Review of Applications (cont’d)

• HUD Technical Processing -
  - Request for clarifying information or curable items not discovered until technical processing
    • 14 calendar day deadline for response
  - If applicable, you must submit HUD Phase II ESA by:
    • June 23, 2005 – 811
    • June 30, 2005 - 202
Review of Applications (cont’d)

• Schedule (cont’d)
  – Technical reject letters issued:
    • June 24, 2005 – 811
    • July 6, 2005 - 202
    • Applicant can appeal within 14 calendar days
    • Local HUD Office responds to appeal within 5 working days
Rating and Ranking of Applications

- Approvable applications rated according to Rating Criteria in NOFA
- HUD holds Rating/Selection Panel
  - After the 14-day period for appeals, ie, after decisions on tech reject appeals
  - After completion of all environmental reviews for projects with site control
Rating and Ranking of Applications (cont’d)

• HUD holds Rating/Selection Panel (cont’d)
  – After receipt of any Single Point of Contact (SPOC) comments, where applicable, or end of comment period (pursuant to EO 12372)
Rating Factors

• 1. Capacity of the Applicant and Relevant Organizational Staff (25 pts – 202/30 pts - 811)
  a. Housing or related services experience/scope of project compared to your development and management (including financial) capability (15 pts)
Rating Factors (cont’d)

• Rating Factor 1 (cont’d)
  b(1) Housing or related services experience to minority persons/families (5 pts)
  
  b(2) Ties to community and to minority and elderly (202) or disability (811) communities (5 pts)
Rating Factors (cont’d)

- Rating Factor 1 (cont’d)

  c. A Sec. 811 or Sec. 202 fund reserv. in FY’99 & later has been extended beyond 24, 36, or 48 months (except if delay was beyond your control) (-3 to -5 pts)

  d. Amendment money was required as a result of the delay (except if delay was beyond your control) (-1 pt)
Rating Factors (cont’d)

- Rating Factor 1 (cont’d)

  e. Experience in developing integrated housing and/or proj. will be integrated housing (5 pts – 811 Only)
Rating Factors (cont’d)

2. Need/Extent of the Problem (13 pts)

a. Extent of need for proj. in area:

>202:  - Unmet needs ratio of 15% or less (10 pts)
   - Unmet needs ratio greater than 15% (5 pts)
   - No Need (0 pt)
Rating Factors (cont’d)

2. Need/Extent of the Problem (cont’d)

>811:  - A need demonstrated for proposed proj. (10 pts)
       - No need (0 pt)
Rating Factors (cont’d)

2. Need/Extent of the Problem (cont’d)

b. The extent that a connection has been established between project and the Community’s Consolidated Plan, Analysis of Impediments to Fair Housing Choice (AI) or other planning document. (3 pts)
Rating Factors
Section 202

3. Soundness of Approach (45 pts)
   a. Site approvability (20 pts)

   b. One or more of proposed sites is not permissively zoned (-1 pt)

   c. Site promotes greater choice of housing for minority elderly (10 pts)
Rating Factors (cont’d)
Section 202

3. Soundness of Approach (cont’d) (45 pts)

d. Design meets physical needs of the elderly (2 pts)

e. Size & unit mix promote efficient mgmt./ economic service provision (2 pts)
Section 202

3. Soundness of Approach – (cont’d)
   
f. Design accommodates services over useful life of hsg (2 pts)
   
g. Svcs meet needs of residents & provided on a long-term basis (3 pts)
   
h. Design incorporates visitability stds & universal design (1 pt)
Section 202

3. Soundness of Approach – (cont’d)
   i. Involvement of elderly persons in appl. dev. & in dev. & operation of project (2 pts)
   j. Efforts the local jurisdiction has taken in removing reg. barriers to affordable housing (2 pts)
   k. Extent of energy efficiency in proj. design/operation (1 pt)
Rating Factors
Section 811

3. Soundness of Approach (40 points)
   a. Site approvability (14 pts)
   b. One or more of proposed sites is not permissively zoned (-1 pt)
   c. Site promotes greater housing choice (10 pts)
Rating Factors (cont’d)

Section 811

3. Soundness of Approach (cont’d)

d. Design meets needs and will facilitate integration and independence (2 pts)

e. Design incorporates visitability stds & universal design (1 pt)

f. Board includes persons with disabilities (4 pts)
Rating Factors (cont’d)

Section 811

3. Soundness of Approach (cont’d)

  g. Involvement of persons with disabilities in dev. of appl. & in dev & operation of project (3 pts)

  h. Extent to which you coordinated appl with other organizations (2 pts)
Rating Factors (cont’d)
Section 811

3. Soundness of Approach (cont’d)
   i. Consultation with Continuum of Care orgs. and dev. of ways to end chronic homelessness (1 pt)
   j. Efforts the local jurisdiction has undertaken in removing reg. barriers to affordable housing (2 pts)
   k. Extent of energy efficiency in proj. design/operation (1 pt)
Rating Factors (cont’d)

4. Leveraging Resources (5 pts)
   a. Local gov’t support (1 pt)
   b. Community activities and ability to enlist volunteers and raise local funds (2 pts)
Rating Factors (cont’d)

4. Leveraging Resources (cont’d)
   c. If a mixed-finance proposal for additional units:

^ No. of non-202/non-811 units are less than 30% of 202 or 811 units in project  (1 pt)

OR
4. Leveraging Resources (cont’d)

^ No. of non-202/non-811 units are over 30% of 202 or 811 units in project (2 pts)
Rating Factors (cont’d)

5. Achieving Results and Program Evaluation (12 pts)

a. Project Development Timeline indicative of full understanding of dev. process (5 pts)
b. Evidence of past performance indicates timely dev. of proposed proj. (2 pts)
Rating Factors (cont’d)

5. Achieving Results and Program Evaluation (cont’d)

c. Proj will implement practical solutions (2 pts)
d. Extent to which you demonstrated that proj. will remain viable (3 pts)
**Bonus Points (2)**

**Location of Project in RCs/EZs/EC-IIs:**
- Renewal Community
- Empowerment Zone
- Enterprise Community

Certified to be consistent with area’s Strategic Plan or RC Tax Incentive Utilization Plan
Bonus Points (2 Points) (Cont’d)

Location of Project in RCs/EZs/ECs:
- To find designated areas, go to:
  ^ Appendix E of Gen. Section, or
  ^ www.grants.gov\Find, or
  ^ http://hud.esri.com/egis/cp
d/rcezec/welcom.htm#
Selection Process

• Three Tiered
  – Program Center
  – Hub
  – Headquarters
Selection Process
Program Center

• Only approvable applications scoring 75 points or more prior to addition of RC/EZ/EC-II
Bonus Points are eligible for selection
Selection Process
Program Center

• Applications placed in rank order
  – Applications are selected until there are not sufficient funds to select the next project for the number of units and dollars requested

  – For 202, applications are ranked & selected separately for metro and non-metro categories
Selection Process (Cont’d)
Program Center

• Applications placed in rank order
  - For 811, applications placed in rank order in 2 categories:
    ^ Category A:
      > Approvable appls. with acceptable site control of all sites & all sites are approvable
Selection Process (Cont’d) 
Program Center

• Applications placed in rank order
  ^ Category B:
    > Approvable appls. with identified sites;
    > Appls. submitted with site control & evidence of site control and/or any sites unapprovable
Selection Process (Cont’d) 
Program Center

• Applications placed in rank order

^ Category B (cont’d):
> Applications with combination of sites under control & identified sites
Selection Process (Cont’d)
Program Center

• Fund next project by reducing units up to 10% rounded to nearest whole number if:
  - Project remains feasible
  - Will not reduce projects of 5 or less units (2 units or less if group home)

• Cannot skip over a project
Selection Process (cont’d)
Program Center- Section 202

- Can combine residual metro & non-metro funds
- Can select next project in either category if there are sufficient funds and may use unit reduction policy if necessary
Selection Process (Cont’d)
Program Center- Section 811

• Must select applications first from Category A

• Can select next from Category B, if sufficient funds are available

• May use unit reduction policy, if necessary
Selection Process
HUB

• Residual funds from Program Centers combined
  – Restore units that were reduced
  – Select applications in rank order with no more than one application selected per Program Center
  – For 811, select first from Category A, if funds remain, then from Category B
Selection Process

HUB

- Repeat process until funds can no longer support next ranked project
- Utilize unit reduction policy, if possible, for last project
- Cannot skip over a project
Selection Process
Headquarters

• Residual funds from all Hubs combined

• If necessary, fund previously submitted projects from last FY not selected due to HUD error
Selection Process
Headquarters

- Restore unit reductions
- Select projects in NATIONWIDE rank order with no more than 1 application selected per HUD Office
  - For 202 only, priority is given to non-metro projects to comply with statutory requirement
- Repeat Process
Selection Process
Headquarters (Cont’d)

- For 811 only, select projects first from Category A, if funds still remain, and then from Category B

• Repeat Process
Legal Issues

1. Eligible Applicants
   - Application requires SF-424 (Gen. Sec.) & HUD-92015-CA (202) & HUD-92016-CA (811)
   - Note certs and assurances in SF-424
     - Governing body has authorized the application
1. Eligible Applicants (cont’d)
   - Applicant has legal authority to apply for assistance
   - Applicant will administer award in accord with HUD requirements (reduces need for indiv. Certs in E-Grant Appl.)
2. Eligibility of Applicant
   . Legal Review -- Sponsor is Eligible:
     - Articles of Incorporation
     - By-laws
     - IRS tax exemption ruling
     > These will be attached to appl. by scanner or FAX & incorporated by contractor
2. Eligibility of Applicant (cont’d)
   > No authentication for 3rd party signatures, seals, letter head, etc.
   > Ask for hard copy if insufficient for a determination
Legal Issues (Cont’d)

3. Sponsor has necessary legal authority
   - Review legal documents
   - Note assurances as to authority in SF-424
Legal Issues (Cont’d)

4. IRS Exemption Ruling

- Copy of individual ruling
- Copy of blanket ruling
- Copy of action of holder adding Sponsor to blanket ruling
  > None of these will be covered by SF-424 certifications
  > Ask for hard copies, if needed
5. Legally Acceptable Evidence of Site Control
- Deed
- Option Agreement
- Option for Lease
- Control of Sale
- Title Evidence
- Copies of any Restrictive Covenants
Legal Issues (Cont’d)

5. Legally Acceptable Evidence of Site Control (cont’d)

> May be a need for hard copies
> Legibility may be a problem
> If new info. is needed, treat as deficiency
> Cure of deficiencies & remainder of process will be by hard copies
Legal Issues (Cont’d)

6. Conflict-of-Interest Resolution

- HUD-92041 is in the 202/811 NOFAs
  - Review for exceptions, completeness & execution
FY2005 Section 202 Allocation
Formula

One-person Very Low-Income Renter
Household Age 62+ With Housing
Conditions

Incomes at or below the 1 person Section 8
Income Limit
FY2005 Section 202 Allocation
Formula (cont’d)

With Housing Conditions:
- Living in a unit lacking plumbing or kitchen facilities.
- Overcrowded.
- Excess Rent Burden: More than 30% of income for rent.

Data Source: 2000 Census Special Tabulations of Households
FY2005 Section 202

Special Tabulations of Households for 1990 and 2000

http://www.huduser.org/datasets/spectabs.html
Only projects in market areas with adequate demand will be awarded points. Either 10 points or 5 points.

Points depend on the unmet need ratio: project units as a percent of the unmet need.
Unmet need is the number of one-person renters age 75 with very-low incomes and with housing conditions, minus any rental assistance provided since 2000.

15 percent or less – 10 points
Greater than 15 percent – 5 points
SITE SELECTION AND THE ENVIRONMENTAL REVIEW PROCESS
Clarifications

• HUD may request additional environmental information with type of information found on 4128 and SFNC
  - WEB address listed in the SuperNOFA as
Clarifications, contd.

- Defines a clean site with respect to manmade hazards, but allows for a special groundwater exception
- Asbestos Report to be included for any sites having pre-1978 structures
General

• **Timing of environmental review**
  - 811s with site control & 202s: at application processing stage
  - 811s approved as Category B or changed site for approved grant: prior to issuance of FIRM
    • Same environmental requirements as at time of SuperNOFA
General (cont’d)

• 202/811 Sponsors and HUD are partners
• HUD wants Sponsors to
  – Find a site with no concerns/easily resolvable concerns, especially
    • Toxic Hazards
    • Historic Preservation
    • Floodplain or Wetland
General (cont’d)

- **HUD wants Sponsors to provide certain information to HUD**
  - Phase I ESA
  - Asbestos report when pre-78 structures
  - HP
  - Other information as requested

- **HUD appraiser will perform environmental review based on**
  - Sponsor provided information
  - Research
  - Legwork
Curable Deficiencies

Phase I ESA

• Asbestos Report or no-pre78 structure on site statement

• Historic Preservation
  – Letter to SHPO
  – SHPO response or statement of no SHPO response
Hazard Identification and Remediation

- **Phase I Environmental Site Assessment (ESA) Must use ASTM 1527-00, as amended**
  - Required on all 202 projects and Section 811 projects with site control
  - Can be no older than 6 months from application due dates (No older than 11/24/4 for 811 or 11/30/4 for 202), unless
    - Updated by Environmental Professional
    - Must state if change or no change
ASTM Standards on

Environmental Site Assessments
for Commercial Real Estate
Hazard I&R (cont’d)

• If Phase I indicates possible presence of contamination and/or hazards
  – Phase II required if Sponsor opts to continue with site
  – Phase II must indicate total extent of hazards
  – Must be submitted by 6/23/5 for 811, 6/30/5 for 202
Hazard I&R (cont’d)

• If Phase II indicates hazards, sponsor to submit by Must be submitted by 6/23/5 for 811, 6/30/5 for 202
  – Contract for Remediation
  – Remediation Plan approved by local/State/Federal gov’t
• Remediation at Sponsor’s expense
• After remediation, must be clean to non-site specific standards: no capping, monitoring wells, etc.
Hazard I&R (cont’d)

- **Groundwater exception to clean site**
  - All contamination in GW at least 25 feet below surface
  - No groundwater use in area or active water supply wells on site

- **Remediation able to be completed prior to Initial Closing**
  - All passive and active remediation completed
  - Monitoring wells closed out
Asbestos Report

• Not required if sponsor statement that no Pre-1978 structures on site
• Must be a thorough inspection throughout structures
• Asbestos screen not acceptable
• Friable or affected by rehabilitation/demolition – abate
• Other asbestos: O&M plan
• Abatement allowable cost to limit of Capital Advance
Choosing an Environmentally “Safe” Site

- Accessed through WEB page of 202/811 SuperNOFA
- *Excellent discussion*
- Discusses Phase I ESAs, especially for 202/811 programs
- Special discussions on
  - Toxic & hazardous substances
  - USTs
  - Asbestos
  - LBP
Choosing an Environmentally "Safe" Site
Choosing an Environmentally “Safe” Site
Supplemental Guidance

• Appendix C to Application in SuperNOFA
• Discusses manmade hazards as well as items that HUD may look at during environmental review
Choosing an Environmentally “Safe” Site
Supplemental Guidance, contd.

- Natural Resources
- Manmade Hazards
HUD Form 4128

- Used to record environmental review
- HUD appraiser performs site visit and records results on the “Sample Field Notes Checklist”
## Environmental Assessment and Compliance Findings for the Related Laws

**U.S. Department of Housing and Urban Development**

**RMS: HI-00487R**

*Findings and Recommendations* are to be prepared after the environmental analysis is completed. Complete items 1 through 15 as appropriate for all projects. For projects requiring an environmental assessment, also complete Parts A and B. For projects categorically excluded under 24 CFR 50.20, complete Part A. Attach notes and source documentation that support the findings.

3. **Project Name and Location:** (Street, City, County, State)

4. **Applicant Name and Address:** (Street, City, State, Zip Code)

5. **Multifamily** ☐, **Elderly** ☐, **Other** ☐  
   *(if Other, explain)*

6. **Number of:**  
   - **Buildings:**  
   - **Stories:**  
   - **Acres:**

7. **Displacement:**  
   - ☐ No  
   - ☐ Yes  
   *(if Yes, explain)*

8. **New Construction** ☐, **Rehabilitation** ☐, **Other** ☐  
   *(if Other, explain)*

9. **Has an environmental report (Federal, State, or local) been used in completing this form?**  
   - ☐ No  
   - ☐ Yes  
   *(if Yes, identify)*

10. **Planning Findings:** Is the project in compliance or conformance with the following plans?  
   - **Local Zoning:**  
     - ☐ Yes  
     - ☐ No  
     - ☐ Not Applicable  
   - **Coastal Zone:**  
     - ☐ Yes  
     - ☐ No  
     - ☐ Not Applicable  
   - **Air Quality (SIP):**  
     - ☐ Yes  
     - ☐ No  
     - ☐ Not Applicable  
   *(Explain any "No" answer:)*

   Are there any unresolved conflicts concerning the use of the site? *(If Yes, explain)*

11. **Environmental Finding:** (check one)  
   - ☐ Categorical exclusion is made in accordance with § 50.20  
   - ☐ Environmental Assessment and a Finding of No Significant Impact (FONSI) is made in accordance with § 50.33  
   - ☐ Environmental Assessment and a Finding of Significant Impact is made, and an Environmental Impact Statement is prepared in accordance with §§ 50.33(d) and 50.41.

   *(Explain any reasons for rejection, if applicable)*  
   - ☐ Project is recommended for rejection *(State reasons):*
### Part A. Compliance Findings for §50.4 Related Laws and Authorities

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<th>Source Documentation and Requirements for Approval</th>
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<td>17. Floodplain Management (24 CFR Part 55)</td>
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<td>24. Other § 50.4 authorities (e.g., endangered species, sole source aquifers, farmlands protection, flood insurance, environmental justice)</td>
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### Part B. Environmental/Program Factors

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<th>Source Documentation and Requirements for Approval</th>
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<td>None/Minor/Major</td>
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<tr>
<td>26. Site Suitability, Access, and Compatibility with surrounding development</td>
<td>None/Minor/Major</td>
<td></td>
</tr>
<tr>
<td>27. Soil Stability</td>
<td>None/Minor/Major</td>
<td></td>
</tr>
</tbody>
</table>
Sample Field Notes Checklist

Project Number:                      HUD Program:

Project Name:                        

Location: (street, city, county/state, & zip code)

Number of Dwelling Units: Project site is in a location described as:

- New construction                      □ Central city
- Rehabilitation                       □ Infill urban development

In undeveloped area

Suburban

In developing rural area

Note to Reader: An Environmental Assessment (EA) is a concise public document that a Federal agency must prepare in order to comply with the National Environmental Policy Act (NEPA) and the related Federal environmental laws and authorities. The EA must support decision making process and provide a clear rationale, justification, and documentation for ratings assigned.

Instructions

It is recommended that this checklist be used by HUD staff who prepare the Environmental Assessment (EA; form HUD-4128). It will constitute full documentation for many factors on the EA, and partial documentation for others. It will avoid narrative reports and expedite the environmental review process. This checklist, which is a slightly revised version of Appendix C of Handbook 1390.2, should be used pending revision of Handbook 1390.2.

- The number for each checklist topic is the number that appears on form HUD-4128. Also, each checklist title/heading is followed by a reference to where the topic appears in the current Handbook 1390.2.

Before the site visits:

Preparers are to obtain and use, as appropriate, any environmental report (Federal, State, or local) that may have already been prepared for the property or area in which the property is located.
HUD Form 4128, contd.

• HUD appraiser completes during Technical processing

• If cannot completed during technical processing due to complexity
  – 202: Rejected and not rated/ranked
  – 811: Placed in Category B for selection purposes
HUD Form 4128
Conclusions

- Acceptable as submitted
- Acceptable with conditions & safeguards placed on approval documents
- Not acceptable, then
  - 202: Projects rejected and not rated/ranked
  - 811: Placed in Category B for selection purposes
Historic Preservation

• **SHPO**
  - Letter to SHPO/THPO (on tribal land)
  - Response

• **If no response**
  - Sponsor statement indicating that it attempted, but SHPO THPO did not respond
Historic Preservation (cont’d)

• Sample letter to SHPO/THPO
  – Appendix B of SUPERNOFA
  – Developed by HUD HPO
  – Includes all information necessary for SHPO/THPO to provide comment
  – Allows for dual response to sponsor & HUD
  – Some Field Offices might have other sample letters
Historic Preservation (cont’d)

If no or incomplete response
– HUD will then initiate process
Historic Preservation (cont’d)

- NRHP or no NRHP properties
- If NRHP - Effect or No Effect
- If Effect – Not Adverse or Adverse
- If Adverse – MOA to mitigate adverse effects or Failure to Agree process
- Can be a long process
Historic Preservation (cont’d)

• If not sufficient time to complete all above steps of historic preservation process during technical processing
  - 202: Reject
  - 811: Placed in Category B for selection purposes
If HUD possesses knowledge that a site might have Religious or Cultural Significance to Indian tribe or Native Hawaiian Organization – HUD will request their comments
Floodplains and Wetlands

HUD cannot approve sites in FEMA 100-year floodplain in non-participating/suspended jurisdictions
Floodplains and Wetlands (cont’d)

• Sponsors should try to select sites out of:
  – 100-year floodplain
  – 500-year floodplain for critical actions: special care; i.e..., not independent living projects
  – Wetlands
Floodplains and Wetlands (cont’d)

- First 6 steps of 8-step process must be completed at application stage
- New construction requires
  - CLOMA/CLOMR prior to firm
  - FLOMA/FLOMR prior to final closing
  - Flood insurance during construction
Floodplains and Wetlands (cont’d)

• If not sufficient time to complete first six steps during technical processing
  – 202: Reject
  – 811: Placed in Category B for selection purposes
Three areas of review:

1) Acquisition and Relocation
2) Certification of Consistency with the Consolidated Plan
3) RC/EZ/EC-II Bonus Points
Acquisition and Relocation

Applicants must comply with the *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970* (URA, or Uniform Act)
The Uniform Act Covers:

- The Acquisition of Real Property (with or without existing structures)
- The permanent and involuntary displacement, or temporary relocation, of both residential and nonresidential persons
Acquisition Exception...

Sponsors are exempt from complying with Subpart B of the Uniform Act only if an identified site can be acquired “voluntarily” in accordance with Sec. 24.101 of Subpart B.

A failure to comply with the 24.101 regulation can trigger the requirements of Subpart B.
The “Voluntary” Process
[49 CFR 24.101]

- The buyer is required to inform the Seller, prior to executing an agreement to purchase,
  - That it does not have the power of eminent domain and, it will not be able to buy the property if negotiations fail to result in an amicable agreement
  - Of the Sponsor’s estimate of fair market value of the property to be acquired
Estimating Fair Market Value (FMV)

- Even though an appraisal is not required by the URA to establish the FMV of a property, the acquiring agency’s acquisition file must include an explanation, with reasonable evidence, of the basis for the estimate.
- If the negotiated price is above the estimate of FMV, it’s best that the above-value difference be paid with non-federal funds.
Application Instructions – Acquisition (Exhibit 4)

• Applications must include evidence of compliance with the “voluntary” acquisition requirements of the URA that the Seller was advised
  – That the Sponsor does not have the power of eminent domain and that it will not be able to buy the property if negotiations fail to result in an amicable agreement
  – Of the Sponsor’s estimate of fair market value of the property to be acquired
Exhibit 4 Instructions (Continued)

• HUD requires that the Seller must be offered the right to withdraw from any written purchase agreement if, before that agreement was executed, the Seller was not advised that the acquisition is “voluntary” in nature, and informed of the Sponsor’s estimate of FMV of the property to be acquired.
Exhibit 4 Instructions (Continued)

- If it was necessary that the Sponsor offer the Seller an opportunity to withdraw (in accordance with HUD’s corrective action instructions), the Sponsor is encouraged to include such document(s).
- Inclusion of such documents can help affirm to HUD that the Sponsor’s “firm commitment” is valid in respect to the “voluntary” acquisition requirements found at
Projects Involving Relocation

- Owner Occupants – Owner occupants who sell their property voluntarily are not entitled to displacement assistance.

- Residential and Nonresidential Tenants – All tenants are entitled to displacement assistance, as required by the URA.
Relocation Planning

• Nonresidential Planning
  – Personal interview now required
    [$24.205(c)(2)(i)$]
    • Site requirements
    • Outside specialists
    • Personality/realty issues
    • Time required to vacate
    • Site availability
    • Advance payment needs
Relocation Planning

- Residential Tenant Planning
  - Residential Tenant Survey
    - Determine Household Income
    - Estimate Monthly Housing Cost
      - Average Monthly Utilities
      - Monthly Lease or Rent Amount
    - Identify Special Needs
  - Determine Replacement Housing Needs
  - Estimate Cost of Replacement Housing
Relocation Planning

• Prepare Relocation Budget Estimate
  – Nonresidential move/reestablishment cost (personal interview)
  – Residential move cost (FHWA’s Fixed Move Schedule)
  – Residential housing cost increase for 42-month period
    • Compare: Lesser of Household’s Ability to Pay (if low income)
      vs. Monthly Housing Cost Paid at Displacement Unit
    • With: Estimated Monthly Housing Cost of a Comparable unit that is in Decent, Safe, and Sanitary Condition
Required Relocation Notices

• Issue General Information Notices (GIN)
  – Each GIN must include advisory services such as that outlined in HUD’s brochure Relocation Assistance to Tenants Displaced From Their Homes
  – All GINs should be issued at the time date the application is submitted
  – A receipt is required to document deliver of a GIN
Relocation Guidance

- Relocation can be both:
  - Costly
  - Complex

- Sponsors may wish to call HUD’s Office of CPD for relocation guidance before entering into a purchase agreement.

- URA guidance for HUD’s programs can also be found at [www.hud.gov/relocation](http://www.hud.gov/relocation)
Application Instructions – Relocation (Exhibit 7)

- Identifies all persons (families, individuals, businesses, and non-profit organizations) by race/minority group, and status as owners or tenants occupying the property on the date of submission of the application for a capital advance.

- Indicates the estimated cost of relocation payments and other services.
Exhibit 7 Instructions (Continued)

- Indicates the estimated cost of relocation payments and other services
  
  - NOTE: If any of the relocation costs will be funded from sources other than the Section 202 capital advance {Section 811 capital advance}, the Sponsor must provide evidence of a firm commitment of these funds
• Identifies the staff or organization that will carry out the relocation activities, and
• Identifies all persons that have moved from the site within the past 12 months
• If site is vacant land, or has a structure but is unoccupied property, please explain [Do not use “NA”]
Achieving Results and Program Evaluation

- Certification of Consistency With The
  - Consolidated Plan
    - Exhibit 8 (e)
  - RC/EZ/EC–II Strategic Plan {2 Bonus Points}
    - Exhibit 8 (h)
**Exhibit 8 (e) [Form HUD–2991]**

- Form HUD–2991 is a **required** form
  - The “Certification of Consistency with the Consolidated Plan” must be completed and submitted with your application, in order to comply with the submission instructions
  - This Exhibit requires the name, title, and signature of the authorized certifying official
Who is the “certifying official?”

The certifying official of the jurisdiction is the person authorized to sign on behalf of the entitlement grantee.
The local HUD Office of Community Planning and Development (CPD) can provide a list of names and phone numbers of the contact persons for the respective Entitlement grantee.

Sponsors should contact the local State office responsible for HUD program grants and compliance to determine who to contact for those areas not located in entitlement communities (i.e., rural areas).
2 Bonus Points for Projects Located in a RC/EZ/EC–II

- 2 Bonus Points are available for projects that are located in RC/EZ/EC–II
- Form HUD–2990 (Exhibit 8(h)) must be submitted to earn these bonus points
Exhibit 8 (h) [Form HUD–2990]

• Form HUD–2990 is NOT a required form

• Only Sponsors who have projects located within a RC/EZ/EC–II area should complete and submit this form; and,

• Only if the form is properly completed and submitted can the 2 bonus points be earned
Exhibit 8 (h) [Form HUD–2990]

• For projects in a RC/EZ/EC–II, this Form will:
  – Certify that the proposed activities are consistent with the strategic plan of a federally designated RC/EZ/EC–II
  – Certify that the proposed activities will be located within the RC/EZ/EC–II
Exhibit 8 (h)  [Form HUD–2990]

- This Form requires the name, title, and signature of the authorized certifying official.

- Who is the “certifying official?”

The official authorized to certify that the project is in compliance with the RC/EZ/EC–II strategic plan, is located in an RC/EZ/EC–II, and serves the residents located in the RC/EZ/EC–II area.
Sponsors who wish to determine if their site is located within an RC/EZ/EC–II area, or who need to determine who the contact person is for a specific RC/EZ/EC–II, may go online to HUD’s Address Locator at http://hud.esri.com/eqis/cpd/rcez_ec/welcome.htm
Exhibit 8 (h) [Form HUD–2990]

• From this web site, a sponsor can “link” to the two following web sites to obtain general information on RC/EZ/EC–II programs:
  – Renewal Communities and Urban EZ/ECs administered by the U.S. Dept. of Housing and Urban Development [www.hud.gov/cr](http://www.hud.gov/cr)
• While this online tool can help verify if a particular location is eligible for the tax incentives offered in RC/EZ/EC–II areas, it should be noted that this web site lists both the current and past designations in the designation history.
Questions Regarding the URA

• **Acquisition and Relocation Guidance**
  Contact the local HUD Office of Community Planning and Development, or a Regional Relocation Specialist (RRS)

To find the RRS for your area, visit HUD’s web site at [www.hud.gov/relocation](http://www.hud.gov/relocation)
Questions on RC/EZ/EC–II Designations

• Information on HUD’s RC/EZs

Contact the local HUD Office of Community Planning and Development
Overview

Fair Housing/Civil Rights Matters

• Civil Rights Threshold Review
• Rating Factor 1(b)(1)
• Rating Factor 1(b)(2)
• Rating Factor 3(b)
• Rating Factor 2(b)
• Rating Factors 3(g) and 3(i)
Civil Rights Threshold Review

• Section III.C.2.c. of the General Section of the SuperNOFA
Rating Factor 1(b)(1)

• Scope, extent, and quality of your experience in providing housing or related services to minority persons or minority families.

• Worth a maximum of five (5) points.
Significant Previous Experience

- The percentage of minorities being provided housing or services in your current projects are equal to or greater than the percentage of minorities in the jurisdiction where the housing or services are provided.
Rating Factor 1(b)(2)

- The scope, extent, and quality of relationships overtime with minority communities.

- Worth a maximum of two points.
Rating Factor 3(b)

- The suitability of the site in providing greater housing choice to minorities and persons with disabilities and affirmatively furthering fair housing.

- Worth a maximum of 10 points.

- 24 CFR 891.125(b) and (c)
How to meet Rating Factor 3(b)

• For non-minority neighborhood.

• For minority neighborhood.
Rating Factor 2(b)

• Connection between the project and the community’s planning document that analyzes fair housing issues.
Rating Factors 3(g) and 3(i)

• The inclusion of the target population in the development and implementation of the project.
Contact Information

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