

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

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

Billing Code 4210-32-C

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 \$27,543,000 (and under a related part of this SuperNOFA, up to \$2,000,000 for technical assistance for the HOPWA program). Funds will be made available under this program NOFA in the following priority order: (1) Renewal of expiring HOPWA grants providing permanent supportive housing as described in Part B: Renewal Projects; (2) award of project outcome add-on funding for HOPWA grants not receiving such funding, as described in Part C: Project Outcomes Add-on Funding; and (3) to continuing and new projects seeking HOPWA funding, as described under Part D: Continuing and New Projects.

Eligible Applicants. States, units of general local government, and nonprofit organizations may apply for HOPWA competitive funding under this NOFA. Additional, eligibility requirements are outlined under each part of this program NOFA.

Application Deadline.

Part B: Project Renewals: May 16, 2002

Part C: Project Outcome Add-on

Funding: May 16, 2002

Part D: Continuing and New Projects:

June 25, 2002

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 sections of this program NOFA. For more information on the program itself including eligible uses of funds, see the HOPWA program regulations at 24 CFR Part 574 and the AIDS Housing Opportunity Act (42 U.S.C. 12901), which control over any information contained herein.

PART A: GENERAL PROGRAM REQUIREMENTS

The following information provides general guidelines, policies, and requirements for applicants applying for HOPWA competitive funding under this NOFA. Unless otherwise noted, the following provisions apply to applicants of Parts B–D of this program NOFA.

I. Available Funding and Additional Resources

(A) *HOPWA FY2002 Competitive Program.* Through this NOFA, approximately \$27,543,000 is being made available for HOPWA awards. Additional funds may be awarded if funds are recaptured, deobligated, appropriated or otherwise made available during the fiscal year. Priority funding will be given to applicants applying, first, to renewal of expiring permanent supportive housing grants as outlined under Part B of this program NOFA. Secondly, if funds remain, HUD will fund applicants for project outcome add-on funding, as outlined under Part C of this program NOFA. Lastly, if funds remain, HUD will award funds for continuing or new projects, as outlined under Part D of this program NOFA.

(B) *Availability of FY 2002 Formula Allocations.* You should consider seeking funds from the formula component of the HOPWA program and from other resources. Ninety (90) percent of the HOPWA program is allocated by formula to recipient states and cities. In FY2002, a total of \$247,889,000 million was allocated by formula to the qualifying cities for 74 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. 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/grants.

(C) *Availability of National HOPWA Technical Assistance.* To apply for HOPWA technical assistance 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 makes available up to \$2,000,000 in HOPWA funds to organizations for technical assistance support on a national or regional basis.

II. Application Kits, Further Information, and Technical Assistance

(A) *Where to Send Your Application.* You must send your application on or before **12:00 midnight, Eastern time**, consistent with the specific due date for your application as stated in the Program Overview of this program NOFA, to HUD Headquarters. See the **General Section** of this SuperNOFA for specific procedures governing the form of application submission (e.g., mailed

applications, express mail, or overnight delivery.

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

Submit the additional 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, email, and telephone number (including area code).

(C) *For Application Kits.* Although you may begin working on your application with the materials provided in this NOFA and its appendixes, please call the SuperNOFA Information Center at 1-800-HUD-8929 (1-800-483-8929) for an application kit. Persons with hearing or speech challenges may access the above number via TTY (text telephone) by calling the Federal Relay Service at 1-800-877-8339 (this is a toll-free number). The application kit also will be available on the Internet through the HUD Web site at <http://www.hud.gov/grants>.

(D) *For Further Information and Technical Assistance.* You may call the HUD Field Office serving your area, at the telephone number shown in Appendix B, or you may contact the Office of HIV/AIDS Housing, HUD at (202) 708-1934. HUD staff may assist with program questions, but may not assist in preparing your application.

(E) *Seeking Technical Assistance in Developing a HOPWA Application.* HOPWA TA providers may not provide technical assistance in the drafting of responses to HUD's NOFA due to the unfair advantage such assistance gives to one organization over another. If HUD determines that HOPWA technical assistance has been used to draft a HOPWA application, HUD reserves that right to reject the application for funding. If, after your application has been selected for an award, HUD

determines that HOPWA technical assistance was used to draft your application, the award will be withdrawn and you may be liable for any funds already spent.

(F) *Satellite Broadcast*. HUD will hold information broadcasts 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/grants>.

III. Applicable Requirements of the General Section of the SuperNOFA

The provisions outlined within the General Section of the SuperNOFA apply to the HOPWA program unless otherwise stated within this program NOFA. Specifically, you are encouraged to review:

(A) *Section II: Requirements and Procedures Applicable to All Programs*. The threshold requirements in the General Section apply to the HOPWA program and applicants must meet all threshold requirements to receive funding.

(B) *Section VI: HUD's FY 2002 SuperNOFA Policy Priorities*. HUD has identified policy priorities which applicants are encouraged to address in implementing programs funded under this notice. Applicable policy priorities for HOPWA grants seeking funding under Part D of this program NOFA are outlined in Part D, Section III: Policy Priorities. Applicants seeking funding under Parts B and C of this program NOFA are not required to address HUD's policy priorities.

IV. Corrections to Deficient Applications

See Part V: Corrections to Deficient Applications of the **General Section** of the SuperNOFA.

V. Award Modifications

After reviewing each application HUD reserves the right to:

(A) *Make Award Adjustments*. HUD reserves to make award adjustments as outlined in Section III.(E), Application Selection Process, of the **General Section** of this SuperNOFA.

(B) *Add Project Outcome Funding*. Applicants must add up to \$50,000 to the HOPWA application for the purposes of the collection of data on project outcomes. If an applicant fails to request this level of funding for this activity, HUD reserves the right to add such funding to the selected application.

(C) *Not to Duplicate Continuum of Care Projects*. HUD reserves the right to ensure that activities funded under the

FY 2002 Continuum of Care will not duplicate new or continuing activities funded under this competition.

VI. 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. The following certifications must be included with your application. All certifications and forms, except those found in the **General Section** of the SuperNOFA, are included in the appendixes to the HOPWA section of the NOFA.

(A) *Certifications found in the General Section of the SuperNOFA*.

(1) *Consolidated Plan Certification (HUD-2991)*. Except as stated below, you must include a Consolidated 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. The authorizing official from the State or local government must sign this certification.

(2) Certification of Drug-Free Workplace (HUD-50070)

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

(4) Disclosure of Lobbying Activities (SF-LLL)

(5) Certification Regarding Debarment and Suspension (HUD-2992)

(6) Consistency with the RC/RC/EZ/EC Strategic Plan (HUD-2990)

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

(B) *HOPWA Certification found at Appendix D of this program section of the NOFA*.

(1) Fair Housing and Non-discrimination

(2) Environmental Law and authorities

(3) Continued use periods for assisted structures

(4) Debarred, Suspended and Ineligible Principals

VII. Program Requirements

(A) *Nonprofit Requirement*. To be eligible as a nonprofit applicant or project sponsor, you must satisfy the requirements of 24 CFR 574.3. Your application must establish both that you are a nonprofit organization and that your organizational documents include a purpose of significant activities related to providing services or housing to persons with HIV/AIDS.

If you do not qualify as a nonprofit, 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.

(1) We will accept as evidence of your nonprofit status:

(a) A copy of the Internal Revenue Service (IRS) ruling providing tax-exempt status under Section 501(C) (3), (4), (6), (7), (9) or (19) of the IRS code; or

(b) 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); or

(c) Documentation showing that the applicant is a certified United Way agency; or

(d) All of these:

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

(ii) A certification from a designated official of the organization that no part of the net earnings of the organization inures to the benefit of any member, founder, contributor, or individual; that the organization has a voluntary board; and that the organization practices nondiscrimination in the provision of assistance; and

(iii) An opinion letter from a CPA that the nonprofit has a functioning accounting system that provides for each of these (the letter must mention all of these):

(1) Accurate, current and complete disclosure of the financial results of each federally funded project;

(2) Records that identify adequately the source and application of funds for federally funded activities;

(3) Effective control over and accountability for all funds, property and other assets;

(4) Comparison of outlays with budget amounts;

(5) Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the US Treasury and the use of funds for program purposes;

(6) Written procedures for the determining the reasonableness, allocability and allowability of costs; and

(7) Accounting records including cost accounting records that are supported by source documentation.

(2) We will accept as evidence of your purpose, a certified copy of the organization's articles of incorporation and by-laws which includes in the organization's purposes significant activities related to providing services or housing to persons with HIV/AIDS.

(B) *Performance Benchmark Requirements.* All grantees receiving funds under this program NOFA are expected to meet the following benchmark requirements. If a selected project does not meet the appropriate performance benchmark, HUD reserves the right to cancel or withdraw the grant funds.

(1) *Execution of Grant Agreement.* Selected applicants must execute grant agreements by the earlier of September 25, 2003 or the first anniversary of HUD's announcement of the awards. HOPWA grants are obligated upon grant execution and the FY 2002 Appropriations Act requires HUD to obligate funds within two years of the appropriation, September 30, 2003, or to lose the funds.

(2) *Disbursement of Funds.* Grantees receiving awards under this NOFA must fully expended their grants no later than the earlier of three years following the effective date of the grant agreement or by September 30, 2008. The FY2002 Appropriation Act requires deobligation of grant funds which not expended within five years of the appropriation, September 30, 2008.

(3) *Site Control through Acquisition or Lease.* If you acquire or lease a site, you are required to gain site control within one year from the date your selection letter was signed by HUD.

(4) *Rehabilitation or New Construction.* If you propose to use HOPWA funds for rehabilitation or new construction activities, you must begin the rehabilitation or construction within 18 months and complete that work within 3 years from the date your selection letter was signed by HUD.

(5) *Program Operations.* For projects conducting rehabilitation or new construction activities, program operations must begin within 36 months of the date your selection letter was signed by HUD. Program operations begin when clients begin receiving housing or supportive services.

(6) *Six-Month Report.* You must provide an initial report to the Field Office and Headquarters on the startup of the planned activities within six months of your selection. Outline any accomplishments in implementing the funds along with identifying any

barriers or issues for which the Department may provide assistance.

(C) *Program Guidance.*

(1) *Program Operating Year.* Grants awarded through this NOFA must designate the 12-month operating year, which indicates the start and end dates of the term of the grant, at the signing of the grant agreement. The operating year may begin within four months of the signing of the grant agreement or as specified by HUD at the time of award. The operating period begins the day when participants begin to receive housing or supportive services, or for capital development activities at site control or the start of rehabilitation or new construction activities. The operating period is a 12-month period for which grantees report annual accomplishments. Grantees are required to submit annual progress reports to HUD within 90 days following the end of each operating year.

(2) *Incorporation of Mainstream Resources.* To the extent possible, HUD encourages projects to incorporate mainstream resources into their project plans to maximize the benefit of requested HOPWA funds. Mainstream resources may include private, other public, and mainstream services and housing programs that provide benefits to eligible clients. Applicants are encouraged to create community wide strategies to coordinate assistance to eligible clients through these mainstream programs. These mainstream programs include Medicaid, Children's Health Insurance Program, Temporary Assistance for Needy Families, Food Stamps, and services funding through the Mental Health Block Grant and Substance Abuse Block Grant, Workforce Investment Act and the Welfare-to-Work grant program. Under each part of this program NOFA, as an applicant, you may be asked to address how your project is incorporating mainstream programs to benefit clients.

VIII. Other Requirements

(A) *Environmental Requirements.* All HOPWA assistance is subject to the National Environmental Policy Act and applicable related Federal environmental authorities. In accordance with Section 856(h) of the AIDS Housing Opportunities Act, environmental reviews for HOPWA activities are to be completed by responsible entities (including units of general local government, States, Indian tribes and Alaska Native villages) in accordance with 24 CFR Part 58. Applicants or grantees that are not States or units of general local government must request the unit of

general local government to perform the environmental review. This statutory provision supersedes the environmental provisions in the HOPWA regulation at 24 CFR 574.510. HOPWA grantees and project sponsors may not commit or expend any grant or nonfederal funds on project activities (other than those listed in 24 CFR 58.22(c), 58.34 or 58.35 (b)) until HUD has approved a Request for Release of Funds and environmental certification from the responsible entity. The expenditure or commitment of HOPWA or nonfederal funds for such activities prior to this HUD approval may result in the denial of assistance for the project under consideration.

(B) *Local Resident Employment (Section 3 Requirements).* For grants in excess of \$200,000, to the extent that grant funds are 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 Development Act of 1968 and the implementing regulations at 24 CFR part 135. Section 3 requires that economic opportunities 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.

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.

PART B. RENEWAL PROJECTS

HUD will consider applications under this part that are renewals of expiring HOPWA competitive grants whose primary purpose is the provision of permanent supportive housing.

I. General Policies on Renewal of Permanent Supportive Housing Grant—Purpose

Under the provisions of the HUD Appropriation Act for FY2002, the Secretary is required to renew qualifying expiring contracts for permanent supportive housing on a priority basis. Grants funded under prior HOPWA competitions that meet the below eligibility requirements and meet all program requirements will be given priority renewal by HUD. Applications will be reviewed on a pass/fail threshold review system and are not required to address the departmental policy priorities described in the General Section of the

SuperNOFA. If you have an expiring grant, which is not for permanent supportive housing, you may apply for funding under Part D of this NOFA.

II. Eligibility of Applicants and Grants

To be eligible for priority renewal under this part, you must meet all of the following eligibility requirements:

(A) *Eligible Permanent Supportive Housing Grants.* To be eligible, your project must provide permanent supportive housing to eligible persons. Permanent supportive housing is housing in which the eligible person has a continuous legal right to remain in the unit and which provides the eligible person on-going supportive services through qualified providers. HUD has deemed grants in which 51 percent or more of HOPWA program activity funds are used (1) to provide permanent housing where on-going supportive services are made available through other resources; or (2) to provide supportive services where permanent housing is provided through other resources, to be grants providing permanent supportive housing, and thereby eligible. To establish eligibility, provide documentation of the following:

(1) *Certification of the Provision of Permanent Housing.* You must certify that at least 51% of the HOPWA program activity funds awarded to your grant were and are being used to provide permanent supportive housing to eligible persons. To determine whether your grant meets this test, use the Permanent Supportive Housing Worksheet found in Appendix D and submit it with your certification. The test is based on the HOPWA funded program activity costs approved in the original application or, as amended by HUD, excluding administrative costs and project outcome funding. To be counted, the grant funds must be used to provide the housing or to provide supportive services to eligible persons living in permanent housing.

(2) *Documentation of Other Resources.* If your project relies on other state, local, Federal, or private resources to provide the permanent housing or supportive services portion of your project, you must demonstrate that the other resources will continue to be available for that purpose throughout the term of the renewal grant. The continuing assistance must have been documented within the original application to HUD and be used in conjunction with requested HOPWA funds. Evidence of continuing assistance must be provided, as follows:

(a) *Permanent Housing.* Permanent housing provided through other resources must be documented in the

renewal application through a leveraging letter. The leveraging letter must outline the amount of funds for the housing to be provided, the term the funds will be made available, and be signed by the organization providing such housing or funding for the housing. See Part D, Section V, Rating Factor 4: Leveraging Resources, for acceptable leveraging letter examples.

(b) *Supportive Services.* Supportive services provided through other resources must be documented through a commitment letter(s), which outline(s) the type of support that will be provided to clients, the organizations providing such support, and the length of time such supportive will be available. Supportive services must be available to clients in permanent housing throughout the term of the renewal grant.

(3) *Evidence of Permanent Client Occupancy.* Except for funds used for short term mortgage, rent and utility payments, you must evidence that the client has a continuous legal right to remain in the unit or property and has access to on-going supportive services provided through qualified providers. You must include in your application a copy of the standard lease form used for residents of the project. It must be for a term of at least one year, be renewable by the tenant and may only be terminable by the landlord for cause.

(B) *Eligible Expiring Grant.* To be eligible, the HOPWA grant must be an expiring grant, defined as a grant that will not have sufficient funds to continue activities until September 30, 2003, if not awarded additional Federal funds. The applicant must demonstrate to HUD that all funds awarded in the grant it seeks to renew will be expended before September 30, 2003 (as measured by reimbursements filed with HUD under the financial system, PAS). HUD may deobligate funding of HOPWA grants that have been renewed on this basis and fail to expend funding by September 30, 2003.

(C) *Eligible Prior Grants.* To be eligible, prior grants must have been selected by HUD for funding under HUD's SuperNOFA process in 1998, 1999, or 2000 and must not have been renewed through a previous competition. Grants selected in 1997 were required to operate and complete activities before the end of fiscal year 2001. Grants funded in 1997 are not eligible for renewal, unless the grantee documents that HUD approved a grant extension of the project that would allow for its continued operations in the Federal Fiscal Year 2002 or 2003.

(D) *Eligibility based on Achieving Measurable Progress.* To be eligible,

prior grants must have operated with measurable progress, defined as not evidencing weak performance. Weak performance consists of sanctions or unresolved monitoring findings during the active competitive period, from the date of publication of this NOFA until the selection of grants, or other HUD knowledge of unresolved problems. Unresolved problems may include that planned activities remain delayed in their implementation, a significant number of units are vacant, annual progress reports were not filed with HUD at by the application due date under this NOFA for renewals, or significant citizen complaints are unresolved or not responded to with justified reasons. Weak performance is also evident if more than 50 percent of grant funds remain unexpended on the first day of the month in which the application due date for renewals under this NOFA falls (as measured by reimbursements filed with HUD's financial system, PAS).

(E) *Eligible Applicant for Renewals.* You are eligible to apply for renewal of a prior HOPWA grant only if you have executed a grant agreement for the project directly with HUD. If you are a project sponsor or subrecipient who has not signed such an agreement, you are not eligible to apply. HUD will reject applications submitted by ineligible applicants. If you have questions about your eligibility to apply, contact the local HUD field office.

(F) *Eligible Project Sponsors.* The project should also continue with the same project sponsors, as documented in the prior HOPWA application funded by HUD. HUD will consider the merits for changing a project sponsor if the new sponsor evidences the capacity to enhance project operations or improve responsiveness to clients. Such examples for changing a project sponsor may be that a new project sponsor has greater capacity to conduct program activities, a prior project sponsor is no longer in operation or has merged with another entity, or HUD approved such a sponsor change through a grant amendment.

(G) *Ineligible Grants and Projects.* You are ineligible if any of the following apply:

(1) *Expired Grants.* Your grant expired in the Federal Fiscal Year 2001 or earlier, i.e. all funds were expended (as measured by PAS) by September 30, 2001, or only a residual amount that is less than one percent of the amount of the prior grant remains, are not eligible to apply for renewal funding under this notice.

(2) *Prior Grants.* Your grant was awarded under the 1992–1996 HOPWA

competitions. These grants were required to complete activities within three years of the grant agreement.

(3) *Non-Permanent Supportive Housing Projects*. Projects primarily offering short-term, transitional, or emergency housing options are not eligible. Applicants with existing HOPWA projects that do not qualify for priority renewal under this part, may apply for continuing funding under Part D: Continuing and New Projects section of this program NOFA.

III. Renewable Activities and Amount of Renewals

(A) Eligible grants will receive renewal funding on approved eligible activities, as follows:

(A) *Eligible Renewal Activities*. The activities to be renewed must be on-going forms of support, such as rental assistance, short-term rent, mortgage and utility payments, operating costs for housing facilities, leasing, supportive service costs, housing information services, resource identification/technical assistance for community residences activities and administrative costs. Additionally, applicants must request up to \$50,000 in project outcome funding as a part of their renewal budget request.

(B) *Ineligible Renewal Activities*. Funds for acquisition, new construction or for rehabilitation costs will not be renewed. These capital development activities are not on-going or available for additional sites. If you wish to undertake additional capital development activities or to add funding for new activities, such as operating costs and services, you must apply under Part D.

(C) *Amount of Renewals*. Renewal projects may only request renewal funds for continuing a previously approved project at the same level of housing and/or services provided in the previous grant. Proposals to expand or significantly alter a funded-project must apply under Part D for the new activities or the expanded part of the project.

(D) *Project and Activity Funding*. Renewal funding must not exceed 120% of the amount originally awarded for an activity, but may be less than the amount originally awarded, including any amendments affecting this amount that were approved by HUD prior to the publication of this NOFA. However, the total activity costs may not exceed \$1,200,000. The limits on administrative costs, three percent for grantees and seven percent for project sponsors, continue to apply. In addition, renewal grantees must add up to \$50,000 to the renewal award for the purpose of the collection of data on program outcomes.

(E) *Annual Amounts*. As an applicant for renewal funding, you must specify the annual amount needed to continue each activity and specify the number of years, up to three, for your request by completing the HOPWA Renewal Budget Form (Appendix A). You should describe your plan for continued operations in the Executive Summary section of your application, including any significant reduction to your prior award level.

IV. Selection Criteria and Process

(A) *Selection Process*. To the degree that funds are available, the Department will select for funding all renewal requests from applicants that meet program requirements and pass a threshold review for a need for renewal. In the case that the amount requested for renewal is less than the amount available under this notice, HUD will apply the remaining funds, first, to applicants under Part C and then, second, Part D. If the amount of the request for renewal activities is greater than the amount made available by this notice, HUD will select all of the approvable applications and allocate awards to each based on a prorata reduction to the amount available under this notice to ensure that all eligible and performing renewal projects receive funding that allows their continued operation.

(B) *Selection Criteria*. HUD will conduct a threshold review of all renewal applications based on the following criteria:

(1) *Eligibility*. HUD will review your eligibility to apply for renewal funding under this program as described above under Part B, Section II, *Eligibility of Applicants and Grants*.

(2) *Organizational Capacity*. If a new project sponsor is added, HUD will review the project sponsor's capacity to conduct program activities.

(3) *Provision of Permanent Supportive Housing*. HUD will review whether your project provides permanent supportive housing.

(4) *Need for Renewal*. HUD will review your need for renewal, and how this project has operated with measurable progress, as described below in the *Need for Renewal Narrative*.

(5) *Standard Eligibility Threshold Requirements*. HUD will also review your application to ensure that your project meets the standard eligibility threshold requirements as described in Part A, Section III.(A), above.

(C) *Application Contents*. Applicants are requested to submit the following information:

(1) *Application for Federal Assistance (Form SF-424)*. You should complete

Items 1 through 18 with the following additions:

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

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

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

(d) Item 10—Enter 14-241 and the title "Housing Opportunities for Persons With AIDS Program" or "HOPWA" for the Catalogue of Federal Domestic Assistance;

(e) Item 15—You must complete the budget on HUD-424M and the HOPWA Renewal Project Budget Form. Please make sure that both the Total Amount on HUD-424M and the "Total Budget" section on the HOPWA Renewal 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.

(f) Item 16—Check "No".

(2) *Executive Summary and Synopsis*. On no more than five (5) double spaced pages, please provide an Executive Summary of the renewal project, beginning with a two to three sentence synopsis of the focus of your project. In the Executive Summary, please provide the name of the grantee and any project sponsors.

(3) *Narrative Statements*. Your application must include the following narrative statements:

(a) *Organizational Capacity Narrative*. If a new project sponsor(s) is added to the proposal, please describe the capacity of the project sponsor(s) to conduct program activities. Please provide this information on no more than two double-spaced typed pages. If you are adding more than one project sponsor, you may add two (2) additional pages per project sponsor. Address the extent to which the project sponsor(s) have the organizational resources necessary to successfully implement your proposed activities in a timely manner. HUD will review the project sponsor's ability to develop and operate your proposed program. With regard to new project sponsor(s), HUD will consider:

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

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

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

(iv) Past experience as measured by expenditures and measurable progress

in achieving the purpose for which funds were provided.

(b) In reviewing the elements of organizational capacity under paragraph (a), immediately above, HUD will consider the extent to which your proposal demonstrates:

(i) 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. The project sponsor will be reviewed 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.

(ii) The project 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.

(iii) If the project sponsor received funding in previous years in the program area for which you are currently seeking funding, the sponsor's past experience will be reviewed in terms of the ability to attain demonstrated measurable progress in the implementation of the grant award. Measurable progress is defined as:

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

(2) 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;

(3) Submitting timely performance reports; and

(4) Expending prior funding as outlined in the prior proposal with no outstanding audit or monitoring issues.

(c) *Provision of Permanent Supportive Housing Narrative.* On no more than three (3) double-spaced pages, demonstrate how your project provides permanent supportive housing through HOPWA and other resources. Include the type of assistance and number of housing units being provided and a description of the supportive services provided. Additionally, your description should outline how HOPWA and other funding, if applicable, work together to provide permanent supportive housing. In addition, you must provide the following:

(i) *Certification of the Provision of Permanent Housing.* A certification, in the form provided in Appendix A, that at least 51% of the HOPWA funds

awarded the Project were and will continue to be used to provide permanent supportive housing to eligible persons. To determine whether you can make this certification, complete the "Permanent Supportive Housing Worksheet" provided in Appendix A.

(ii) *Documentation of Other Resources.* If your project relies on other state, local, Federal, or private resources to provide the housing or supportive services, you must document that such assistance will be provided throughout the term of the renewal grant. For information on acceptable forms of evidence, see Part B, Section II (A)(2).

(iii) *Evidence of Permanent Housing.* Except for funds used for short term mortgage, rent and utility payments, you must provide a copy of the standard lease used for residents of the project. The lease must be for a term of at least one year, be renewable by the tenant and may be terminated by the landlord for cause.

(d) *Need for Renewal Narrative.* Please address the following on no more than three (3) double-spaced pages:

(i) *Measurable Progress.* Please demonstrate the need for renewal funding and how this project has operated with measurable progress. Measurable progress is defined as not failing or not evidencing weak performance in:

(1) Meeting performance benchmarks, as appropriate, in program development and operation;

(2) 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 the application;

(3) Submitting timely performance reports;

(4) Expending over 50% of prior funding at the beginning of the month for the due date for renewals (as measured by reimbursements filed with HUD's financial system, PAS.).

(ii) *Need for Renewal Chart.* Additionally, you should complete the HOPWA Need for Renewal Chart, which demonstrates that prior grant funds will expire by September 30, 2003. You must complete the HOPWA Need for Renewal Chart (Appendix A), as described below:

Line 1.—Indicate the amount of the prior HOPWA award;

Line 2.—Indicate the amount expended as of 9-30-01;

Line 3.—Subtotal: subtract line 2 from line 1;

Line 4.—Indicate the amount to be expended in FY2002: _____ (By September 30, 2002)

Line 5.—Indicate the amount to be expended in FY2003: _____ (By September 30, 2003)

Line 6.—Subtotal: subtract lines 4 and 5 from line 3: _____

Notes: If the subtotal on Line 6 is greater than zero, you are not eligible to apply for renewal funding under this notice. Also note that continued use of prior funds may require that you file an extension request with the area CPD Field Office. Further, if the subtotal on Line 3 is zero or a residual amount that is less than one percent of the amount on Line 1, you are not eligible to apply for renewal funding under this notice. In reviewing the information that you provide in this chart, HUD will determine your eligibility for renewal funding based on financial records for reimbursement of expenditures that are filed under HUD's financial system (PAS).

(4) *HOPWA Renewal Budget.* Please complete the HOPWA Renewal Budget Form (Appendix A). See Part B, Section III, *Renewable Activities and Amount of Renewals*, for details on renewal funding.

(5) *HOPWA Renewal Project Form (Appendix A).* Complete the form including the following:

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

(b) *Non-profit Status.* If not previously submitted to HUD through the prior HOPWA application or if a change occurred in non-profit status, non-profit grantees or project sponsors must submit documentation verifying your non-profit status, as outlined under Part A, Section VII (A).

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

(6) *Statutory Certifications.* The renewal application should include the required certifications as described under Part A, Section VI, *Statutory Certifications.*

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 Renewal Application Checklist found in Appendix A to this program section of the SuperNOFA. Attach the HOPWA Renewal Application Checklist to the front of your application.

V. Additional Renewal Information

As an applicant of renewal funding, you are encouraged to read Part A: General Program Requirements at the beginning of this program NOFA. This section outlines submission details,

technical assistance, and statutory requirements for using HOPWA funds.

PART C: PROJECT OUTCOMES ADD-ON FUNDING

I. Purpose

Funds for data collection on project outcomes are made available in this part of the NOFA to enable all HOPWA competitive grantees to enhance efforts in gathering information on client and project accomplishments. The information to be collected is related to the special design features, service delivery models, or objectives of these grants that were selected by national competition, as Special Projects of National Significance or projects that serve clients in areas that are not eligible for HOPWA formula allocations. The use of these additional funds will allow your agency to enhance the design of outcome measures, the collection of this data, the evaluation and reporting on this information. In assisting HUD to better disseminate the results from your efforts, the project outcome reports and findings are expected to be of benefit to other communities in considering improvements in their area efforts that provide housing assistance to eligible persons. HUD has made funding for data collection on project outcomes a feature of the national HOPWA competitions in 1998–2001, although not all applicants requested such funding. To assist all recipients to enhance their evaluation efforts, this funding is again being made available to the prior grantees that did not receive funds under this budget line item in their approved application. A threshold review will be undertaken to select applications from current HOPWA competitive grants that propose responsive evaluation and dissemination activities. HUD will award up to \$50,000 per application.

II. Eligible Applicants

Eligible applicants are grantees that were awarded HOPWA funds under the FY1999 or FY2000 HOPWA competitive program and were not originally granted project outcome funding. Since the eligible applicants are limited to current recipients of HOPWA competitive funding, HUD will not require applicants to duplicate their original application as to the eligibility of the applicant, client, or activities. HUD is satisfied that the review that was undertaken for these entities in the FY1999 and FY2000 HOPWA competition, for which these entities were determined eligible, is sufficient for the award of these additional funds. Applicants will be required to submit an abbreviated application.

III. Threshold Review

The Department will conduct a threshold review of all HOPWA grantees requesting project outcome add-on funding. Applicants failing to meet the threshold review requirements will not be awarded project outcome add-on funding. The basic threshold review will consist of the following criteria:

(A) *Eligibility*. HUD will review your eligibility to apply for the project outcome add-on funding under this section, as described above under *Eligibility*.

(B) *Monitoring Review*. HUD will review your current HOPWA grant to ensure the project is meeting applicable benchmark requirements and making measurable progress, defined as not evidencing weak performance. HUD will consider that weak performance is evidenced if there are sanctions or unresolved monitoring findings during the active competitive period, from the date of this notice until the selection of grants, or other HUD knowledge of unresolved problems. Unresolved problems may include that planned activities remain delayed in their implementation, a significant number of units are vacant, annual progress reports were not filed with HUD at the time of the due date for applications, or significant citizen complaints are unresolved or not responded to with justified reasons. Grants in default of grant agreement or with unresolved management issues will not be awarded project outcome add-on funding.

(C) *Project Outcome Plan*. You may request up to \$50,000 to collect information and report to HUD, or a third party designated by HUD, on project outcomes. HUD will review your plan to ensure the requested funding will be used to conduct eligible activities. The requested funding may be used for the following activities:

- (1) Defining monitoring questions that will be addressed and examined during the project period;
- (2) Specifying outcome measures;
- (3) Development instruments to assess project outcomes and systems outcomes;
- (4) Training project staff in the collection of data, including the preparation of the standard HOPWA Annual Progress Report to HUD;
- (5) Monitoring data collection activities to assure the submissions are complete and accurate, including data coding and entry;
- (6) Summarizing data collected;
- (7) Participate in HUD-sponsored collaboration and HUD-designated training events in order to prepare and disseminate the finding of reports on project accomplishments and lessons learned.

Applicants may include an expert third-party to conduct project outcome/evaluation activities, but grantees are encouraged to train staff internally. Such training will increase the internal capacity of your and your partner organizations by learning how to make use of project outcome data in operating and adjusting assistance provided to clients.

IV. Application Submission

To apply for add-on funding you must submit the following:

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

(1) Item 5—Add e-mail address of the contact person (if applicable);

(2) Item 7—The applicable letters are “A” for State; “B, C, or D” for a unit of local government; or “N” for Nonprofit;

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

(4) Item 10—Enter 14–241 and the title “Housing Opportunities for Persons With AIDS Program” or “HOPWA” for the Catalogue of Federal Domestic Assistance;

(5) Item 15—You must complete the budget on HUD-424M.

(6) Item 16—Check “No”.

(B) *Project Narrative*. A written description approximately one to two pages on:

(1) The current status of your grant including how the project has met NOFA benchmark requirements, in compliance with the statute and regulations, and is making measurable progress. See Part C, Section III(B): *Monitoring Review*.

(2) Your plan for utilizing project outcome/evaluation funding. Include a request to receive an amount up to \$50,000 and describe your plan to use the additional funds through the remaining term of your grant. See Part C, Section III: *Project Outcome Plan*.

V. Award Modifications

HUD reserves the right to modify the requested amount of project outcome funding based on a grantees expenditure rate as measured through PAS. HUD may prorate requested funding to match the percentage of remaining funds on any current HOPWA grant.

PART D: CONTINUING AND NEW PROJECTS

I. Program Purpose

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 meeting the housing needs of low-income persons with HIV/AIDS and their families. Projects selected for HOPWA awards will be funded to provide housing and related supportive services for eligible persons under two categories of assistance:

(A) 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; and

(B) 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 2002 formula allocations found in Appendix C of this program section of this SuperNOFA.

II. Eligible Applicants and Activities

(A) *Eligible Applicants and Project Sponsors.*

(1) States, units of general local government, and nonprofit organizations may apply for SPNS grants;

(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 2002. 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.

(3) You must identify your project sponsors in your application. Project Sponsors cannot be identified at a later date through such processes as an RFP or other selection process.

(B) *Eligible Activities.*

(1) *HOPWA Activities.* Eligible activities with their standards and limitations may be found in the HOPWA regulations at 24 CFR Part 574. A copy of the regulations may be downloaded from the HUD Web site at <http://www.hud.gov> or may be obtained through the application kit. You are encouraged to review the HOPWA regulations before seeking funding.

(2) *Additional Guidance on Use of Program Funds.*

(a) *Housing Assistance.* To receive the maximum points under the rating criteria, your project must clearly address the housing need of eligible

persons. If you are proposing emergency or transitional housing assistance, your plan should include linkages to or the provision of permanent supportive housing.

(b) *Supportive Services.* Many of the clients who will be served by HOPWA 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, HUD 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. Further, to help ensure that selected projects address housing related purposes, no more than 35 percent of the proposed budget for program activities can be designated for supportive services costs. If HOPWA funds will be utilized to operate or develop a supportive service only facility through acquisition, rehabilitation, new construction, lease, or operating costs, these costs will be considered related supportive service costs and will be subject to the 35 percent cap on program activity costs.

(c) *Resource identification.* HUD will not select under this notice an application that is solely directed at providing resource identification activities, since national HOPWA technical assistance funds are being made available under the Community Development Technical Assistance (CDTA) part of this NOFA 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.

(d) *Other Activities.* As authorized by the statute, you may propose other activities in your application, if approved by HUD. 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.

(e) *Project Outcome Funding.* You must request funding to conduct data collection on project outcomes. The budget provides that up to \$50,000 may be added to collect information and report to HUD on the outcomes of your service delivery model. You must propose data collection activities in

your application. Project outcome activities include:

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

(ii) Specifying outcome measures;

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

(iv) Training project staff in the collection of data, including the preparation of the standard HOPWA Annual Progress Report to HUD;

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

(vi) Summarizing data collected; and

(vii) Participate in HUD-sponsored collaborations and HUD-designated training events in order to prepare and disseminate the findings of reports on project accomplishments and lessons learned.

Applicants may include an expert third-party to conduct project outcome activities, but grantees are encouraged to train staff internally. Such training will increase the internal capacity of your and your partner organizations by learning how to make use of project outcome data in operating and adjusting assistance provided to clients.

(3) *Maximum Grant Amounts.* The maximum amount that you may receive is \$1,200,000 for program activities (e.g., activities that directly benefit eligible clients), irrespective of the number of applications that you submit. 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 of the amount they receive for their administrative costs. In addition, you must add up to \$50,000 for project outcome activities.

III. Policy Priorities

(A) *Departmental Policy Priorities.* As outlined in Section VI of the General Section of the SuperNOFA, HUD has identified policy priorities that applicants are encouraged to address through the proposed plans. HUD has identified two Departmental policy priorities as being applicable to the HOPWA program. Applications for HOPWA funding will receive a rating point for each applicable Departmental policy priority initiative addressed through the proposed program activities and performance goals and objectives. Applicants must demonstrate how these priorities will be addressed through the Soundness of Approach Section of the application as outlined under Rating Factor 3. One Rating Point will be awarded to each of the following addressed priorities:

(1) In accordance with Section VI(C) of the **General Section** of the SuperNOFA, for applicants seeking HOPWA funds for capital development activities, including rehabilitation or new construction, you are encouraged to:

(a) Institute visitability standards in these activities undertaken with HOPWA funds. Visitability standards allow a person with mobility impairments access into the home, but do not require that all features be made accessible.

(b) Incorporate universal design in the construction or rehabilitation of housing undertaken with HOPWA funds.

Universal design provides housing that is usable by all without the need for adaptation or specialized design.

(2) For applications in which the grantee, project sponsor(s), or other collaborating organizations meets the definition of a faith-based and other community-based, or grassroots organization as defined in Section VI(E) of the **General Section** of the SuperNOFA.

(B) *Program Policies—Target 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 housing, health-care, and HIV/AIDS treatment among underserved populations, as well as health-related disparities that result from limited access to health-care, treatment and other support for persons living with HIV/AIDS. Applications seeking to provide housing assistance and related supportive services to one or more of the following underserved populations will receive priority consideration in the selection of grants. To receive this consideration, you must demonstrate the need of the special population in your area under the Need/Extent of the Problem section of your application as outlined under Rating Factor 2, as well as, demonstrate your response to this need under the Soundness of Approach section of your application as outlined under Rating Factor 3.

HUD reserves the right to select the highest rated application (but not one that is rated at less than 70 points) that demonstrates that the planned HOPWA activities and activities supported by leveraged funds, will serve one of the following special populations of HOPWA eligible persons. If funds are insufficient to select one of each of these four special demonstration grants, HUD's selection priority will be in the order listed:

(1) *Persons with HIV/AIDS and their families who are living in the Colonias.*

Primarily the southwest border of the United States, the Colonias are home to persons living an extreme poverty and poor housing conditions. With the limited access to HIV/AIDS housing, services, healthcare, and treatment, persons living with HIV in the Colonias do not receive the necessary care and treatment. HUD is encouraging applications that strive to meet the needs of eligible clients living in the Colonias.—Applicants seeking funding as a Colonias must meet the definition of a Colonias as defined in the General Section of the SuperNOFA.

(2) *Youth.* Stable housing is one of the most important parts of the safety net for persons living with HIV and AIDS and their families. Youth who are homeless or who run away from home are at greater risk of HIV infection. Youth who are infected with HIV are more likely to be able to follow complex treatment regimens if they have a reliable address where they can be reached by care providers, a safe place to keep medications, refrigeration for drugs that require it, and other necessities that many of us take for granted. Some 20,000 young people are still becoming infected every year, and most of them are not receiving the medical care they need. HUD is encouraging applications that strive to meet the needs of youth impacted by HIV/AIDS.

(3) *Rural Populations.* A growing number of new HIV and AIDS cases are known to be occurring in the rural and smaller population areas of the country. In many areas, the limited availability of affordable and quality housing, the lack of specialized service providers, excessive travel distances to access HIV care and treatment and/or the lack of HIV treatment options, provide difficult challenges in providing for comprehensive housing and service programs for persons living with HIV/AIDS. HUD is encouraging applications that strive to meet the special need of rural populations through the provision of housing and related supportive services geared to ensure that clients have improved access to necessary treatment. A model service delivery project under this demonstration effort must be located in and serve clients in areas that are outside of the metropolitan statistical areas that have populations of more than 500,000 persons.

(4) *Post-Incarcerated.* The U.S. Department of Justice (DOJ) estimates that 2.1% of all state and federal prison inmates are persons who are living with HIV, a rate that is higher than the rest of the population. Due to their criminal history, many post-incarcerated persons

have difficulty in reentering the community, especially in finding basic housing as well as employment, health care and other necessities when dealing with HIV-infection. Discharge planning actions can coordinate resources to help post-incarcerated persons successfully reintegrate into the community as productive, law abiding citizens. HUD, in partnership with DOJ, the U.S. Departments of Health and Human Services and Education, and other federal agencies, is encouraging the development of projects in which applicants would provide post-incarcerated persons with linkages to permanent housing and services to reduce recidivism, maintain access to healthcare and HIV/AIDS treatment, and access to education, job training and placement opportunities.

IV. Program Requirements

(A) *Performance Measures and Project Goals and Objectives.* You must use HUD's required performance measures, as detailed below, that will show your accomplishments in using HOPWA funds to expand the housing options that benefit eligible persons. You must 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 eligible persons to enable them to achieve housing stability and access to health-care and related supportive services.

(2) *Measurements of Performance.* After each year of operation, you must report on the number of housing units that were provided with HOPWA and other 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.

(B) *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 Part D, Section II (B). You are expected to match requested funds to

specific goals and objectives in your project. See Appendix D.

V. Application Selection Process

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

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

(2) Your application contains all required certifications as outlined in Part A, Section VI: *Statutory Certifications*.

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

The points awarded for the factors total 100. In addition, bonus points for projects in RC/EZ/EC areas and by the City of Dallas may be available under Section III(C) 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)

Address the following factor on not more than five (5) double-spaced, typed pages. For each project sponsor, you may add two additional pages. This factor addresses the extent to which you and any project sponsor have 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 in relation to which entity is carrying out an activity.

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

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

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

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

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

(b) In reviewing the elements of paragraph (1), HUD will consider:

(i) 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 in undertaking eligible program activities;

(ii) Your and/or the project 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.

(iii) If you and/or the project sponsor received funding in previous years in the program area for which you are currently seeking funding, you and your project sponsor's past experience will be evaluated in terms of the ability to attain demonstrated measurable progress in the implementation of your grant awards. Measurable progress is defined as:

(1) Meeting applicable performance benchmarks in program development and operation;

(2) 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;

(3) Submitting timely performance reports; and

(4) Expending prior funding as outlined in the prior proposal with no outstanding audit or monitoring issues.

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

Address this factor on not more than five (5) double-spaced, typed pages. Up to 20 points will be awarded for this factor.

(a) *AIDS Cases—(5 Points)*. 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.

(b) *Description of Unmet Need—(5 Points)*. Up to five of these points will be awarded based on demonstration of

need for funding eligible activities in the area to be served. To receive the maximum points, demonstrate that substantial housing and related service needs of eligible persons and/or the target population, as outlined in Part D, Section III (B), 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 maximum points, 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 to your project and identify the level of the problem and the urgency of the need.

(i) If you apply for a SPNS grant, 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

(ii) 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.

(iii) HUD will evaluate 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.

(c) *Need in Non-Formula Areas and Need for Renewals—(5 Points)*.

Within the points available under this criterion, HUD will award points under the following two circumstances:

(i) 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

(ii) 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 years immediately prior to this application and that have operated with measurable success. To receive the maximum points, you must describe what unmet need would result if funding for the project was not renewed from this Federal funding 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:

(1) Meeting performance benchmarks, as appropriate, in program development and operation;

(2) 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;

(3) Submitting timely performance reports; and

(4) Expending 50% of prior funding by the application due date of this program section of the SuperNOFA.

(d) *Highest Rated in a State or the Nation (for nationwide activities)*—(5 Points). After rating of all other factors, 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)

Address the factor on not more than fifteen (15) double-spaced, typed pages. Include the HOPWA Budget Forms found in Appendix D. 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 eligible persons and how it offers model qualities in providing supportive housing opportunities for eligible persons, when compared to other applications and projects funded under previous HOPWA competitions.

(a) *Responsiveness*—(20 Points). HUD will award up to 20 points based on

how well your project plan responds to the unmet needs of the eligible population, including target populations outlined under Part D, Section III, and establishes specific goals and objectives for providing housing and related supportive services eligible persons. To receive the highest ratings in this element, describe:

(i) *Your project's goals and objectives*. Demonstrate how you will measure how the project is performing under the required HOPWA performance measures. Review Part D, Section IV (A), *Performance Measures and Project Goals and Objectives* of this NOFA. To receive the highest rating your goals and objectives must address:

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

(2) The projected number of housing units by type to be provided through your project by year over a 3-year period, and;

(3) The specific organizations that will provide housing, supportive services, or other activities either through an agreement with your organization or through funding from your project.

(ii) *Your plans for accomplishing these goals and objectives*. Demonstrate your methodologies for achieving these goals and objectives by describing the project plan. Include a description of the coordination, roles, and responsibilities of your project sponsors and/or other organizations within your project plan to conduct eligible activities. Your plan must describe the eligible activities you intend to conduct and how those activities will benefit eligible clients. To receive the maximum points your project plan you must explain and include the eligible activities that you or your project sponsor will conduct in meeting the housing needs of eligible persons. A description may include such activities as:

(1) *Housing Activities*. You must demonstrate how the housing needs of clients will be addressed through one or more of the HOPWA eligible activities or through other resources and how such activities coordinate with other housing assistance. Your plan for housing assistance must include:

(a) *Linkages to or the provision of permanent supportive housing*. You must describe how clients will access permanent housing options through your project or through linkages with other community providers, even if the focus of your project is emergency or transitional assistance.

(b) *Description of housing sites*. You must describe any appropriate site

features, including accessibility, visitability, and access to other community amenities associated with your project.

(c) *A development and operations plan*. You must describe a development and/or operations plan for the housing assistance you are proposing to provide. For rental assistance programs, this will include your plan for providing rental assistance, proposed housing sites, and length of stay. If you are proposing to use HOPWA funds for acquisition, rehabilitation, or new construction activities your plan must also document that you have secured funding sources (if applicable), identified a site(s), and must provide rehabilitation/construction timelines.

(2) *Supportive Service Activities*. You must describe how the supportive service needs of clients will be addressed from HOPWA or other sources by describing the type of supportive services that will be offered directly by the program and/or how services will be accessed and coordinated from other sources. Explain the connection of these services in helping clients obtain and/or maintain housing. You are reminded that supportive service costs may represent no more than 35 percent of your program activity costs. In describing your supportive services delivery plan, explain:

(a) How clients will have access to mainstream programs that offer healthcare and other supportive services, as discussed in Part A, Section VI (C);

(b) How clients will participate in decision making in the project operation and management;

(c) Your plan for delivering supportive services through a comprehensive plan. If you plan on using HOPWA funds to acquire, rehabilitate, lease, or operate a supportive service only facility, you must describe your development and operations plan for that facility. Include in the plan how such a facility relates to the program purpose of housing eligible clients and document that other funding has been secured, if applicable, a site has been identified, and provide rehabilitation/construction timelines.

(3) *Additional Activities*. You must describe your plan for utilizing other requested HOPWA funds (described at 24 CFR 574.300 (b)). Explain how these activities will be integrated to your overall plan in the provision of housing and related supportive services to eligible clients.

(4) *Other Activities*. As authorized by statute and in addition to the activities

at 24 CFR 574.300(b), you may propose other activities in your application.

(b) *Model Qualities—(20 Points)*. HUD will award up to 20 points based on your service delivery plan and how well it addresses the ongoing housing and supportive service needs within a replicable operational framework. To receive the maximum points, you must offer a plan that describes the following:

(i) *Policy Priorities*. Describe how you will meet the Departmental policy priorities emphasized in Part D, Section III of this NOFA.

(ii) *Operational Procedures*. Describe your 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. Include a description of how a client moves through the program from intake, assessment, service delivery, and finally to termination or linkage to other services.

(iii) *Project Management and Oversight*. Describe your method for managing and overseeing your, your project sponsors", and any other organizations activities. Identify staff members who are responsible for management and oversight of the project and activity implementation.

(iv) *Evaluation*. Evaluation is defined as your method for collecting data on HUD program measures and your project's goals and objectives. HUD will assess your method for reviewing this data and your basis for making relative adjustments based on outcomes and lessons learned. Your evaluation plan must include how you propose to utilize the project outcome funding, as described in Part D, Section II (B)(2)(v). HUD will award 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.

(v) *Innovative Qualities*. If you propose a new program, or an alternative method of meeting the needs of your clients, describe the innovative qualities of your activities. HUD will rate your applications higher if you provide strong evidence that your methods will yield qualities that will benefit or expand knowledge in serving eligible persons, 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>.

(vi) *Descriptive Budget*. HUD will review your budget in describing:

(1) How each amount of requested funding for you and your project sponsors will be used;

(2) How each line item will relate to eligible HOPWA activities as defined in Part D, Section II (B), of this program section of the SuperNOFA; and

(3) How specific line items match with the goals and objectives in your project. You must complete the HOPWA Project Budget Form as described in Part B, Section VI (E). Please note that only the forms are required and an additional narrative under the Model Qualities Section is not required.

Rating Factor 4: Leveraging Resources (10 Points)

This factor addresses your ability to secure community resources that can be combined with HUD's funds 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 receive the maximum points, you must evidence commitments of leveraged resources that match or exceed the amount of HOPWA funds that are requested, but not including funds designated for data collection.

(a) 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:

(i) 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;

(ii) 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.

(b) To receive highest leveraging points, you must document the cash value of leveraged resources pledged to your project(s). The commitment of resources will be evidenced by use the appropriate language as 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 appraisal, 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 appraisal, 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 appraisal, 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.

Factor 5: Coordination, Self-Sufficiency and Sustainability (Maximum 10 Points)

Address the factor on not more than five (5) double-spaced, typed pages. Coordination involves efforts that are taken outside of your project to help clients become self-sufficient and that enable the project to become sustainable from other resources. HUD will award up to 10 points based on your proposal's coordination, self-sufficiency, and sustainability efforts.

(a) *Coordination.* You should demonstrate the extent to which you

have coordinated your activities and the activities of your project sponsors with other organizations that are not directly participating in your proposed work activities. This involves organizations for which you share common goals and objectives. You will be rated on the extent to which you demonstrate you have:

(i) Coordinated your proposed activities with those of other groups or organizations within the community or region prior to submission, to best complement, support, and coordinate all housing and supportive service activities;

(ii) Developed your project through consultation with other organizations, groups, or consumers involved with area HIV/AIDS housing and service planning, including Ryan White Planning and other Federal planning. You should demonstrate that the project is linked or promotes participation in HUD's planning processes, such as the jurisdiction's Consolidated Planning process or the community's Continuum of Care Homeless Assistance planning process (if homeless persons are to be served by proposed activities);

(iii) Coordination with other HUD-funded programs outside of the Consolidated Planning Process, for example accessing additional housing resources through a local public housing authority;

(iv) Coordination with mainstream resources including private, other public, and mainstream services and housing programs. To achieve the maximum points, applicants must evidence explicit agency strategies to coordinate client assistance with mainstream health, social services and employment programs for which eligible clients may benefit.

(b) *Self-sufficiency.* Demonstrate the extent to which your application implements practical solutions within the grant term to assist clients in achieving independent living, economic empowerment, educational opportunities, housing choice, or improved living environments. This may be demonstrated through such efforts as ensuring access to permanent, safe, decent, and affordable housing for eligible clients, educational programs designed to return clients to work, or through independent living services for clients.

(c) *Sustainability.* Demonstrate the extent to which your program exhibits the potential to be financially self-sustaining by decreasing dependence on Federal funding and relying more on state, local and private funding so your activities can be continued after your grant award period is completed. In

order to ensure that resources are used to their maximum effect within the community, it is important that you demonstrate involvement in other state, local, and private funding arenas. In evaluating this factor HUD will consider the extent you have:

(i) 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 with other state, local, or private entities;

(ii) Demonstrate how planned activities may be sustained through 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.

(C) *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 outlined in Part D, Section III (B):

Policy Priorities, where HUD reserves the right to select applications that target the priority eligible populations. 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. HUD will not select an application that is rated below 70 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 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 time, 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) can be found as Appendix D 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:

(1) Item 5—Add e-mail address of the contact person (if applicable);

(2) Item 7—The applicable letters are “A” for State; “B, C, or D” for a unit of local government; or “N” for Nonprofit;

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

(4) Item 10—Enter 14-241 and the title “Housing Opportunities for Persons With AIDS Program” or “HOPWA” for

the Catalogue of Federal Domestic Assistance;

(5) Item 15—You must complete the budget on HUD-424M and the HOPWA Project Budget Form. Please make sure that both the Total Amount on HUD-424M 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.

(6) Item 16—Check “No”.

(B) *Executive Summary and Synopsis*. Please provide a two to three sentence synopsis of the main focus or features of your proposed program, followed by an Executive Summary of the proposed project on no more than two double-spaced, typed pages. 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 Part D, Section V (B) 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. Applications failing to submit any of the narrative statements will be rated as zero during the rating process.

(D) *Proposed HOPWA Project Information Form*. See Appendix D 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 in Part A, Section VI (A).

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

(E) *Budget*. You must complete the HOPWA Project Budget Form found in Appendix D of this program section of the SuperNOFA, which lists the amount of requested HOPWA funds designated for each type of HOPWA-eligible activity. For more information, please see Part D, Section IV (B) and Rating Factor 3, *Soundness of Approach*.

(F) *Statutory Certifications*. You must complete the statutory certifications as outlined in Part A, Section VI section of this program NOFA.

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 D to this program section of the SuperNOFA. Attach the HOPWA Application Checklist to the front of your application.

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HOPWA NOFA – Appendix A

HOPWA Renewal Application Checklist**Checklist of Exhibits**

Please insert page numbers

- Transmittal Letter (that identifies HOPWA and amount requested)
- Application for Federal Assistance (form SF-424) and (HUD-424M)
- Project Synopsis and Executive Summary
- Organizational Capacity Narrative (if applicable)
- Provision of Permanent Supportive Housing Narrative
- HOPWA Permanent Supportive Housing Certification
- HOPWA Permanent Supportive Housing Worksheet
- Need for Renewal Narrative
- HOPWA Need for Renewal Chart
- HOPWA Renewal Budget Form
- HOPWA Renewal Project Form
- Statutory Certifications (Required by law)
- Acknowledgement of Application Receipt (Optional) (HUD-2993)
- Client Comments and Suggestions (Optional) (HUD-2994)

HOPWA NOFA – Appendix A

HOPWA Permanent Supportive Housing Certification

The Applicant, in order to induce HUD to renew the Applicant’s Grant with HUD for HOPWA Project Number _____, pursuant to HUD’s authority under the FY 2002 Appropriations Act, hereby assures and certifies HUD that no less than 51 percent of the HOPWA funds awarded to the Project were and continue to be used to provide permanent supportive housing to low income persons with HIV/AIDS and their families. Permanent housing is defined as housing in which the resident has a lease for a term of at least one year, which is renewable by the tenant and which may be terminated by the landlord for cause. Permanent supportive housing is permanent housing, which provides the tenant with on-going supportive services through qualified providers.

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code.

HOPWA Applicant Certifications

Name of Applicant

Signature of Authorized Certifying Official & Date

Typed Name of Signatory

Title of Signatory

Date

HOPWA NOFA – Appendix A

Permanent Supportive Housing Worksheet

Applicants seeking renewal under Part B of the HOPWA NOFA, must demonstrate that the HOPWA project supported by the prior HOPWA grant and continued through this renewal provides permanent supportive housing to eligible clients. Permanent supportive housing is defined in Part B, Section II of the HOPWA program NOFA. To meet this definition, you must document that at least 51 percent of the HOPWA program activity funds awarded to the grant you are seeking to renew provided direct permanent supportive housing assistance or provided supportive services to clients living in permanent housing you provided with resources other than HOPWA funds. Complete the following worksheet to determine if your project at least meets this 51 percent threshold.

INSTRUCTIONS

Part 1: Calculation of Funding

1. HOPWA Project Funding – Funding amount of the original or amended HOPWA grant, which you seek to renew.

Column A - Original or Amended HOPWA Grant. In Column A, for HOPWA funds only, enter the total program activity costs requested and approved in the prior HOPWA grant. Please note, these costs do not include administrative or project outcome costs. Total Column A.

2. Permanent Supportive Housing Funding – Percentage of funding dedicated to permanent supportive housing, as defined in the HOPWA NOFA.

Column B - HOPWA. In Column B, enter the amount of HOPWA funds from the prior HOPWA grant expended or pending use as approved in the grant that directly provide permanent supportive housing. HOPWA funds used for services or housing of clients in emergency, short-term, or transitional situations, may not be included (except in relation to short-term rent, mortgage, or utility payments). For example, if part of the supportive services provided actually provides services in a short-term, transitional housing situation or to clients not receiving housing assistance, then only the amount of funds directly providing the permanent supportive housing may be used in the calculation.

Please note, HUD has determined that only the following activity categories allow expenditures that meet the definition of permanent supportive housing under your prior grant. You may only account for the percentage of funds that were expended or will be expended on permanent housing activities through:

- Acquisition
- Rehabilitation, repair, and conversion
- New construction
- Rental Assistance
- Short-term rent, mortgage, or utility payments

HOPWA NOFA – Appendix A

- Lease
- Operating Costs
- Supportive Services (for residents of permanent housing only)
- Other HUD approved permanent housing activities

Other HOPWA funded activities, like housing information or resource identification, do not meet the definition of permanent supportive housing. Total Column B.

Column C – Other Funding. If applicable, enter the amount of other funds that provide permanent supportive housing. Other funding resources must be documented in the prior HOPWA grant and documentation that such assistance will continue during the term of the renewal grant must be provided to HUD. Total Column C.

Eligible Activity	HOPWA Project Funding	Permanent Supportive Housing*	
	A. Original or Amended	B. HOPWA	C. Other
1. Acquisition	\$	\$	\$
2. Rehabilitation, Repair, & Conversion	\$	\$	\$
3. New Construction	\$	\$	\$
4. Lease	\$	\$	\$
5. Operating Costs	\$	\$	\$
6. Supportive Services	\$	\$	\$
7. Housing Information	\$		
8. Technical Assist. & Resource Identification	\$		
9. Rental Assistance	\$	\$	\$
10. Short-term rent, mortgage, & Utility Payments	\$	\$	\$
11. Other (name the type of alternative activity – must be approved in the prior HOPWA grant)	\$		
12. Total	\$	\$	\$

* Enter only the amounts of HOPWA or other resources that directly provide permanent supportive housing. You may not consider funds providing other types of housing assistance.

HOPWA NOFA – Appendix A

Part 2: Calculation

To determine if your project uses at least 51 percent of funding to provide permanent supportive housing, please make the following calculation:

a. Amount of HOPWA funds providing permanent supportive housing (Total of Column B)	
b. Total amount of project activities (Total of Column A)	
c. Divide Row (a) by Row (b) and multiply by 100.	X100
d. Percentage of project funds providing permanent supportive housing.	*

***Please note:**

- 1) If the percentage is less than 51 percent, you are not eligible to apply for renewal under Part B.
- 2) If the percentage is 51 percent or over, you are eligible to apply for renewal under Part B and must complete the "Certification of Permanent Supportive Housing".

Part 3: Other Resources

If your project relies on other state, local, Federal, or private resources to provide the permanent housing or supportive services portion of your project, you must demonstrate that the other resources will continue to be available for that purpose throughout the term of the renewal grant. The continuing assistance must have been documented within the original application to HUD and be used in conjunction with requested HOPWA funds. Evidence of continuing assistance must be provided, as follows:

- A. Permanent Housing. Permanent housing provided through other resources must be documented in the renewal application through a leveraging letter. The leveraging letter must outline the amount of funds for the housing to be provided, the term the funds will be made available, and be signed by the organization providing such housing or funding for the housing. See Part D, Section V, Rating 4: Leveraging Resources of the HOPWA NOFA, for acceptable leveraging letter examples.
- B. Supportive Services. Supportive services provided through other resources must be documented through a commitment letter(s), which outline(s) the type of support that will be provided to clients, the organizations providing such support, and the length of time such supportive will be available. Supportive services must be available to clients in permanent housing throughout the term of the renewal grant.

HOPWA NOFA – Appendix A

HOPWA Need for Renewal Chart

Please complete the following chart and submit with your Need for Renewal Narrative. HUD will review this chart and determine your eligibility for renewal funding based on financial records for reimbursement of expenditures that are filed under HUD's financial system (PAS).

To be eligible, the HOPWA grant must be an expiring grant, defined as a grant that will not have sufficient funds to continue activities until September 30, 2003, if not awarded additional Federal funds. The applicant must demonstrate to HUD that all funds awarded in the grant it seeks to renew will be expended before September 30, 2003 (as measured by reimbursements filed with HUD under the financial system, PAS). HUD may deobligate funding of HOPWA grants that have been renewed on this basis and fail to expend funding by the September 30, 2003.

In addition, if the grant expired in the Federal Fiscal Year 2001 or earlier, i.e. all funds were expended (as measured by PAS) by 9-30-01 or only a residual amount that is less than one percent of the amount of the prior grant remains, you are **not eligible** to apply for renewal funding under this notice.

Line 1	Indicated the amount of the prior HOPWA award.	\$
Line 2	Indicate the amount expended as of 9-30-01.	\$
Line 3	Subtotal: subtract Line 2 from Line 1. (See Item 1 below.)	\$
Line 4	Indicate the amount to be expended in FY2002. (By September 30, 2002)	\$
Line 5	Indicate the amount to be expended in FY2003. (By September 30, 2003)	\$
Line 6	Subtotal: Subtract Lines 4 and 5 from Line 3. (See Item 2 below)	\$

1. If the subtotal on Line 3 is zero or a residual amount that is less than one percent of the amount on Line 1, you are not eligible to apply for renewal funding under this notice.

2. If the subtotal on Line 6 is greater than zero, you are **not eligible** to apply for renewal funding under the HOPWA Renewal Section of HUD's SuperNOFA. Also note that continued use of prior funds may require that you file an extension request with the area CPD Field Office.

HOPWA NOFA – Appendix A

12/1/02

HOPWA Renewal Project Budget Form

A. Renewal Project Summary Budget. In column A, enter the amount of HOPWA funding that was awarded under the prior HOPWA award (including any change approved by HUD). In column B, enter the total amount of new HOPWA funds being requested as outlined below in Section B: “Annual Summary Budget” – Column D. In column C, enter any other funds (i.e. private, local, or state resources) that will be used in conjunction with the requested HOPWA renewal funds to undertake the project. Enter the sum total of requested *HOPWA funds* and *Other funds* (sum of columns B and C) in column D. Enter the totals of each column in line 13 of the budget form.

Eligible Activity	HOPWA Project Funding			D. Total
	A. Original/Amd.	B. Renewal Amt.*	C. Other	
1. Lease	\$	\$	\$	\$
2. Operating Costs	\$	\$	\$	\$
3. Supportive Services	\$	\$	\$	\$
4. Housing Information	\$	\$	\$	\$
5. Technical Assistance & Resource Identification	\$	\$	\$	\$
6. Rental Assistance	\$	\$	\$	\$
7. Short-term Rent, Mortgage, and Utility Payments to Prevent Homelessness	\$	\$	\$	\$
8. Other (please indicate the activity)	\$	\$	\$	\$
9. Subtotal of Activity Costs (not to exceed \$1,200,000)	\$	\$	\$	\$
10. Grantee’s Administrative Costs (not to exceed 3% of Subtotal)	\$	\$	\$	\$
11. Project Sponsor’s Administrative Costs (not to exceed 7% of amounts received by sponsors)	\$	\$	\$	\$
12. Collect data on Project Outcomes (not to exceed \$50,000)	\$	\$	\$	\$
13. Total	\$	\$	\$	\$

*Note: Column B should reflect the total of funding requested for all years as outlined in Section B.

HOPWA NOFA – Appendix A

B. Annual Summary Budget. In columns A through C enter the requested amount of HOPWA funds by year. The term of the grant may be up to 3 years. You may request up to 20 percent more than the original award for renewal by activity, but the total requested funds must not exceed \$1,200,000. For additional details on eligible activities and limitations, consult the program regulations at 24 CFR 574.300-340. One-time capital development costs are not eligible for renewal. In column D, enter the total amount of requested HOPWA funds for each year by summing columns A through C. The totals in Column D should equal the totals in Column B in Section A-“Renewal Project Summary Budget” and should represent your total request for HOPWA funds. Enter the totals of each column in line 13 of the budget form.

Indicate the number of years you are requesting renewal funding (1-3 years).

Eligible Activity	HOPWA Project Funding			
	A. Year 1	B. Year 2	C. Year 3	D. Total *
1. Lease	\$	\$	\$	\$
2. Operating Costs	\$	\$	\$	\$
3. Supportive Services	\$	\$	\$	\$
4. Housing Information	\$	\$	\$	\$
5. Technical Assistance & Resource Identification	\$	\$	\$	\$
6. Rental Assistance	\$	\$	\$	\$
7. Short-term Rent, Mortgage, and Utility Payments to Prevent Homelessness	\$	\$	\$	\$
8. Other (please indicate the activity)	\$	\$	\$	\$
9. Subtotal of Activity Costs (not to exceed \$1,200,000)	\$	\$	\$	\$
10. Grantee’s Administrative Costs (not to exceed 3% of Subtotal)	\$	\$	\$	\$
11. Project Sponsor’s Administrative Costs (not to exceed 7% of amounts received by sponsors)	\$	\$	\$	\$
12. Collect data on Project Outcomes (not to exceed \$50,000)	\$	\$	\$	\$
13. Total	\$	\$	\$	\$

*Note: Totals in this column should equal the totals in Column B, Section A – “Renewal Project Summary Budget”.

HOPWA NOFA – Appendix A

C. Renewal Project Descriptive Budget.**Instructions:**

- A.** For the grantee and each project sponsor receiving HOPWA renewal funds under this application, please complete the Renewal 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 by 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 numbered 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 renewal funding, give a brief description of the activity. This description should be a 1-2 line summary of the activity.

EXAMPLE 1:

HOPWA Eligible Activity and Description	HOPWA Request
Rental Assistance	\$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.</i>	

EXAMPLE 2:

Eligible Activity and Description	HOPWA Request
Supportive Services	\$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.</i>	

- E.** For each HOPWA Eligible Activity (lines 1-10), enter the amount of requested HOPWA renewal funds. NOTE: 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 Section A- Column B of the Renewal Project Summary Budget.

HOPWA NOFA – Appendix A

A. HOPWA Renewal Project Description Budget Form Form of

B. Name of Grantee/Project Sponsor: _____

C. Mark one of the following:

Grantee Project Sponsor

Is the organization 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

D. Eligible Activity and Description	E. HOPWA Renewal Request
1. Lease Description:	\$
2. Operating Costs Description:	\$
3. Supportive Services Description:	\$
4. Housing Information Description:	\$
5. Technical Assistance and Resource Identification Description:	\$
6. Rental Assistance Description:	\$
7. Short-term Rent, Mortgage & Utility Payment to Prevent Homelessness Description:	\$

HOPWA NOFA – Appendix A

Form, page 2

8. Other (please indicate the activity)	\$
Description:	
9. Administrative Costs (Grantee or Project Sponsor)	\$
Description:	
10. Collect data on Project Outcomes (not to exceed \$50,000)	\$
Description:	

HOPWA NOFA – Appendix A

HOPWA Renewal Project Information Form

A. Grant Number

Please provide the grant number of the HOPWA grant for which you are seeking renewal.

Grant Number		Year Funded:	
---------------------	--	---------------------	--

B. 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:

C. Project Sponsors and Sites. On a separate page, if needed, identify all the project sponsors that are involved in your proposed project, the sponsor’s mailing address, telephone, email address, fax number, and the name of a contact person.

Are new project sponsor(s) being added to the renewal project? Yes / No

Please note you must provide an Organizational Capacity Narrative if a new project sponsor is added to your renewal project.

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

Confidentiality. Please indicate if the site location is confidential or a public site by checking the appropriate box below.

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.

HOPWA NOFA – Appendix A

D. Summary of Proposed Accomplishments.

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

1. Facility-based Housing: Enter total units to be provided.	Accomplishment by Year		
	Year 1	Year 2	Year 3
Short-term facility			
Single room occupancy dwelling <input type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent			
Community residence <input type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent			
Other housing facility (specify) _____ <input type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent			
2. Scattered-site Payments	Year 1	Year 2	Year 3
Tenant-based rental assistance			
Short-term rent, mortgage, and utility payments			
Total Units			

Example: If your four-unit community residence will be funded and operational in each of the next three years, enter 4 in each of the 3 boxes after community residences.

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

	Accomplishment by Year		
	Year 1	Year 2	Year 3
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.			

Example: If some clients transition out of your 4 unit community residence each year and new clients enter the project, enter your best estimate of all the persons projected to be served for each year.

HOPWA NOFA – Appendix A

E. 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 Veterans

Multiply-Diagnosed Victims of Domestic Violence

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 NOFA – 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>
CONNECTICUT STATE OFFICE ONE CORPORATE CENTER, 19 TH FLOOR HARTFORD, CT 06103-3220	MARY ELLEN MORGAN	860-240-4800
NEW HAMPSHIRE STATE OFFICE 275 CHESTNUT ST. NORRIS COTTON BLDG. MANCHESTER, NH 03101-2487	RICHARD HATIN	603-666-7640
MASSACHUSETTS STATE OFFICE 10 CAUSEWAY STREET, ROOM 301 BOSTON, MA 02222-1092	JAMES BARNES	617-994-8355
 <u>NEW YORK/ NEW JERSEY</u>		
BUFFALO AREA OFFICE 465 MAIN STREET, FIFTH FLOOR BUFFALO, NY 14203-1780	MICHAEL F. MERRILL	716-551-5755
NEW JERSEY STATE OFFICE ONE NEWARK CENTER, 13 TH FLOOR NEWARK, NJ 07102-5260	KATHLEEN NAYMOLA	973-622-7900
NEW YORK STATE OFFICE 26 FEDERAL PLAZA NEW YORK, NY 10278-0068	JOSEPH D'AGOSTA	212-264-0771
 <u>MID-ATLANIC</u>		
MARYLAND STATE OFFICE 10 S. HOWARD ST., 5 TH FLOOR CITY CRESCENT BLDG. BALTIMORE, MD 21201-2505	JOSEPH O'CONNOR	410-962-2520
PENNSYLVANIA STATE OFFICE WANAMAKER BLDG. 100 PENN SQUARE EAST PHILADELPHIA, PA 19107-3390	JOYCE GASKINS	215-656-0624

HOPWA NOFA – Appendix B

PITTSBURGH STATE OFFICE 339 6 TH AVENUE, 6 TH FLOOR PITTSBURG, PA 15222-2515	LYNN DANIELS	412-644-2999
VIRGINIA STATE OFFICE 600 EAST BROAD STREET RICHMOND, VA 23230-4920	CARLOS RENTERIA	804-771-2100
DISTRICT OF COLUMBIA OFFICE 820 1 ST ST., N.E., STE. 450 WASHINGTON, DC 20002-4205	RONALD HERBERT	202-275-0994
<u>SOUTHEAST/CARIBBEAN</u>		
ALABAMA STATE OFFICE MEDICAL FORUM BUILDING SUITE 900 950 22 ND STREET NORTH BIRMINGHAM, AL 35203	HAROLD COLE	205-731-2630
CARIBBEAN OFFICE 159 CARLOS E. CHARDON AVENUE SAN JUAN, PR 00918-1804	CARMEN R. CABRERA	787-766-5400
FLORIDA STATE OFFICE 909 SOUTHEAST 1 ST AVE., RM 500 MIAMI, FL 33131	JACK JOHNSON	305-536-4431
GEORGIA STATE OFFICE 40 MARIETTA STREET FIVE POINTS PLAZA -15 TH FLOOR ATLANTA, GA 30303-3388	JOHN PERRY	404-331-5001
JACKSONVILLE AREA OFFICE SOUTHERN BELL TOWER 301 WEST BAY STREET, STE. 2200 JACKSONVILLE, FL 32202-5121	JAMES N. NICHOL	904-232-1777
KENTUCKY STATE OFFICE 601 W. BROADWAY LOUISVILLE, KY 40202	BEN COOK	502-582-6163
MISSISSIPPI STATE OFFICE 100 WEST CAPITOL STREET, RM 910 JACKSON, MS 39269-1096	EMILY EBERHARDT	601-965-4700

HOPWA NOFA – Appendix B

NORTH CAROLINA STATE OFFICE **TOM FEREBEE** **336-547-4005**
KOGER BLDG.
2306 W. MEADOWVIEW RD.
GREENSBORO, NC 27407-3707

SOUTH CAROLINA STATE OFFICE **LOUIS E. BRADLEY** **803-765-5564**
S. THURMON FED. BLDG.
1835 ASSEMBLY STREET
COLUMBIA, SC 29201-2480

KNOXVILLE AREA OFFICE **VIRGINIA E. PECK** **865-545-4391**
710 LOCUST STREET, 3RD FLOOR
KNOXVILLE, TN 37902-2526

MIDWEST

ILLINOIS STATE OFFICE **VICTOR THORNTON** **312-353-1696**
77 WEST JACKSON BOULEVARD
RALPH METCALFE BLDG.
CHICAGO, IL 60604-3507

INDIANA STATE OFFICE **ROBERT POFFENBERGER** **317-226-6303**
151 NORTH DELAWARE STREET
INDIANAPOLIS, IN 46204-2526

MICHIGAN STATE OFFICE **JEANETTE HARRIS** **313-226-7908**
PATRICK MCNAMARA BUILDING
477 MICHIGAN AVENUE
DETROIT, MI 48226-2592

MINNESOTA STATE OFFICE **ALAN JOLES** **612-370-3019**
920 SECOND AVENUE, SOUTH
MINNEAPOLIS, MN 55401-2195

OHIO STATE OFFICE **LANA VACHA** **614-469-5737**
200 NORTH HIGH STREET
COLUMBUS, OH 43215-2499

WISCONSIN STATE OFFICE **ROBERT BERLAN** **414-297-3214**
310 W. WISCONSIN AVENUE, STE 1380
MILWAUKEE, WI 53203-2289

SOUTHWEST

ARKANSAS STATE OFFICE **DANNY CARTER,** **501-324-6375**
425 WEST CAPITAL AVENUE
TCBY TOWER, STE. 900
LITTLE ROCK, AR 72201-3488

HOPWA NOFA – Appendix B

LOUISIANA STATE OFFICE 501 MAGAZINE STREET, HALE BOGGS, 9 TH FLOOR NEW ORLEANS, LA 70130-3099	GREG HAMILTON	504-589-7212
NEW MEXICO STATE OFFICE 625 SILVER AVENUE, SW, STE. 100 ALBUGUERQUE, NM 87110-6472	FRANK PADILLA	505-346-7271
OKLAHOMA STATE OFFICE 500 WEST MAIN STREET, STE. 40 OKLAHOMA CITY, OK 73102	DAVID H. LONG	405-553-7569
SAN ANTONIO STATE OFFICE WASHINGTON SQUARE 800 DELOROSA STREET SAN ANTONIO, TX 78207-4563	JOHN T. MALDONADO	210-475-6820
TEXAS STATE OFFICE 801 N. CHERRY STREET, 6T1 25 th FLOOR FORT WORTH, TX 76102	KATIE WORSHAM	817-978-5934
<u>GREAT PLAINS</u>		
KANSAS/MISSOURI STATE OFFICE GATEWAY TOWER II 400 STATE AVENUE, RM 200 KANSAS CITY, KS 66101-2406	WILLIAM ROTERT	913-551-5485
NEBRASKA STATE OFFICE 10909 MILL VALLEY ROAD OMAHA, NE 68154-3955	GREGORY A. BEVIRT	402-492-3181
ST. LOUIS AREA OFFICE 1222 SPRUCE STREET, 3 RD FLOOR SUITE 1200 ST. LOUIS, MO 63103-2836	ANN WIEDL	314-539-6524
<u>ROCKY MOUNTAIN</u>		
COLORADO STATE OFFICE FIRST INTERSTATE TOWER NORTH 633 - 17 TH STREET DENVER, CO 80202-3607	GUADLUPE M. HERRERA	303-672-5414

HOPWA NOFA – Appendix B

PACIFIC / HAWAII

CALIFORNIA STATE OFFICE 450 GOLDEN GATE AVENUE SAN FRANCISCO, CA 94102-3448	STEVE SACHS	415-436-6597
HAWAII STATE OFFICE 500 ALA MOANA BLVD. , STE 3A HONOLULU, HI 96813-4918	JIMMY PRATER DEPUTY DIRECTOR	415-436-6592
	MARK CHANDLER, ACT'G	808-522-8180
LOS ANGELES AREA OFFICE AT&T CENTER 611 W. 6 TH STREET, STE. 800 LOS ANGELES, CA 90015-3801	WILLIAM BARTH	213-894-8000
PHOENIX AREA OFFICE 400 NORTH 5 TH STREET, STE. 1600 PHOENIX, AZ 85004	MARTIN H. MITCHELL, PROGRAM MANAGER	602-379-4754

NORTHWEST/ALASKA

ALASKA STATE OFFICE 949 EAST 36 TH AVENUE, STE. 401 ANCHORAGE, AK 99508-4135	ANDREW "GUS" SMITH, ACT'G	907-271-3669
OREGON STATE OFFICE 400 SOUTHWEST 6 TH AVE. STE. 700 PORTLAND, OR 97204-1632	DOUGLAS CARLSON	503-326-7018
WASHINGTON STATE OFFIC 909 1 ST AVENUE, STE. 200 SEATTLE, WA 98104-1000	JACK PETERS	206-220-5150
	DON PHILLIPS, DEPUTY DIRECTOR	

HOPWA NOFA – Appendix C

FY 2002 HOPWA Formula Allocations
Including Non-Eligible Areas

On November 29, 2001, HUD announced that \$247.889 million, or 90 percent of the total FY2002 HOPWA appropriation of \$277.432 million, was allocated under the statutory formula to 108 HOPWA grantees, including 74 cities for Eligible Metropolitan Statistical Areas (EMSA's) and 34 States. The grantee for these amounts is the State or, for the EMSA, the most populous city in that area, which is the jurisdiction noted below. The State of New Jersey will administer funds for the four New Jersey Counties that are in the Philadelphia Metropolitan Area. Each of the allocations are made available under the jurisdiction's consolidated plan.

Three new FY2002 grantees are noted as (*) in following metropolitan areas: Charleston, SC, Greenville, SC, and Tucson, AZ. The new EMSA's will reduce the prior service areas of two State grants in Arizona and South Carolina. In addition Wake County, NC was given authorization to administer the grant to the Raleigh Metropolitan Area.

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

STA	NAME	2002 Amount
AL	BIRMINGHAM	\$469,000
AL	ALABAMA STATE PROGRAM	\$1,076,000
AZ	PHOENIX	\$1,299,000
AZ	TUCSON*	\$376,000
AZ	ARIZONA STATE PROGRAM	\$121,000
AR	ARKANSAS STATE PROGRAM	\$706,000
CA	LOS ANGELES	\$10,288,000
CA	OAKLAND	\$1,969,000
CA	RIVERSIDE	\$1,699,000
CA	SACRAMENTO	\$784,000
CA	SAN DIEGO	\$2,593,000
CA	SAN FRANCISCO	\$9,414,000
CA	SAN JOSE	\$764,000
CA	SANTA ANA	\$1,389,000
CA	CALIFORNIA STATE PROGRAM	\$2,952,000
CO	DENVER	\$1,374,000
CT	HARTFORD	\$996,000
CT	NEW HAVEN	\$706,000
CT	CONNECTICUT STATE PROGRAM	\$1,137,000
DE	WILMINGTON	\$1,015,000
DE	DELAWARE STATE PROGRAM	\$150,000
DC	WASHINGTON	\$10,451,000
FL	FT LAUDERDALE	\$6,960,000
FL	MIAMI	\$12,482,000
FL	ORLANDO	\$2,711,000

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FL	TAMPA	\$2,771,000
FL	WEST PALM BEACH	\$3,960,000
FL	JACKSONVILLE-DUVAL	\$1,865,000
FL	FLORIDA STATE PROGRAM	\$4,129,000
GA	ATLANTA	\$3,884,000
GA	GEORGIA STATE PROGRAM	\$1,701,000
HI	HONOLULU	\$438,000
HI	HAWAII STATE PROGRAM	\$160,000
IL	CHICAGO	\$5,301,000
IL	ILLINOIS STATE PROGRAM	\$691,000
IN	INDIANAPOLIS	\$708,000
IN	INDIANA STATE PROGRAM	\$751,000
KY	LOUISVILLE	\$405,000
KY	KENTUCKY STATE PROGRAM	\$390,000
LA	BATON ROUGE	\$999,000
LA	NEW ORLEANS	\$2,602,000
LA	LOUISIANA STATE PROGRAM	\$933,000
MD	BALTIMORE	\$7,033,000
MA	BOSTON	\$2,416,000
MA	SPRINGFIELD	\$535,000
MA	MASSACHUSETTS STATE PROGRAM	\$1,072,000
MI	DETROIT	\$1,913,000
MI	MICHIGAN STATE PROGRAM	\$856,000
MN	MINNEAPOLIS	\$817,000
MN	MINNESOTA STATE PROGRAM	\$107,000
MS	MISSISSIPPI STATE PROGRAM	\$1,097,000
MO	KANSAS CITY	\$959,000
MO	ST LOUIS	\$1,155,000
MO	MISSOURI STATE PROGRAM	\$484,000
NV	LAS VEGAS	\$891,000
NV	NEVADA STATE PROGRAM	\$225,000
NJ	DOVER TOWNSHIP	\$707,000
NJ	JERSEY CITY	\$2,707,000
NJ	NEWARK	\$6,979,000
NJ	PATERSON	\$1,333,000
NJ	WOODBIDGE	\$786,000
NJ	NEW JERSEY STATE PROGRAM	\$1,991,000
NM	NEW MEXICO STATE PROGRAM	\$501,000
NY	ALBANY	\$432,000
NY	BUFFALO	\$446,000
NY	ISLIP TOWN	\$1,633,000
NY	NEW YORK CITY	\$49,409,000
NY	ROCHESTER	\$566,000
NY	NEW YORK STATE PROGRAM	\$2,239,000
NC	CHARLOTTE	\$520,000
NC	GREENSBORO	\$413,000
NC	WAKE COUNTY	\$494,000

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NC	NORTH CAROLINA STATE PROGRAM	\$1,172,000
OH	CINCINNATI	\$464,000
OH	CLEVELAND	\$824,000
OH	COLUMBUS	\$543,000
OH	OHIO STATE PROGRAM	\$1,020,000
OK	OKLAHOMA CITY	\$491,000
OK	OKLAHOMA STATE PROGRAM	\$491,000
OR	PORTLAND	\$950,000
PA	PHILADELPHIA	\$7,125,000
PA	PITTSBURGH	\$579,000
PA	PENNSYLVANIA STATE PROGRAM	\$1,443,000
RI	PROVIDENCE	\$521,000
SC	CHARLESTON*	\$524,000
SC	COLUMBIA	\$1,019,000
SC	GREENVILLE*	\$374,000
SC	SOUTH CAROLINA STATE PROGRAM	\$1,041,000
TN	MEMPHIS	\$1,801,000
TN	NASHVILLE-DAVIDSON	\$1,454,000
TN	TENNESSEE STATE PROGRAM	\$694,000
TX	AUSTIN	\$948,000
TX	DALLAS	\$3,022,000
TX	FORT WORTH	\$798,000
TX	HOUSTON	\$4,653,000
TX	SAN ANTONIO	\$965,000
TX	TEXAS STATE PROGRAM	\$2,779,000
UT	SALT LAKE CITY	\$421,000
UT	UTAH STATE PROGRAM	\$65,000
VA	RICHMOND	\$638,000
VA	VIRGINIA BEACH	\$957,000
VA	VIRGINIA STATE PROGRAM	\$614,000
WA	SEATTLE	\$1,641,000
WA	WASHINGTON STATE PROGRAM	\$608,000
WI	MILWAUKEE	\$483,000
WI	WISCONSIN STATE PROGRAM	\$385,000
PR	SAN JUAN MUNICIPIO	\$7,831,000
PR	PUERTO RICO STATE PROGRAM	\$2,266,000

HOPWA NOFA – Appendix C

Non-Eligible Areas:

The following areas are not eligible for HOPWA FY 2002 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)
ME	State of Maine
MD	State of Maryland (outside of Baltimore, Washington DC, and Wilmington EMSA)
MT	State of Montana
ND	State of North Dakota
NE	State of Nebraska
NH	State of New Hampshire (outside of Boston, EMSA)
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 NOFA – Appendix D

HOPWA Application Checklist

Checklist of Exhibits

Please insert page numbers

- Transmittal Letter (that identifies HOPWA and amount requested)
- Application for Federal Assistance (Form SF-424) and (HUD-424M)
- Project Synopsis and Executive Summary
- Exhibit 1 Applicant and Sponsor Information
- Exhibit 2 Need/Extent of Problem
- HOPWA Project Information Form
- Exhibit 3 Soundness of Approach
- HOPWA Project Budget Form
- Exhibit 4 Leveraging
- Exhibit 5 Coordination, Self-Sufficiency, and Sustainability
- Statutory Certifications (Required by law)
- Acknowledgement of Application Receipt (Optional) (HUD-2993)
- Evaluation by Customer (Optional) (HUD-2994)

HOPWA NOFA – Appendix D

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.**
- 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 you or your 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 2002 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.

D. 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:

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C. Summary of Proposed Accomplishments.

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

1. Facility-based Housing: Enter total units to be provided.		Accomplishment by Year		
		Year 1	Year 2	Year 3
Short-term facility				
Single room occupancy dwelling	<input type="checkbox"/> Permanent <input type="checkbox"/> Non-permanent			
Community residence	<input type="checkbox"/> Permanent <input type="checkbox"/> Non-permanent			
Other housing facility (specify) _____	<input type="checkbox"/> Permanent <input type="checkbox"/> Non-permanent			
2. Scattered-site Payments		Year 1	Year 2	Year 3
Tenant-based rental assistance				
Short-term rent, mortgage, and utility payments				
Total Units				

Example: If your four-unit community residence will be funded and operational in each of the next three years, enter 4 in each of the 3 boxes after community residences.

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

	Accomplishment by Year		
	Year 1	Year 2	Year 3
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.			

Example: If some clients transition out of your four unit community residence each year and new clients enter the project, enter you best estimate of all the persons projected to be served for each year.

HOPWA NOFA – Appendix D

E. Project Sponsors and Sites. Below or 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).

HOPWA NOFA – Appendix D

F. 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 NOFA – Appendix D

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 all years requested. 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 (May not exceed 35% of activity costs.)	\$	\$	\$
7. Housing Information	\$	\$	\$
8. Technical Assist. & Resource Identification (May not exceed 20% of activity costs.)	\$	\$	\$
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.

form HUD-40110-B (2/02)

Page no:

Please include this page in your application.

HOPWA NOFA – Appendix D

B. Annual Summary Budget. In columns A through C enter the requested amount of HOPWA funds by year. The term of the grant may be up to 3 years. In column D, enter the total amount of requested HOPWA funds for each year by summing columns A through C. The totals in Column D should equal the totals in Column A in Section A-“Project Summary Budget” and should represent your total request for HOPWA funds. Enter the totals of each column in line 16 of the budget form.

Indicate the number of years you are requesting renewal funding (1-3 years). _____

Eligible Activity	Project Funding			
	A. Year 1	B. Year 2	C. Year 3	D. Total
1. Acquisition	\$	\$	\$	\$
2. Rehabilitation, Repair, & Conversion*	\$	\$	\$	\$
3. New Construction*	\$	\$	\$	\$
4. Lease	\$	\$	\$	\$
5. Operating Costs	\$	\$	\$	\$
6. Supportive Services (May not exceed 35% of activity costs)	\$	\$	\$	\$
7. Housing Information	\$	\$	\$	\$
8. Technical Assist. & Resource Identification (May not exceed 20% of activity costs.)	\$	\$	\$	\$
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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C. 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
Rental Assistance	\$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
Supportive Services	\$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: 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 Section A - Column A of the 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

Is the organization 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

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

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

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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

form HUD-40110-B (2/02)

Page no:

Please include this page in your application.

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

It will comply with the accessibility requirements of Section 504 of the Rehabilitation Act of 1973, and where applicable, the design and construction requirements of the Fair Housing Act.

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 per-

sons can obtain information concerning the assistance.

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 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 it has obtained HUD approval of form HUD-7015.15, "Request for the Release of Funds and Certification" of compliance with the National Environmental Policy Act and implementing regulations at 24 CFR part 58 (Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities) or, in cases where HUD has performed the environmental review, the Applicant has obtained HUD approval of the site following HUD's completion of form HUD-4128.

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.

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

(a) are not presently debarred, suspended, proposed for debarment,

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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.

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

Signature of Authorized Certifying Official & Date

X

Title

Name of Applicant

