Budget - Page 3

7. Subcontracts			Estimated Cost	
List individual subcontracts				
Total Estimated Subcontracts Cost				
8. Other Direct	Item	Quantity	Unit Cost	Estimated Cost
Total Other Direct Costs				
9. Indirect	Type	Rate	Base	Estimated Cost
Total Estimated Indirect Cost				
Grand Total Estimated Costs				

Amount of Funds Requested

Name of Applicant: _____

HUD CPD Field Office	CHDO TA Single State	CHDO TA Multi State	HOME TA	Homeless Assistance	HOPWA TA
Alabama State Office					
Alaska State Office					
Arkansas State Office					
California State Office					
Los Angeles Area Office					
Caribbean Office					
Colorado State Office					
Connecticut State Office					
District of Columbia Office					
Florida State Office					
Jacksonville Area Office					
Georgia State Office					
Hawaii State Office					
Illinois State Office					
Indiana State Office					
Kansas/Missouri State Office					
St. Louis Area Office					
Kentucky State Office					
Louisiana State Office					
Maryland State Office					
Massachusetts State Office					
Michigan State Office					
Minnesota State Office					
Mississippi State Office					
Nebraska State Office					

HUD CPD Field Office	CHDO TA Single State	CHDO TA Multi State	HOME TA	Homeless Assistance	HOPWA TA
New Jersey State Office					
New Mexico State Office					
New York State Office					
Buffalo Area Office					
North Carolina State Office					
Ohio State Office					
Oklahoma State Office					
Oregon State Office					
Pennsylvania State Office					
Pittsburgh Area Office					
South Carolina State Office					
Tennessee/Knoxville Area Office					
Texas State Office					
San Antonio Area Office					
Virginia State Office					
Washington State Office					
Wisconsin State Office					
National					
Total					
Grand Total*					

* Grand Total must equal total amount of funds requested

Part II

Part II includes:

Forms, Certifications and Assurances

Standard Form 424, Application for Federal Assistance

Federal Assistance Funding Matrix (HUD-424M)

Standard Form 424B, Assurances for Non-Construction Programs

Certification for a Drug-Free Workplace (HUD-50070)

Certification of Payments to Influence Federal Transactions (HUD-50071)
and, if engaged in lobbying, Disclosure of Lobbying Activities (SF-LLL)

Applicant/Recipient Disclosure/Update Report (HUD-2880)

Certification Regarding Debarment and Suspension (HUD-2992)

Acknowledgment of Application Receipt (HUD-2993) **Optional**

Client Comments and Suggestions (HUD-2994) **Optional**

Part III

Part III includes:

Notice of Funding Availability (FR-4630-N-01)

General Section

Community Development Technical Assistance Programs

Part IV

Part IV includes:

- List of HOME Participating Jurisdictions Eligible for Funding in FY 2001
- List of CPD Field Offices

List of HOME Participating Jurisdictions Eligible for Funding in FY 2001

ALABAMA

BIRMINGHAM
HUNTSVILLE
JEFFERSON COUNTY
MOBILE
MONTGOMERY
TUSCALOOSA

ALASKA

ANCHORAGE

ARIZONA

CNSRT-MARICOPA COUNTY
CNSRT-TUCSON
PHOENIX

ARKANSAS

FORT SMITH
LITTLE ROCK
NORTH LITTLE ROCK
PINE BLUFF

CALIFORNIA

ALHAMBRA
ANAHEIM
BAKERSFIELD
BALDWIN PARK
BELLFLOWER
BERKELEY
BURBANK
CHICO
CHULA VISTA
CNSRT-ALAMEDA COUNTY
CNSRT-CONTRA COSTA CO.
CNSRT-SACRAMENTO COUNTY
CNSRT-SAN BERNARDINO CO.
CNSRT-SAN DIEGO COUNTY
CNSRT-SAN MATEO COUNTY
CNSRT-SANTA BARBARA CO.
CNSRT-TURLOCK
CNSRT-VENTURA COUNTY
COMPTON
COSTA MESA
DAVIS
DOWNEY
EL CAJON
EL MONTE
ESCONDIDO
FONTANA
FRESNO
FRESNO COUNTY
FULLERTON
GARDEN GROVE
GLENDALE
HAWTHORNE
HUNTINGTON BEACH

HUNTINGTON PARK
INGLEWOOD
KERN COUNTY
LONG BEACH
LOS ANGELES
LOS ANGELES COUNTY
LYNWOOD
MARIN COUNTY
MERCED
MODESTO
MONTEBELLO
MONTEREY PARK
MORENO VALLEY
MOUNTAIN VIEW
NATIONAL CITY
NORWALK
OAKLAND
OCEANSIDE
ONTARIO
ORANGE
ORANGE COUNTY
OXNARD
PARAMOUNT CITY
PASADENA
POMONA
REDDING
REDWOOD CITY
RICHMOND
RIVERSIDE
RIVERSIDE COUNTY
ROSEMEAD
SACRAMENTO
SALINAS
SAN BERNARDINO
SAN DIEGO
SAN FRANCISCO
SAN JOAQUIN COUNTY
SAN JOSE
SAN LUIS OBISPO COUNTY
SAN MATEO
SANTA ANA
SANTA BARBARA
SANTA CLARA
SANTA CLARA COUNTY
SANTA CRUZ
SANTA MONICA
SANTA ROSA
SONOMA COUNTY
SOUTH GATE
STOCKTON
SUNNYVALE
TORRANCE
VALLEJO
VISALIA
WESTMINSTER
WHITTIER

COLORADO

ADAMS COUNTY
ARAPAHOE COUNTY
AURORA
BOULDER
CNSRT-PUEBLO
COLORADO SPRINGS
DENVER
FORT COLLINS
GREELEY
JEFFERSON COUNTY
LAKEWOOD

CONNECTICUT

BRIDGEPORT
HARTFORD
NEW BRITAIN
NEW HAVEN
STAMFORD
WATERBURY

DELAWARE

NEW CASTLE COUNTY
WILMINGTON

DISTRICT OF COLUMBIA

WASHINGTON DC

FLORIDA

BROWARD COUNTY
CLEARWATER
CNSRT-BREVARD COUNTY
CNSRT-ESCAMBIA COUNTY
CNSRT-PINELLAS COUNTY
CNSRT-SARASOTA
CNSRT-VOLUSIA COUNTY
DAYTONA BEACH
FT LAUDERDALE
GAINESVILLE
HIALEAH
HILLSBOROUGH COUNTY
HOLLYWOOD
JACKSONVILLE-DUVAL
LAKELAND
LEE COUNTY
MIAMI

MIAMI

BEACH

MIAMI-DADE COUNTY
ORANGE COUNTY
ORLANDO
PALM BEACH COUNTY
PASCO COUNTY
POLK COUNTY
POMPANO BEACH
ST PETERSBURG
TALLAHASSEE
TAMPA
WEST PALM BEACH

GEORGIA

ALBANY
ATHENS-CLARKE
ATLANTA

AUGUSTA

CLAYTON COUNTY
CNSRT-COBB COUNTY
CNSRT-FULTON COUNTY
COLUMBUS-MUSCOGEE
DE KALB COUNTY
GWINNETT COUNTY
MACON
SAVANNAH

HAWAII

HONOLULU

IDAHO

BOISE

ILLINOIS

CHICAGO
CNSRT-COOK COUNTY
CNSRT-DUPAGE COUNTY
CNSRT-LAKE COUNTY
CNSRT-ST. CLAIR COUNTY
CNSRT-URBANA
DECATUR
EAST ST LOUIS
EVANSTON
JOLIET
MADISON COUNTY
MCHENRY COUNTY
PEORIA
ROCKFORD
SPRINGFIELD
WILL COUNTY

INDIANA

ANDERSON
BLOOMINGTON
CNSRT-LAFAYETTE
CNSRT-SOUTH BEND
EAST CHICAGO
EVANSVILLE
FORT WAYNE
GARY
HAMMOND
INDIANAPOLIS
LAKE COUNTY
MUNCIE
TERRE HAUTE

IOWA

CEDAR RAPIDS
CNSRT-SIOUX CITY
CNSRT-WATERLOO
DAVENPORT
DES MOINES
IOWA CITY

KANSAS

CNSRT-JOHNSON COUNTY
KANSAS CITY
LAWRENCE
TOPEKA
WICHITA

KENTUCKY

COVINGTON
JEFFERSON COUNTY
LEXINGTON-FAYETTE
LOUISVILLE
OWENSBORO

LOUISIANA

ALEXANDRIA
BATON ROUGE
CNSRT-JEFFERSON PARISH
HOUMA-TERREBONNE
LAFAYETTE
LAKE CHARLES
MONROE
NEW ORLEANS
SHREVEPORT

MAINE

PORTLAND

MARYLAND

ANNE ARUNDEL COUNTY
BALTIMORE
BALTIMORE COUNTY
HARFORD COUNTY
MONTGOMERY COUNTY
PRINCE GEORGES COUNTY

MASSACHUSETTS

BOSTON
BROCKTON
CAMBRIDGE
CNSRT-BARNSTABLE COUNTY
CNSRT-FITCHBURG
CNSRT-HOLYOKE
CNSRT-MALDEN
CNSRT-NEWTON
CNSRT-PEABODY
CNSRT-QUINCY
FALL RIVER
LAWRENCE
LOWELL
LYNN
NEW BEDFORD
SOMERVILLE
SPRINGFIELD
WORCESTER

MICHIGAN

ANN ARBOR
BATTLE CREEK
BAY CITY
CNSRT-WASHTENAW COUNTY
DEARBORN
DETROIT
FLINT
GENESEE COUNTY
GRAND RAPIDS
JACKSON
KALAMAZOO
LANSING
MACOMB COUNTY
MUSKEGON

OAKLAND COUNTY
PONTIAC
PORT HURON
SAGINAW
WARREN
WAYNE COUNTY
WESTLAND

MINNESOTA

CNSRT-DAKOTA COUNTY
CNSRT-HENNEPIN COUNTY
CNSRT-ST LOUIS COUNTY
DULUTH
MINNEAPOLIS
ST PAUL

MISSISSIPPI

CNSRT-GULFPORT
HATTIESBURG
JACKSON

MISSOURI

COLUMBIA
INDEPENDENCE
KANSAS CITY
SPRINGFIELD
ST JOSEPH
ST LOUIS
ST LOUIS COUNTY

MONTANA

BILLINGS
GREAT FALLS

NEBRASKA

CNSRT-OMAHA
LINCOLN

NEVADA

CNSRT-CLARK COUNTY
CNSRT-LYON COUNTY
CNSRT-RENO

NEW HAMPSHIRE

MANCHESTER

NEW JERSEY

ATLANTIC CITY
BERGEN COUNTY
BURLINGTON COUNTY
CAMDEN
CNSRT-ATLANTIC COUNTY
CNSRT-CAMDEN COUNTY
CNSRT-HUDSON COUNTY
CNSRT-MERCER COUNTY
CNSRT-MIDDLESEX COUNTY
CNSRT-MONMOUTH COUNTY
CNSRT-MORRIS COUNTY
CNSRT-OCEAN COUNTY
CNSRT-UNION COUNTY
CNSRT-VINELAND
EAST ORANGE
ELIZABETH

ESSEX COUNTY
GLOUCESTER COUNTY
IRVINGTON
JERSEY CITY
NEW BRUNSWICK
NEWARK
PASSAIC
PATERSON
PERTH AMBOY
SOMERSET COUNTY
TRENTON

NEW MEXICO

ALBUQUERQUE
LAS CRUCES

NEW YORK

ALBANY
BABYLON TOWN
BINGHAMTON
BUFFALO
CNSRT-AMHERST TOWN
CNSRT-DUTCHESS COUNTY
CNSRT-ERIE COUNTY
CNSRT-JEFFERSON COUNTY
CNSRT-MONROE COUNTY
CNSRT-ONONDAGA COUNTY
CNSRT-ORANGE COUNTY
CNSRT-SCHNECTADY
ELMIRA
ISLIP TOWN
JAMESTOWN
MOUNT VERNON
NASSAU COUNTY
NEW ROCHELLE
NEW YORK CITY
NIAGARA FALLS
ROCHESTER
ROCKLAND COUNTY
SUFFOLK COUNTY
SYRACUSE
UTICA
WESTCHESTER COUNTY
YONKERS

NORTH CAROLINA

CNSRT-ASHEVILLE
CNSRT-CHARLOTTE
CNSRT-CONCORD
CNSRT-DURHAM
CNSRT-GASTONIA
CNSRT-GREENSBORO
CNSRT-GREENVILLE
CNSRT-LENOIR
CNSRT-ORANGE COUNTY
CNSRT-ROCKY MOUNT
CNSRT-SURRY COUNTY
CNSRT-WINSTON-SALEM
CUMBERLAND COUNTY
FAYETTEVILLE
GOLDSBORO
RALEIGH
WAKE COUNTY
WILMINGTON

OHIO

AKRON
CANTON
CINCINNATI
CLEVELAND
CNSRT-BUTLER COUNTY
CNSRT-CUYAHOGA COUNTY
CNSRT-STARK COUNTY
CNSRT-WARREN
COLUMBUS
DAYTON
EAST CLEVELAND
FRANKLIN COUNTY
HAMILTON CITY
HAMILTON COUNTY
LAKE COUNTY
LIMA
LORAIN
MANSFIELD
MONTGOMERY COUNTY
SPRINGFIELD
SUMMIT COUNTY
TOLEDO
YOUNGSTOWN

OKLAHOMA

CNSRT-TULSA COUNTY
LAWTON
NORMAN
OKLAHOMA CITY
TULSA

OREGON

CLACKAMAS COUNTY
CNSRT-EUGENE
CNSRT-PORTLAND
CNSRT-SALEM
CNSRT-WASHINGTON CO.
CORVALLIS

PENNSYLVANIA

ALLENTOWN
ALTOONA
BEAVER COUNTY
BERKS COUNTY
BETHLEHEM
CHESTER
CHESTER COUNTY
CNSRT-ALLEGHENY COUNTY
CNSRT-BUCKS COUNTY
CNSRT-WESTMORELAND CO.
DELAWARE COUNTY
ERIE
HARRISBURG
JOHNSTOWN
LANCASTER
LANCASTER COUNTY
LUZERNE COUNTY
MONTGOMERY COUNTY
PHILADELPHIA
PITTSBURGH
READING
SCRANTON
STATE COLLEGE
WASHINGTON COUNTY
WILKES-BARRE

WILLIAMSPORT
YORK
YORK COUNTY

PUERTO RICO

AGUADILLA MUNICIPIO
ARECIBO MUNICIPIO
BAYAMON MUNICIPIO
CAGUAS MUNICIPIO
CAROLINA MUNICIPIO
GUAYNABO MUNICIPIO
MAYAGUEZ MUNICIPIO
PONCE MUNICIPIO
SAN JUAN MUNICIPIO
TOA BAJA MUNICIPIO

RHODE ISLAND

PAWTUCKET
PROVIDENCE
WOONSOCKET

SOUTH CAROLINA

CHARLESTON
CHARLESTON COUNTY
CNSRT-SUMTER COUNTY
COLUMBIA
GREENVILLE
GREENVILLE COUNTY
SPARTANBURG

SOUTH DAKOTA

SIOUX FALLS

TENNESSEE

CHATTANOOGA
CLARKSVILLE
JACKSON
KNOX COUNTY
KNOXVILLE
MEMPHIS
NASHVILLE-DAVIDSON
SHELBY COUNTY

TEXAS

ABILENE
AMARILLO
ARLINGTON
AUSTIN
BEAUMONT
BEXAR COUNTY
BRAZORIA COUNTY
BROWNSVILLE
BRYAN
CNSRT-WHARTON COUNTY
COLLEGE STATION
CORPUS CHRISTI
DALLAS
DALLAS COUNTY
DENTON
EL PASO
FORT BEND COUNTY
FORT WORTH
GALVESTON
GARLAND
GRAND PRAIRIE

HARLINGEN
HARRIS COUNTY
HIDALGO COUNTY
HOUSTON
IRVING
KILLEEN
LAREDO
LONGVIEW
LUBBOCK
MC ALLEN
ODESSA
PASADENA
PORT ARTHUR
SAN ANGELO
SAN ANTONIO
TARRANT COUNTY
TYLER
WACO
WICHITA FALLS

UTAH

CNSRT-PROVO
CNSRT-SALT LAKE COUNTY
OGDEN
SALT LAKE CITY

VIRGINIA

ALEXANDRIA
ARLINGTON COUNTY
CHESAPEAKE
CHESTERFIELD COUNTY
CNSRT-CHARLOTTESVILLE
CNSRT-SUFFOLK
DANVILLE
FAIRFAX COUNTY
HAMPTON
HENRICO COUNTY
LYNCHBURG
NEWPORT NEWS
NORFOLK
PORTSMOUTH
PRINCE WILLIAM COUNTY
RICHMOND
ROANOKE
VIRGINIA BEACH

WASHINGTON

BELLINGHAM
CNSRT-CLARK COUNTY
CNSRT-KING COUNTY
CNSRT-KITSAP COUNTY
CNSRT-LONGVIEW
CNSRT-RICHLAND
CNSRT-SNOHOMISH COUNTY
CNSRT-TACOMA
PIERCE COUNTY
SEATTLE
SPOKANE
SPOKANE COUNTY
YAKIMA

WEST VIRGINIA

CNSRT-CHARLESTON
CNSRT-HUNTINGTON
CNSRT-PARKERSBURG

CNSRT-WHEELING

WISCONSIN

CNSRT-MILWAUKEE COUNTY

CNSRT-WAUKESHA COUNTY

EAU CLAIRE

GREEN BAY

KENOSHA

LA CROSSE

MADISON

MILWAUKEE

RACINE

List of HUD CPD Field Offices

Alabama

Alabama State Office
Medical Forum Building
950 22nd Street North, Suite 900
Birmingham, AL 35203
CPD Telephone Number: 205-631-2630, ext 1051
TTY Number: 205-731-2624
Local Hours of Operation: 8:00am-4:30pm

Alaska

Alaska State Office
University Plaza Building
949 East 36th Avenue, Suite 401
Anchorage, AK 99508-4399
CPD Telephone Number: 907-271-3669
TTY Number: 907-271-4328
Local Hours of Operation: 8:00am-4:30pm

Arizona

California State Office
Phillip Burton Federal Building and U.S. Courthouse
450 Golden Gate Avenue
P.O. Box 36003
San Francisco, CA 94102-3448
CPD Telephone Number: 415-436-6597
TTY Number: 415-436-6594
Local Hours of Operation: 8:15am-4:45pm

Arkansas

Arkansas State Office
TCBY Tower
425 West Capitol Avenue, Suite 900
Little Rock, AR 72201-3488
CPD Telephone Number: 501-324-6375
TTY Number: 501-324-5931
Local Hours of Operation: 8:00am-4:30pm

California

Northern - California State Office
Phillip Burton Federal Building and U.S. Courthouse
450 Golden Gate Avenue
P.O. Box 36003
San Francisco, CA 94102-3448
CPD Telephone Number: 415-436-6597
TTY Number: 415-436-6594
Local Hours of Operation: 8:15am-4:45pm

Southern - Los Angeles Area Office
611 West 6th Street, Suite 800
Los Angeles, CA 90017
CPD Telephone Number: 213-894-8000
TTY Number: 213-894-8133
Local Hours of Operation: 8:00am-4:30pm

Caribbean

Caribbean Office
171 Carlos E. Chardon Avenue, Suite 301
San Juan, PR 00918-0903
CPD Telephone Number: 787-766-5400
TTY Number 787-766-5909
Local Hours of Operation: 8:00am-4:30pm

Colorado

Colorado State Office
633 17th Street, 14th Floor
Denver, CO 80202-3607
CPD Telephone Number: 303-672-5414
TTY Number: 303-672-5248
Local Hours of Operation: 8:00am-4:30pm

Connecticut

Connecticut State Office
One Corporate Center, 19th Floor
Hartford, CT 06103-3220
CPD Telephone Number: 860-240-4800
TTY Number: 860-240-4665
Local Hours of Operation: 8:00am-4:30pm

Delaware

Pennsylvania State Office
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-3380
CPD Telephone Number: 215-656-0624
TTY Number: 215-656-3452
Local Hours of Operation: 8:00am-4:30pm

District of Columbia

District of Columbia Office
820 First Street, N.E., Suite 450
Washington, D.C. 20002
CPD Telephone Number: 202-275-0994
TTY Number: 202-275-0772
Local Hours of Operation: 8:00am-4:30pm

Florida

Southern - Florida State Office
909 Southeast First Avenue, Room 500
Miami, FL 33131
CPD Telephone Number: 305-536-4431
TTY Number: 305-536-4743
Local Hours of Operation: 8:30am-5:00pm

Northern - Jacksonville Area Office
Southern Bell Tower
301 West Bay Street, Suite 2200
Jacksonville, FL 32202-5121
CPD Telephone Number: 904-232-1777
TTY Number: 904-232-2631
Local Hours of Operation: 8:00am-4:30pm

Georgia

Georgia State Office
Five Points Plaza Building
40 Marietta Street
Atlanta, GA 30303-2806
CPD Telephone Number: 404-331-5001
TTY Number: 404-730-2654
Local Hours of Operation: 8:00am-4:30pm

Hawaii

Hawaii State Office
Seven Waterfront Plaza
500 Ala Moana Boulevard, Suite 3A
Honolulu, HI 96813-4918
CPD Telephone Number: 808-522-8180
TTY Number: 808-522-8193
Local Hours of Operation: 8:00am-4:00pm

Idaho

Oregon State Office
400 Southwest Sixth Avenue, Suite 700
Portland, OR 97204-1632
CPD Telephone Number: 503-326-7018
TTY Number: 503-326-3656
Local Hours of Operation: 8:00am-4:30pm

Illinois

Illinois State Office
Ralph H. Metcalfe Federal Building
77 West Jackson Boulevard
Chicago, IL 60604-3507
CPD Telephone Number: 312-353-1696
TTY Number: 312-353-5944
Local Hours of Operation: 8:15am-4:45pm

Indiana

Indiana State Office
151 North Delaware Street
Indianapolis, IN 46204-2526
CPD Telephone Number: 317-226-6790
TTY Number: 317-226-7081
Local Hours of Operation: 8:00am-4:45pm

Iowa

Nebraska State Office
Executive Tower Centre
10909 Mill Valley Road
Omaha, NE 68154-3955
CPD Telephone Number: 402-492-3181
TTY Number: 402-492-3183
Local Hours of Operation: 8:00am-4:30pm

Kansas

Kansas/Missouri State Office
Gateway Tower II
400 State Avenue
Kansas City, KS 66101-2406
CPD Telephone Number: 913-551-5485
TTY Number: 913-551-6972
Local Hours of Operation: 8:00am-4:30pm

Kentucky

Kentucky State Office
601 West Broadway
Post Office Box 1044
Louisville, KY 40201-1044
CPD Telephone Number: 502-582-6163
TTY Number: 1-800-648-6056
Local Hours of Operation: 8:00am-4:45pm

Louisiana

Louisiana State Office
Hale Boggs Federal Building
501 Magazine Street, 9th Floor
New Orleans, LA 70130-3099
CPD Telephone Number: 504-589-7212
TTY Number: 504-589-7279
Local Hours of Operation: 8:00am-4:30pm

Maine

Massachusetts State Office
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street, Room 531
Boston, MA 02122
CPD Telephone Number: 617-994-8350
TTY Number: 617-565-5453
Local Hours of Operation: 8:30am-5:00pm

Maryland

Maryland State Office
City Crescent Building
10 South Howard Street, Fifth Floor
Baltimore, MD 21201-2505
CPD Telephone Number: 410-962-2520
TTY Number: 410-962-0106
Local Hours of Operation: 8:00am-4:30pm

Massachusetts

Massachusetts State Office
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street, Room 531
Boston, MA 02122
CPD Telephone Number: 617-994-8350
TTY Number: 617-565-5453
Local Hours of Operation: 8:30am-5:00pm

Michigan

Michigan State Office
Patrick V. McNamara Federal Building
477 Michigan Avenue
Detroit, MI 48226-2592
CPD Telephone Number: 313-226-7188
TTY Number: 313-226-6899
Local Hours of Operation: 8:00am-4:30pm

Minnesota

Minnesota State Office
220 Second Street, South
Minneapolis, MN 55401-2195
CPD Telephone Number: 612-370-3019
TTY Number: 612-370-3186
Local Hours of Operation: 8:00am-4:30pm

Mississippi

Mississippi State Office
Doctor A. H. McCoy Federal Building
100 West Capitol Street, Room 910
Jackson, MS 39269-1096
CPD Telephone Number: 601-965-4700
TTY Number: 601-965-4171
Local Hours of Operation: 8:00am-4:45pm

Missouri

Eastern - St. Louis Area Office
Robert A. Young Federal Building
1222 Spruce Street, Third Floor
St. Louis, MO 63103-2836
CPD Telephone Number: 314-539-6524
TTY Number: 314-539-6331
Local Hours of Operation: 8:00am-4:30pm

Western - Kansas/Missouri State Office
Gateway Tower II
400 State Avenue
Kansas City, KS 66101-2406
CPD Telephone Number: 913-551-5485
TTY Number: 913-551-6972
Local Hours of Operation: 8:00am-4:30pm

Montana

Colorado State Office
633 17th Street, 14th Floor
Denver, CO 80202-3607
CPD Telephone Number: 303-672-5414
TTY Number: 303-672-5248
Local Hours of Operation: 8:00am-4:30pm

Nebraska

Nebraska State Office
Executive Tower Centre
10909 Mill Valley Road
Omaha, NE 68154-3955
CPD Telephone Number: 402-492-3181
TTY Number: 402-492-3183
Local Hours of Operation: 8:00am-4:30pm

Nevada

California State Office
Phillip Burton Federal Building and U.S. Courthouse
450 Golden Gate Avenue
P.O. Box 36003
San Francisco, CA 94102-3448
CPD Telephone Number: 415-436-6597
TTY Number: 415-436-6594
Local Hours of Operation: 8:15am-4:45pm

New Hampshire

Massachusetts State Office
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street, Room 531
Boston, MA 02122
CPD Telephone Number: 617-994-8350
TTY Number: 617-565-5453
Local Hours of Operation: 8:30am-5:00pm

New Jersey

New Jersey State Office
One Newark Center
13th Floor
Newark, NJ 07102-5260
CPD Telephone Number: 973-622-7900
TTY Number: 973-645-3298
Local Hours of Operation: 8:00am-4:30pm

New Mexico

New Mexico State Office
625 Silver Avenue S.W., Suite 100
Albuquerque, NM 87102-3185
CPD Telephone Number: 505-346-7271
TTY Number: (TTY Relay Operator): 1-800-877-8339
Local Hours of Operation: 8:00am-5:00pm

New York

Downstate - New York State Office
26 Federal Plaza
New York, NY 10278-0068
CPD Telephone Number: 212-264-0771
TTY Number: 212-264-0927
Local Hours of Operation: 8:00am-4:30pm

Upstate - Buffalo Area Office
Lafayette Court
465 Main Street, Fifth Floor
Buffalo, NY 14203-1780
CPD Telephone Number: 716-551-5755
TTY Number: 716-551-5787
Local Hours of Operation: 8:00am-4:30pm

North Carolina

North Carolina State Office
Koger Building
2306 West Meadowview Road
Greensboro, NC 27407-3707
CPD Telephone Number: 336-547-4005
TTY Number: 336-547-4055
Local Hours of Operation: 8:00am-4:45pm

North Dakota

Colorado State Office
633 17th Street, 14th Floor
Denver, CO 80202-3607
CPD Telephone Number: 303-672-5414
TTY Number: 303-672-5248
Local Hours of Operation: 8:00am-4:30pm

Ohio

Ohio State Office
200 North High Street
Columbus, OH 43215-2499
CPD Telephone Number: 614-469-5737
TTY Number: 614-469-6694
Local Hours of Operation: 8:00am-4:45pm

Oklahoma

Oklahoma State Office
500 West Main Street, Suite 400
Oklahoma City, OK 73102-2233
CPD Telephone Number: 405-553-7569
TTY Number: (TTY Relay Operator): 1-800-877-8339
Local Hours of Operation: 8:00am-4:30pm

Oregon

Oregon State Office
400 Southwest Sixth Avenue, Suite 700
Portland, OR 97204-1632
CPD Telephone Number: 503-326-7018
TTY Number: 503-326-3656
Local Hours of Operation: 8:00am-4:30pm

Pennsylvania

Eastern - Pennsylvania State Office
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-3380
CPD Telephone Number: 215-656-0624
TTY Number: 215-656-3452
Local Hours of Operation: 8:00am-4:30pm

Western - Pittsburgh Area Office
339 Sixth Avenue, Sixth Floor
Pittsburgh, PA 15222-2515
CPD Telephone Number: 412-644-2999
TTY Number: 412-644-5747
Local Hours of Operation: 8:00am-4:30pm

Rhode Island

Massachusetts State Office
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street, Room 531
Boston, MA 02122
CPD Telephone Number: 617-994-8350
TTY Number: 617-565-5453
Local Hours of Operation: 8:30am-5:00pm

South Carolina

South Carolina State Office
Strom Thurmond Federal Building
1835 Assembly Street
Columbia, SC 29201-2480
CPD Telephone Number: 803-765-5564
TTY Number: 803-253-3071
Local Hours of Operation: 8:00am-4:45pm

South Dakota

Colorado State Office
633 17th Street, 14th Floor
Denver, CO 80202-3607
CPD Telephone Number: 303-672-5414
TTY Number: 303-672-5248
Local Hours of Operation: 8:00am-4:30pm

Tennessee

Knoxville Area Office
John J. Duncan Federal Building
710 Locust Street SW, Third Floor
Knoxville, TN 37902-2526
CPD Telephone Number: 423-545-4391
TTY Number: 423-545-4559
Local Hours of Operation: 7:30am-4:15pm

Texas

Northern - Texas State Office
801 Cherry Street
Post Office Box 2905
Fort Worth, TX 76102
CPD Telephone Number: 817-978-5933
TTY Number: 817-978-9273
Local Hours of Operation: 8:00am-4:30pm

Southern - San Antonio Area Office
Washington Square
800 Dolorosa Street
San Antonio, TX 78207-4563
CPD Telephone Number: 210-475-6820
TTY Number: 210-475-6885
Local Hours of Operation: 8:00am-4:30pm

Utah

Colorado State Office
633 17th Street, 14th Floor
Denver, CO 80202-3607
CPD Telephone Number: 303-672-5414
TTY Number: 303-672-5248
Local Hours of Operation: 8:00am-4:30pm

Vermont

Massachusetts State Office
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street, Room 531
Boston, MA 02122
CPD Telephone Number: 617-994-8350
TTY Number: 617-565-5453
Local Hours of Operation: 8:30am-5:00pm

Virginia

Virginia State Office
The 3600 Centre
3600 West Broad Street
Richmond, VA 23230-4920
CPD Telephone Number: 804-278-4500
TTY Number: 804-278-4501
Local Hours of Operation: 8:00am-4:30pm

Washington

Washington State Office
Seattle Federal Office Building
909 1st Avenue, Suite 200
Seattle, WA 98104-1000
CPD Telephone Number: 206-220-5150
TTY Number: 206-220-5185
Local Hours of Operation: 8:00am-4:30pm

West Virginia

Pittsburgh Area Office
339 Sixth Avenue, Sixth Floor
Pittsburgh, PA 15222-2515
CPD Telephone Number: 412-644-2999
TTY Number: 412-644-5747
Local Hours of Operation: 8:00am-4:30pm

Wisconsin

Wisconsin State Office
Henry S. Reuss Federal Plaza
310 West Wisconsin Avenue, Suite 1380
Milwaukee, WI 53203-2289
CPD Telephone Number: 414-297-3214
TTY Number: 414-297-1423
Local Hours of Operation: 8:00am-4:30pm

Wyoming

Colorado State Office
633 17th Street, 14th Floor
Denver, CO 80202-3607
CPD Telephone Number: 303-672-5414
TTY Number: 303-672-5248
Local Hours of Operation: 8:00am-4:30pm
