
**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

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

Billing Code 4210-32-C

**Housing Opportunities for Persons With
AIDS (HOPWA) Overview Information**

A. Federal Agency Name: Department
of Housing and Urban Development,

Office of Community Planning and
Development (CPD), Office of HIV/AIDS
Housing.

B. Funding Opportunity Title:
Housing Opportunities for Persons With
AIDS (HOPWA).

C. Announcement Type: Initial
Announcement

D. Funding Opportunity Number: The **Federal Register** number for this NOFA is: FR-4900-N-14. The OMB approval number for this program is 2506-0133.

E. Catalog of Federal Domestic Assistance (CFDA) Numbers: 14.241 Housing Opportunities for Persons With AIDS Program.

F. Dates: The application submission date is on May 27, 2005 for the Renewal of expiring HOPWA permanent supportive housing projects and for New and Continuing HOPWA applications. Refer to the General Section for application submission and timely receipt requirements.

G. Additional Overview Information:

1. *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 low-income persons with Human Immunodeficiency Virus/ Acquired Immunodeficiency Syndrome (HIV/AIDS) and their families. Grant recipients will measure client outcomes to assess how housing assistance results in creating or maintaining stable housing, reduces risks of homelessness, and improves access to healthcare and other needed support. States, units of general local government, and nonprofit organizations interested in applying for funding under this grant program should carefully review the General Section and detailed information listed in this Program NOFA. There is no separate Application Kit for this Program NOFA.

2. *Available Funds.* Approximately \$27,925,000 in FY2005 funding is made available along with approximately \$9,052,000 in remaining FY2004 funds. These amounts may be adjusted based on the approved appropriations for the Department's HOPWA program for Fiscal Year 2005. The Department's 2004 SuperNOFA, published on May 14, 2004, stated that HUD would issue a Notice at a later date to award any remaining 2004 HOPWA competitive funds for new and continuing projects. The selection of the 2004 Renewals for permanent supportive housing projects was made on October 25, 2004 for the award of \$20,175,475 to 22 eligible projects. The remaining amount of approximately \$9,052,000 is being made available through this Notice.

This Notice makes available funding for three types of HOPWA competitive grants: (1) Renewals of expiring HOPWA projects that conduct permanent supportive housing activities (Renewals); (2) new awards for permanent supportive housing activities to be conducted by States and units of general local government that are not

eligible to receive HOPWA formula allocations (Long-term projects); and (3) awards for new and continuing Special Projects of National Significance (SPNS) demonstration projects that will undertake new housing service delivery models or housing project activities that include plans to provide HOPWA clients with permanent housing assistance by the end of the operating period.

Remaining FY2004 funds will be made available for new long-term projects and, if funds remain, for new and continuing SPNS demonstration projects, in the order of their ranking in their category of grants.

FY2005 funds will be made available in the following priority order: (1) Renewal of expiring HOPWA grants providing permanent supportive housing as described in Renewal of Permanent Supportive Housing Grants; (2) and if FY2005 funds remain, new awards for long-term projects; and (3) then awards for new and continuing Special Projects of National Significance (SPNS) demonstration projects.

3. *Eligible Applicants.* States, units of general local government, and nonprofit organizations may apply for HOPWA competitive funding under this Program NOFA. Eligibility requirements are contained below.

4. *Match.* There are no cost sharing or matching requirements for applications under this program NOFA. However, requests to fund projects under this Program NOFA will be reviewed for leveraging, see Section IV.B.

5. *Authorities.* If you are interested in applying for funding under this program, please review carefully the General Section and the following sections of this Program NOFA. For more information on eligible activities under the HOPWA Program, see the HOPWA program regulations at 24 CFR part 574 and the AIDS Housing Opportunity Act (42 U.S.C. 12901-12912), which govern the program.

Full Text of Announcement

Funding Opportunity Description

A. Program Description

1. *Renewal of Permanent Supportive Housing Grants.* Under the Department's Appropriations Act, the Secretary is required to renew qualifying expiring contracts for permanent supportive housing. HUD will renew previously funded competitive grants that meet the eligibility requirements below and all program requirements. Applications will be reviewed on a pass/fail threshold review system and are not required to address the Department

policy priorities described in the General Section.

2. *New Long-Term Projects for Permanent Supportive Housing.* HUD will award funds for permanent supportive housing activities through a competitive selection process for new Long-term projects that provide housing and related supportive services to low-income persons living with HIV/AIDS and their families in areas that are not eligible for HOPWA formula allocations.

3. *New and Continuing SPNS Demonstration Grants.* HUD will award new and continuing Special Projects of National Significance (SPNS) demonstration grants through a competitive selection process. SPNS demonstration projects will undertake new housing service delivery models or housing project activities that include plans to provide HOPWA clients with permanent housing assistance by the end of the operating period under the award. Consistent with the selection considerations established at 42 U.S.C. 12903(c)(3)(C), demonstration projects will help show program successes or lessons learned in planning, operating and evaluating an innovative type of service delivery model for the purposes of demonstrating potential replicability in the HOPWA program, in addition to other housing programs throughout the nation.

For purposes of this Program NOFA, "New and Continuing projects" refers to new Long-term projects and new and continuing SPNS demonstration projects collectively.

4. Definitions for all HOPWA grants.

a. *Chronically Homeless Person.* A chronically homeless person is defined as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least 4 episodes of homelessness in the past 3 years. A disabling condition is defined as a diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.

b. *Long-term Project.* The term "Long-term Project" refers to projects established by State or local government applicants 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 formula allocations.

c. *SPNS Demonstration Grant or Project.* The term SPNS demonstration grant refers to Special Projects of National Significance (SPNS) awards for

new housing project activities or service delivery models for providing housing assistance to eligible persons. In conjunction with these activities, SPNS demonstration projects must include specific plans to provide HOPWA clients with permanent housing assistance by the end of the operating period under the award. SPNS demonstration grants will only be awarded to transitional, short-term and emergency housing projects. Funding for SPNS demonstration projects is provided on a one-time only basis. These projects do not provide permanent supportive housing and, therefore, will not be eligible for renewal under the current criteria for permanent supportive housing projects. HOPWA support for participants is expected to terminate as they become more self-sufficient, move to or benefit from permanent housing programs, or establish stable permanent housing through other means.

d. Expiring Grant is defined by the end date in the grant agreement signed with HUD on the existing project (including any amendment or extension approved by HUD) which results in an existing agreement expiring in Federal Fiscal Year 2005 (*i.e.*, from October 1, 2004 to September 30, 2005), or will expire within 18 months after the date of the publication of this Program NOFA.

e. Lease or Occupancy Agreement. In establishing that an eligible person has obtained permanent supportive housing and a legal right to continue in that housing unit, the lease or occupancy agreement must be for a term of at least one year. The lease or occupancy agreement must also be automatically renewable upon expiration, except on reasonable prior notice by either the tenant or the landlord.

f. Nonprofit Organization. Non-profit organization means any non-profit organization (including a State or locally chartered, nonprofit organization) that: (1) Is organized under State or local laws; (2) Has no part of its earnings inuring to the benefit of any member, founder, contributor or individual; (3) Has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated an entity that will maintain such an accounting system; and (4) Has among its purposes significant activities related to providing services or housing to persons with acquired immunodeficiency syndrome or related diseases, as clarified to include infection with the human immunodeficiency virus (HIV).

g. Permanent Supportive Housing. Permanent supportive housing is defined as housing in which the eligible person has a continuous legal right to remain in the unit and which provides the eligible person ongoing supportive services through qualified providers. HUD will consider a grant to provide permanent supportive housing if 51 percent or more of HOPWA program activity funds are used: (1) To provide for the development or operation of permanent housing or rental assistance for permanent housing units where ongoing supportive services are made available through other leveraged resources; and (2) to provide for supportive services for residents in permanent housing; or (3) in some combination of these.

As provided in Section III.C.2.(i), "Grant Purpose and Agreements to Operate Eligible Permanent Supportive Housing Grants", you must include in your grant files a copy of the standard lease form or occupancy agreement used for residents of the project. The lease or occupancy agreement must meet the definition for such agreements provided above. Failure to maintain this project documentation of the client's lease or occupancy agreement will constitute a grant default. The requirements governing termination of housing are located in 24 CFR 574.310(e).

h. Transitional Housing. For purposes of this notice, the term "transitional housing" means housing, the purpose of which is to facilitate the movement of eligible person(s) to permanent housing within 24 months. The eligible person(s) may remain in transitional housing for a longer period if permanent housing for the eligible person(s) has not been located or the eligible person(s) requires additional time to prepare for independent living. However, no more than half of the eligible persons may remain in that project longer than 24 months. Failure to observe this requirement may constitute a grant default, which could result in grant sanctions (including deobligation).

B. Statutory and Regulatory Requirements

If you are interested in applying for funding under this program, please review carefully the General Section and this Program NOFA. For more information on the HOPWA program, 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. 12901–12913), which govern the program.

C. Availability of Other HOPWA Resources

1. Formula Allocations. Applicants are advised to also consider seeking funds from the formula component of the HOPWA program and from other resources. Ninety percent of the HOPWA program is allocated by formula to eligible States and qualifying cities. In FY2005, HUD expects that the approximately \$251 million in HOPWA funds will be distributed by formula to the qualifying cities for 83 eligible metropolitan statistical areas (EMSAs) and to 39 eligible States for areas outside of EMSAs. The formula amounts are subject to the amounts approved by Congress for Fiscal Year 2005. Recipients of formula funds must follow HUD's Consolidated Plan process. Information on consolidated planning, including HOPWA formula programs and descriptions of previously awarded competitive grants, is available on the HUD Web site at www.hud.gov/grants.

2. National HOPWA Technical Assistance. To apply for funding to serve as a provider of HOPWA technical assistance, you must submit an application for funds under the Community Development Technical Assistance (CDTA) part of the SuperNOFA. The CDTA notice makes HOPWA funds available to organizations qualified to provide technical assistance support to HOPWA grantees and project sponsors. Organizations seeking help in managing their HOPWA project, such as advice or other help needed in planning, operating, reporting to HUD and evaluating HOPWA programs, can request technical assistance by contacting their State or area CPD office.

II. Award Information

A. Total. Approximately \$27,925,000 in FY2005 funding along with approximately \$9,052,000 in carry-over FY2004 funds will be awarded under this HOPWA Program NOFA.

B. Number and Timing of Awards. HUD anticipates that projects awarded under this Notice will be announced by August 30, 2005. It is expected that selected Renewal Projects will continue program activities under a new grant agreement for an additional three years. The start date for the new agreement shall be immediately following the end date of the existing agreement so there is continuity of service. The period of performance for new Long-term projects is three years, with the potential for HUD approval of a one-time extension of up to 12 months. These grants may be eligible for Renewal as expiring permanent supportive housing projects.

The period of performance for new and continuing SPNS demonstration projects is three years, with the potential for HUD approval of a one-time extension of up to 12 months. These grants do not provide permanent supportive housing and, therefore, will not be eligible for Renewal under the current criteria for permanent supportive housing projects.

C. Maximum Grant Award. In order to fairly distribute available funding, the maximum grant award that you may receive is:

1. For program activities: \$1,300,000 (e.g., activities that directly benefit eligible persons);
2. For grant administrative costs of the grantee: 3 percent of the awarded grant amount (e.g., an additional \$39,000 if the maximum grant is awarded);
3. For grant administrative costs for project sponsors: 7 percent of the amounts received by the project sponsor under the grant (e.g., an additional \$91,000 if the maximum grant is awarded);
4. Total maximum grant amount for all categories of grant awards under this NOFA is: \$1,430,000.

D. Average Grant Award. Based on the results of the 2004 HOPWA competition, the average grant award for the 22 grants selected was \$916,600.

III. Eligibility Information

A. Eligible Applicants

1. Eligibility for Funding to Nonprofit Organizations. If you are a nonprofit organization, you must also satisfy the nonprofit requirements established in the definition for eligible nonprofit organization found in 24 CFR 574.3 and in the definitions section of this Program NOFA. In the case that a nonprofit organization is being added to your Renewal project in your application, or a sponsor's legal status has changed due to merger or other action, you will also need to submit the related required information described in Section IV.B of this Program NOFA.

2. General Eligibility for Renewal of Expiring Grants for Permanent Supportive Housing. Eligible applicants are States, units of general local government, and nonprofit organizations that have been awarded funds under a previous HOPWA national competition and operated their projects under a signed grant agreement with HUD. To be eligible, your project must provide permanent supportive housing to eligible persons under an expiring grant and meet the threshold requirements established under this Program NOFA to continue to receive funding for your project.

3. Additional Eligibility for Renewal and Continuing Projects. To be eligible for a Renewal or continuing grant, you must be operating your existing HOPWA competitive project in a manner that meets program requirements. This is evidenced by not having a record of poor performance or unresolved grants management issues with your existing project. HUD will consider any evidence of poor performance taking place up to the date of the public announcement of awards under this NOFA. Unresolved problems may include: HUD knowledge that planned activities remain significantly delayed in their implementation; a significant number of planned housing units are vacant; required annual progress reports are not timely filed with HUD; unresolved actions pending under a HUD notice of default on your current grant or significant citizen complaints are unresolved or not responded to with justified reasons. Weak performance may also be evident if more than 50 percent of grant funds remain recorded as unexpended as of the application due date for Renewals under this Program NOFA, as measured by reimbursements filed with HUD's financial system.

4. General Eligibility on New and Continuing Applicants and Sponsors. States, units of general local government, and nonprofit organizations may apply under the Special Projects of National Significance (SPNS) demonstration grants category to propose new or continuing projects which will provide residents with permanent housing assistance by the end of their operating period.

However, States and units of general local government are encouraged to apply under the "Long-term" category, if the project entails new permanent supportive housing activities in areas that did not receive HOPWA formula allocations in FY2004 or are not designated to receive allocations in FY2005. Applicants under the Long-term category of grants will be reviewed, rated, and ranked with other applications under this funding category. Nonprofit organizations are not eligible to apply directly for Long-term grants, but may serve as a project sponsor for an eligible State or local government applicant.

B. Cost Sharing or Matching

There are no cost sharing or matching requirements for applications under this program NOFA. However, requests to fund projects under this Program NOFA will be reviewed for leveraging, see Section IV.B. paragraphs 3.e. for

renewals and 4.f. for new and continuing projects.

C. Other Eligibility Requirements

1. Threshold Requirements for All Applications. Applicants must meet the Threshold requirement identified in the General Section. HUD will also review your application to determine that you are eligible for funding, as follows:

a. Eligible Applicant. (1) Your application is consistent with the requirements of Section III of this Program NOFA for eligibility based on applicant requirements, project sponsor requirements and the lack of any unresolved management issues for Renewal and continuing grants; and

(2) Your application complies with the Dun and Bradstreet Data Universal Numbering System (DUNS) Number Requirement. Beginning in Federal Fiscal Year 2004, any applicant seeking funding directly from HUD must obtain a DUNS number and include it in their SF-424 Application for Federal Assistance submission. Failure to provide a DUNS number can prevent you from obtaining an award. This policy is pursuant to OMB Policy issued in the **Federal Register** on June 27, 2003 (68 FR 38402). The Grants.gov registration process for applying on line requires the applicant have a DUNS number to be authenticated. More information on the requirement of the DUNS Number can be found in the General Section.

b. Expiring Grants. For a Renewal or continuing grant, your application is consistent with the definition for a HOPWA expiring grant in Section I.A. of this Program NOFA.

c. Permanent Supportive Housing Projects. For a Renewal or new Long-term project, your application is consistent with the definition for a HOPWA permanent supportive housing grant in Section I.A. of this Program NOFA.

d. Eligible Project Sponsors. Your application is consistent with the requirements for eligibility of project sponsors, as follows:

If the project sponsor is a nonprofit organization, that organization must also satisfy the nonprofit requirements established in the definition of eligible nonprofit organization found in 24 CFR 574.3 and in the definition section of this Program NOFA. In the case that the organization's nonprofit status has changed since the time of your original application to HUD under the prior competition, or a nonprofit organization is being added to your Renewal or New and Continuing project, you will need to submit the required information

described in Section IV.B. of this Program NOFA.

To the maximum extent possible, the Renewal project should continue with the same project sponsors, as documented in the prior HOPWA award or amendments to that award as approved by HUD. HUD will consider the merits for changing a project sponsor as sufficient if the new sponsor evidences the capacity to enhance project operations or improve responsiveness to eligible persons. Such examples for changing a project sponsor may be that a new project sponsor has greater management, financial, or program service delivery capacity to conduct program activities or a prior project sponsor is no longer in operation, had evidence of inefficient or unresponsive behavior under their prior service, or has merged with another entity.

2. *Program Requirements.* All grant recipients must also meet the following program requirements, including performance goals and operational benchmarks and conduct project activities in a consistent and ongoing manner over the approved grant operating period. If a selected project does not meet the appropriate requirement, HUD reserves the right to cancel or withdraw the grant funds.

a. *General Provisions.* The provisions outlined within the General Section apply to the HOPWA program unless otherwise stated within this Program NOFA. Specifically, you are encouraged to review, Section III.C., *Other: Requirements and Procedures Applicable to All Programs.*

b. *Environmental Requirements.* All HOPWA assistance is subject to the National Environmental Policy Act and applicable related Federal environmental authorities. While some eligible activities, such as tenant-based rental assistance, supportive services, operating costs, and administrative costs, are excluded from environmental review because of the lack of environmental impact, other activities require environmental review. All new facility-based projects must undergo an environmental review. In accordance with Section 856(h) of the AIDS Housing Opportunities Act and the HOPWA regulations at 24 CFR 574.510, 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 a responsible entity must request the unit of general local government to perform the environmental review. HOPWA

grantees and project sponsors may not commit or expend any grant or non-federal funds on project activities until HUD has approved a "Request for Release of Funds and Certification" (RROF), form HUD-7015.15, on compliance with the National Environmental Policy Act and implementing regulations at 24 CFR part 58 (Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities) and the environmental certification from the responsible entity (other than those listed in 24 CFR 58.22(f), 58.34 or 58.35 (b) for which the responsible entity documents its findings of exemption or exclusion for the environmental review record (24 CFR 58.34 (b) or 24 CFR 58.35 (d)). The recipient, its project partners and their contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project, or commit or expend HUD or local funds for such eligible activities, until the responsible entity (as defined in 58.2) has completed the environmental review procedures required by 24 CFR part 58 and the environmental certification and RROF have been approved. HUD will not release grant funds if the recipient or any other party commits grant funds (*i.e.*, incurs any costs or expenditures to be paid or reimbursed with such funds) before the recipient submits and HUD approves its RROF (where such submission is required). The recipient shall supply all available, relevant information necessary for the responsible entity to perform, for each property, any environmental review required.

c. *Required HOPWA Performance Goals.* Grant recipients must conduct activities consistent with their planned annual housing assistance performance output goals, objectively measure actual achievements against anticipated achievements, and report on their actual performance housing outputs and client outcomes. Applicants are requested to use the HOPWA Budget Form found in the appendices in this Program NOFA for recording the funding for housing assistance activities that are associated with these performance outputs, including any funding request for HOPWA funds and/or your commitment to use other funds for this purpose. Applicants must establish a reasonable client outcome goal on achieving housing stability to be quantified after each year of operation to demonstrate client outcomes. HUD expects that each HOPWA grantee will show that at least half of the beneficiaries achieve stable housing in their program during the

operating year, as shown by stable housing arrangements for the household at the end of each operating year. The grantee will assist in establishing a baseline on annual performance to help measure how future efforts lead to the achievement of higher levels of housing stability. On a national basis, HUD has established the goal that over 80 percent of clients will be shown to be in stable housing situations by 2008.

(1) *Required Output.* The projected number of low-income households with persons living with HIV/AIDS expected to benefit from HOPWA assistance by the type of housing support to be provided through your project during each operating year.

(2) *Required Outcome.* Through the use of HOPWA housing assistance and related supportive services, the number of eligible persons shown annually to have established or maintained housing stability, along with reduced risks of homelessness, and improved access to healthcare, and other support for eligible persons.

d. *Optional Program Performance Goals.* (1) *Optional Outputs.* In addition to required performance goals described in the paragraph above, you may include other measures or annual indicators, such as the projected numbers of persons, client contacts by service, the number of permanent housing client plans established by case managers, the number of jobs created through a job training or skills development program or other measures of the numbers to be served through each activity during each project operating year.

(2) *Optional Outcomes.* In addition, you may establish other outcome goals, such as: increase the access to permanent housing for eligible persons to enable these households to become more self-sufficient as evidenced by increase in income or reduced need for housing or other Federal or non-federal subsidies and support. In addition, outcomes should also address the challenge of homelessness for persons living with HIV/AIDS and their families, including persons who are chronically homeless, by enabling them to move from transitional housing to permanent housing with appropriate supportive services assistance.

e. *HUD Logic Model.* To illustrate the planning for the use of resources, project activities, required outputs and outcomes, and other grantee identified goals, and for reporting on annual accomplishments, you must use the Logic Model (Form HUD-96010) in the General Section to meet these application requirements. Applicants

must make use of the required elements in paragraph (a) in this form.

f. HOPWA Facility Use Period

Requirement. Any building or structure assisted with amounts under this part will be maintained as a facility to provide assistance for eligible persons: (1) For not less than 10 years in the case of assistance involving new construction, substantial rehabilitation or acquisition of a building or structure; and (2) for not less than three years in cases involving substantial rehabilitation or repair of a building structure.

g. Grant Purpose and Agreements to Provide Permanent Supportive Housing. As a requirement for the receipt of these Federal funds, the grant applicant agrees to maintain project eligibility and related documentation on the following:

(1) *Agreement to Continue the Provision of Permanent Housing.* For projects providing permanent housing, your application constitutes an agreement that you will continue to provide permanent supportive housing support to HOPWA eligible persons over the operating period of this grant. This agreement must insure that at least 51 percent of the HOPWA program activity funds awarded to your project are used for this purpose and any new funds and related commitment of other funds will continue to provide permanent supportive housing to eligible persons for the planned annual outputs.

(2) *Agreement to Continue the Use of Other Resources.* If your project will rely on other State, local, Federal, or private resources to provide the permanent housing or supportive services portion of your project as documented and approved by HUD in commitment letters for leveraging, you must ensure that the other resources will continue to be available for that purpose for project beneficiaries throughout their commitment periods under the term of the grant. Failure to use committed resources as documented and approved by HUD for leveraging will constitute a grant default which could result in grant sanctions, including the reduction in amounts awarded for supportive services for which the commitment is not evidenced in grant operations.

(3) *Agreement on Permanent Client Occupancy.* For projects providing permanent housing, excluding short-term mortgage, rent, and utility payments projects, you must agree to maintain evidence that the client has a continuous legal right to remain in the unit or property and has access to ongoing supportive services provided through qualified providers. You must

include in your grant files a copy of the standard lease form or occupancy agreement used for residents of the project. The lease or occupancy agreement must be for a term of at least one-year. The lease or occupancy agreement must also be automatically renewable upon expiration, except on reasonable prior notice by either the tenant or the landlord. The requirements governing termination of housing are located in 24 CFR 574.310(e). Failure to maintain this project documentation of the client's lease or occupancy agreement will constitute a grant default.

h. Execution of Grant Agreement and Obligation of Awards. HOPWA grants are obligated upon execution of the grant agreement. Applicants selected for receiving FY2005 funding must execute grant agreements, as soon as practicable but no later than six months after the notice of selection. For applicants selected for receiving FY2004 funding under this competition, the grant agreement must be executed as soon as practicable, but by no later than September 15, 2005, consistent with a statutory requirement for the obligation of the FY2004 funds.

i. Disbursement of Funds. Under this Program NOFA, grant recipients must fully expend their grant in a consistent and ongoing manner, and complete the use of the funds by no later than three years following the effective date or the operation start date in the grant agreement, unless HUD has approved a one-time extension of the grant agreement term of an additional 12 months or less. A time limit on grant expenditures, that is established in the National Defense Authorization Act for Fiscal Year 1991, requires the expenditure of all HOPWA funds awarded under the FY2004 Appropriations Act by September 30, 2010, and HOPWA funds awarded under the FY2005 Appropriations Act by September 30, 2011. After September 30, 2010 (for FY04 funds) and September 30, 2011 (for FY05 funds), any unexpended funds shall be canceled and, thereafter, shall not be available for obligation or expenditure for any purpose.

j. Site Control through Acquisition or Lease. If you acquire or lease a site for housing activities, you are required to gain site control within one year from the date of your notice of selection by HUD.

k. Rehabilitation or New Construction. If you propose to use HOPWA funds for rehabilitation or new construction activities for housing projects, you must agree to begin the rehabilitation or construction within 18 months, and all

rehabilitation or construction work must be complete within the terms of your grant agreement with HUD.

l. Project Operations. If funds are used for operating costs of existing housing facilities, you must agree to begin to use these funds within six months, consistent with the terms of your grant agreement with HUD. If funds for a New and Continuing project, are to be used for operating costs, in connection with the new construction or substantial rehabilitation of housing facilities, the amount of funds designated for operating costs must be limited to the amount to be used during the portion of the planned three-year period for your grant agreement for which the facility will be operational and assisting eligible persons. Delays in the project's development activities, such as the planned completion of the construction or rehabilitation activities, could result in the loss of funds designated for operating costs, if such funds remain in excess after the authorized use period for this award. For example, if you expect to take two years to complete the rehabilitation of the facility, any operating costs could only be requested for use in the remaining one-year of the planned three-year operating period for this award.

3. Eligible Activities. a. Renewal Project Guidelines.

(1) The activities to be renewed must be ongoing forms of support over three years. (2) The Renewal application may also establish a reasonable level of operating costs for a permanent supportive housing facility that involved the use of HOPWA funding for its acquisition, new construction, leasing or rehabilitation in the prior or original grant. Subject to standards set forth in applicable OMB Circulars, you may establish your request for operating costs based on current costs for operating your project (or a housing project of a similar type and size) as the reasonable and necessary operating costs for maintaining the investment in these permanent housing projects over the term of the Renewal grant.

(3) Administrative costs for grantees and project sponsors, which must include the use of funds for data collection on project outcomes, are available as part of your Renewal budget request. HUD expects that the use of administrative funds for data collection will help to ensure strong program management and result in accurate reporting of outputs and outcomes.

b. General Guidelines on Eligible Activities Applying to All Projects

(1) *Proposed Project Activities.* In your application, you must specify the activities and budget amounts for which

HOPWA funds are being requested, consistent with the eligible activities found in the HOPWA regulations at 24 CFR 574.300–340. For SPNS demonstration grants, activities are limited to those entailing transitional, short-term and emergency housing assistance. A copy of the regulations may be downloaded from www.hud.gov/offices/cpd/aidshousing/lawsregs/index.cfm. You are encouraged to review the HOPWA regulations before seeking funding. HUD will not approve proposals that depend on a prospective determination as to how program funds will be used. For example, a proposal to establish a local request-for-proposal process to select either activities, or to select project sponsors, and other similar proposals that have the effect of delaying the obligation of funds due to the unplanned use of HOPWA funds, will not be approved.

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

(a) *Housing Assistance.*

(i) HOPWA projects must demonstrate that housing assistance is the main focus of their project. Please indicate if you propose to use HOPWA funds to provide permanent supportive housing (as defined in Section I.A.1.a). If you are proposing emergency or transitional housing assistance, your plan must include linkages to permanent supportive housing. As found at 24 CFR 574.300(b)(8), operating costs for housing include the day-to-day operating costs for the housing project, including costs for maintenance, security, operations, insurance, utilities, furnishings, equipment, supplies, and other incidental costs for the housing activities, such as costs for staff involved in the housing functions of this project.

(ii) As addressed in the rating criteria for New and Continuing projects, to receive the maximum points under the rating criteria, your project must clearly address the housing needs of eligible persons through the direct use of HOPWA funds for eligible housing costs.

(b) *Supportive Services.* Many of the eligible persons who will be served by HOPWA may need other support in addition to housing. It is important that you design programs that enhance access to those existing mainstream resources through community wide strategies to coordinate assistance to eligible persons. These mainstream programs include: healthcare; AIDS drug assistance, and other services funded through the Ryan White CARE Act; other Federal programs such as Medicaid, Children's Health Insurance Program, Temporary Assistance for

Needy Families, Food Stamps, Mental Health Block Grant, Substance Abuse Block Grant, Workforce Investment Act, and the Welfare-to-Work grant program; and other State, local and private sources. Further, to help ensure that selected projects address housing related purposes, no more than 35 percent of the proposed budget for program activities undertaken by New and Continuing project recipients, and no more than 35 percent of the maximum grant amount for program activities for a Renewal grant, can be designated for supportive services costs. Applications will be reviewed for leveraging resources, including commitments to provide additional supportive services in an amount equal to or greater than the total amount requested for supportive services, as described in Section IV.B.5. In addition, HUD will not award funds for the acquisition, lease, rehabilitation, or new construction of a supportive services-only facility. Additional restrictions and limitations that apply to supportive services such as healthcare costs can be found at 24 CFR 574.300. HUD will not provide funds for medications. Costs for staff engaged in delivering the supportive service is part of the supportive service activity cost, and should not be listed as operating costs or "other" costs in the application's proposed budget.

(c) *Permanent Housing Placement Assistance.* Permanent housing placement services at 574.300(b)(7) may also be used in connection with the provision of housing support provided under these awards. Permanent housing placement costs may involve costs associated with helping eligible persons establish a new residence where ongoing occupancy is expected to continue, including rental application fees, related credit checks and reasonable security deposits necessary to move persons to permanent housing, provided such deposits do not exceed two months of rent. Leveraged resources could involve other forms of move-in support, such as essential housing supplies, smoke alarms, standard furnishings, minor repairs to the unit associated with move-in, and other incidental costs for occupancy of the housing unit. While these items are not eligible as permanent housing placement costs, grantees may make use of other leveraged funds for these costs. Applicants should note that permanent housing placement is a type of supportive service and, therefore, the leveraging guidelines described in Section IV.B.5, will apply to requests for such assistance.

(d) *Other HUD-Approved Activities.* You may propose other activities not already authorized at 24 CFR 574.300(b), subject to HUD's approval. Your proposal should address the expected beneficial impact of this alternative activity in addressing housing needs of eligible persons by describing the project impact and the identified performance output and client outcome measures for this activity.

IV. Application and Submission Information

A. Addresses To Request Application Package

Copies of the published NOFAs and application forms for HUD programs announced through NOFA may be downloaded from the Grants.gov Web site at <http://www.grants.gov/Apply> or, if you have difficulty accessing the information, you may receive customer support from Grants.gov by calling their Support Desk at (800) 518-GRANTS or sending an e-mail to support@grants.gov. The operators will assist you in accessing the information. If you do not have internet access and need to obtain a copy of the NOFA, you can contact HUD's NOFA Information Center toll-free at (800) HUD-8929. Persons with hearing or speech impairments may also call toll-free at (800) HUD-2209.

B. Content and Form of Application Submission

HOPWA applicants are not required to provide the forms, certifications, and assurances listed in the General Section unless stated below. The following certifications must be included with your application. All certifications and forms, except those found in the General Section, are included in the appendices in this Program NOFA.

1. *Required and Optional Forms:* Applicants are requested to submit the following information:

a. *Application for Federal Assistance (SF-424).*

b. *Survey on Ensuring Equal Opportunity for Applicants (SF-424 Supplement).*

c. *Program Outcome Logic Model (HUD-96010).*

d. *Certification of Consistency with the Consolidated Plan (HUD-2991).*

e. *Certification of Consistency with the RC/EZ/EC-II Strategic Plan (HUD-2990)—if applicable to the service area of your project.*

f. *Applicant/Recipient Disclosure/Update Report (HUD-2880).*

g. *Disclosure of Lobbying Activities (SF-LLL), if applicable.*

h. *HOPWA Application Budget Summary, including HOPWA Applicant Certifications* (form HUD-40110-B).

i. *Acknowledgement of Application Receipt* (HUD-2993), if applicable due to an approved waiver of the electronic submission requirement.

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

2. *Additional HOPWA guidance on forms.*

a. *Application for Federal Assistance* (SF-424). In completing the SF-424, a number of items in other required forms may be completed or automatically populated through the use of the electronic Grants.gov application. In applying for HOPWA grant funds, the applicant's signature on the SF-424 will also show agreement for following the Program Requirements found at III.C.2., including all of the items under paragraph f. HOPWA Facility Use Period Requirement. For the HOPWA program, the following items on the SF-424 would be completed as follows:

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

—Item 9—Grants.gov will enter U.S. Department of Housing and Urban Development or HUD;

—Item 10—Grants.gov will enter 14.241 and the title “Housing Opportunities for Persons With AIDS Program” or “HOPWA” for the Catalog of Federal Domestic Assistance;

—Item 15—You must complete the budget on page 1 along with more detailed information on the HOPWA Application Budget Summary form described below. Please make sure that both the Total Amount on page 1 and the “Total Budget” section on the Budget form are the same. In the event that the total budgets are in conflict, HUD will refer to the HOPWA *Application Budget Summary form*.

—Item 16—Check “No”.

b. *HOPWA Application Budget Summary* (form HUD-40110-B). Please complete the HOPWA Application Budget Summary (form HUD-40110-B) that will provide a summary of the total budget for this project, the annual HOPWA amounts to be used in each of the three years of operation and description budget by project sponsor of the HOPWA funds to be used by each sponsor. On this form, you must provide a short narrative which outlines each of your requested budget line items and how the funds will be used, including the amount of requested funding by line item for you and your project sponsors. The summary items will be more fully

described in the applicable narrative sections of your application.

c. *Certification of Consistency with the Consolidated Plan* (HUD-2991). Except as stated below, you must include a Consolidated Plan certification from the applicable State or local government official for submitting the appropriate plan for the areas in which activities are targeted to be carried out. The authorizing official from the State or local government must sign this certification. If your project will be carried out on a national basis or will be located on a reservation of an Indian tribe, or in one of the U.S. Territories of Guam, the Virgin Islands, American Samoa, or the Northern Mariana Islands, you are not required to include a Consolidated Plan certification from these areas with your application.

3. *Application Content for Renewal Applications*. The following provides the applicant with an overview of the information required for Renewal Applications. The criteria that the Renewal Application will be reviewed and rated on can be found in Section V.A.1, of this Program NOFA. For your narrative responses, please number the pages and include a header and a footer that provides the name of the applicant, the program name, and type of application (*i.e.*, Renewal).

a. *Executive Summary and Synopsis*. On no more than five double-spaced pages, please provide an Executive Summary of the proposed Renewal project, beginning with a two or three sentence synopsis of the focus or special purposes of your project. The summary should provide an overview of the main components of your planned HOPWA project, including any updated elements from the original project application and your annual housing output for your next operating year. In the Executive Summary, please provide the name of the grantee and any project sponsors, along with contact names, phone numbers, and e-mail addresses.

b. *Organizational Capacity Narrative*. If a new project sponsor(s) is added to the Renewal proposal, please describe the capacity of the project sponsor(s) to conduct program activities. Follow the procedures in the General Section for submitting this documentation. You must submit documentation of the organization's nonprofit status and HIV/AIDS purposes, as described in Section III.A. on eligibility with your HOPWA application and maintain a copy in your project files in order to be able to produce them upon request. In your statement, please address the extent to which the project sponsor(s) have the past organizational experience and

knowledge: in serving persons with HIV/AIDS and their families; in programs similar to those proposed in your application; in monitoring and evaluating program performance and disseminating information on project outcomes; and, in achieving the purpose for which funds were provided, as measured by expenditures and measurable progress in operating the project. Please provide this narrative information on no more than two double-spaced typed pages. If you are adding more than one project sponsor, you may include up to two additional pages per project sponsor.

c. *Provision of Current Permanent Supportive Housing Narrative*. On no more than four double-spaced pages, demonstrate how your project provides permanent supportive housing through HOPWA and/or other resources, and report on how the project has been meeting housing assistance outputs compared to planned and approved number of households or units of housing under the current grant. 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, including any efforts that have helped clients achieve greater self-sufficiency through access to other ongoing housing options, which do not depend on HOPWA funds. Describe how your project has been meeting planned performance benchmarks, as appropriate, in program development and operation; in meeting project performance goals, such as, that the number of persons assisted is comparable to the number that was planned at the time of the application; and is expending funds consistent with the existing agreement with HUD. Also describe how you evaluated project data on performance, adjusted program activities and shared information that you have gained from your lessons learned on these past activities.

d. *Achieving New Results and Program Evaluation Narrative*. On no more than three double-spaced pages identify the housing benefits or outcomes of your Renewal program including your activities, related project benchmarks, and performance output indicators over the next three grant operating years. Your application should address your evaluation plan or method for collecting data on HUD program measures to evidence achievement of your project's goals and objectives and to establish a baseline for

client outcomes. You must also complete and submit as part of your application the Logic Model Form (HUD-96010) to illustrate your plans for the use of resources, project activities, outputs, outcomes, and goals.

e. *Documentation of Leveraging for Supportive Services for Renewal Projects.* If your Renewal project requests funding for supportive services, your application will be reviewed for leverage. As described in paragraph 5 of this section, you must demonstrate evidence of commitments from other State, local, Federal, or private resources to provide additional supportive services for project beneficiaries of an equal or at a greater value in order to qualify for an increase in any budget line item (BLI) above 100 percent of the approved BLI for your existing grant up to the 120 percent limit. You must follow instructions for documenting leveraging as established in paragraph 5 of this section. The total of all leveraged resources to provide supportive services must at least equal the requested totals for HOPWA supportive service funds in Line 10 and Line 11 of the Application Budget Summary in order to qualify the application for an increase in any budget line item (BLI) above 100 percent of the approved BLI for the existing grant up to the 120 percent limit. Attempts to falsify or failure to maintain and produce these letters of commitment upon request could lead to the termination of the awarded grant. Note that if your Renewal application does not request funds for supportive services and this is a change to your existing grant, you must continue to utilize other sources to provide a reasonable level of supportive services that is similar to that previously provided.

f. *Proof of Nonprofit Status and AIDS Purpose.* In the case that a project sponsor is being added, or a sponsor's legal status has changed due to merger or other action, you will also need to submit the related required information described in Section IV.B.4.b of this Program NOFA.

4. *Application Content for New Long-term, and New and Continuing SPNS Demonstration Project Applications.* The following is an overview of the information required for applications for new Long-term projects, and for new and continuing Special Projects of National Significance (SPNS) demonstration grants. Long-term projects provide permanent housing and related supportive services to low-income persons living with HIV/AIDS and their families in areas that are not eligible for HOPWA formula allocations. New and continuing SPNS

demonstration projects will undertake new housing service delivery models or housing project activities that include plans to provide HOPWA clients with permanent housing assistance by the end of the operating period under the award. The review criteria for Long-term, and new and continuing SPNS demonstration applications can be found in Section V.A.2 of this Program NOFA. For your narrative responses, please number the pages and include a header and a footer that provides the name of the applicant, the program name and type of application (*i.e.* Long-term or SPNS demonstration project).

a. *Executive Summary and Synopsis.* On no more than five double-spaced pages, please provide an Executive Summary of the proposed project, beginning with a two to three sentence synopsis of the focus or special purposes of your project. The summary should provide an overview of the main components of your planned HOPWA project and the annual housing output for the first year or operations. In the Executive Summary, please provide the name of the grantee and any project sponsors, along with contact names, phone numbers, and e-mail address. For projects involving sites, for example, a structure where HOPWA funds will be used for construction, acquisition, rehabilitation, leasing, operating costs, and/or project-based rental assistance, please provide the address of the site and describe any other resources that are needed to complete the development of this housing facility. Please identify if the site is a Confidential Site (HUD will not release the address of the site) or is a Public Site (HUD may release the address to inform clients and the public).

Please indicate which of the following special populations your project will serve by operating a project that intentionally targets assistance, such as the provision of housing and related supportive services, client outreach and assessment of the needs, and any project evaluation activities on the assistance provided to this population of persons with special needs. Please indicate the number of special population households likely to be assisted through the housing assistance planned in your project (note: your responses will be used by HUD to respond to public inquiries):

- Chronically Homeless and/or other homeless persons
- Veterans

b. *Proof of Nonprofit Status and AIDS Purpose.* Excluding situations where nonprofit documentation was submitted to HUD under prior SPNS applications and there has been no change in project

sponsor(s), all applicants must provide a copy of the nonprofit documentation for each sponsor that is a non-profit organization consistent with the standards under paragraph (1). Applicants must also provide documentation consistent with paragraph (2) below to demonstrate that each sponsor's organizational documents include a purpose of significant activities related to providing housing or services to persons with HIV/AIDS. For submission of the documentation in paragraphs (1) and (2) on paper forms, you should follow the directions in the General Section.

(1) HUD 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 that the applicant is a certified United Way agency; or

(d) Copy of your most recent completed tax statement, Form IRS-990 or Form 990-EZ; or

(e) All of these:

(i) a certification by the appropriate official of the jurisdiction where 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 in accordance with applicable program requirements; and

(iii) an opinion letter from an independent public accounting (IPA) firm that the nonprofit has a functioning accounting system that provides for each of these (the letter must mention all of them).

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

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

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

(D) Comparison of outlays with budget amounts;

(E) Written procedures to minimize the time elapsing between the transfer of

funds to the recipient from the U.S. Treasury and the use of funds for program purposes;

(F) Written procedures for determining reasonableness, allocable, and allowable costs; and

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

(2) We will accept as evidence of your organization's HIV/AIDS-related purpose, a copy of the organization's articles of incorporation and by-laws, mission statement, program management plan, or other organizational policy document which evidences the organization's activities or objectives related to providing services or housing to persons with HIV/AIDS.

c. *Capacity of Applicant and Project Sponsors and Relevant Organizational Experience Narrative.* On no more than five double-spaced typed pages for the Applicant, and no more than two double-spaced pages per additional sponsor, demonstrate the extent to which you and any project sponsors have the organizational resources necessary to successfully implement your proposed activities in a timely manner.

d. *Need/Extent of the Problem Narrative.* On no more than five double-spaced typed pages define your planned service area and demonstrate the need for funding eligible activities in the area to be served.

e. *Soundness of Approach: Model Qualities and Responsiveness/Coordination Narrative.* On no more than twenty double-spaced typed pages address the method by which your plan meets your identified needs. Demonstrate how your project will provide its planned activities through HOPWA and other resources, and how it will serve as a model with exemplary qualities to address the ongoing housing and supportive service needs of eligible persons within a replicable operational framework.

f. *Documentation of Leveraged Resources.* As described in paragraph 5 of this section, to receive a leverage score for your project, please provide evidence of commitments that demonstrate your ability to secure community resources for housing, supportive services and other program-related activities that can be combined with HUD's funds to achieve program purposes and assist eligible persons in addressing their supportive housing needs. To receive a maximum score for leverage, you must: (1) Demonstrate leveraged resources of equal or greater value to the total amount being requested for program activities (excluding administrative costs); and (2)

if the project requests funds for supportive services, demonstrate leveraged resources that include commitments to provide additional supportive services that are of equal or greater value to the total amount requested for supportive services. To meet leveraging criterion (2), the total of all leveraged resources for additional supportive services must at least equal the requested totals for HOPWA supportive service funds in Line 10 and Line 11 of the Application Budget Summary. If you do not request funding for supportive services, your application will be reviewed and rated based on leveraging criterion (1). If you request funding for supportive services, you must meet both leveraging criteria to receive the maximum leveraging score. You must follow instructions for documenting leveraging as established in paragraph 5 of this section. Attempts to falsify or failure to maintain and produce these letters of commitment upon request could lead to the termination of the awarded grant.

g. *Achieving Results and Program Evaluation Narrative.* On no more than five double-spaced typed pages demonstrate your commitment to ensuring that the goals that you set forth and your performance will be assessed in a clear and effective manner. Address how you will implement the HOPWA program goals and identify the benefits or outcomes of your program including your activities, benchmarks, and interim activities or performance indicators. Provide an evaluation plan that will objectively measure actual achievements against anticipated achievements.

5. *Application Content on Leveraging for All Types of Applications.* To receive consideration for leveraged resources as noted in paragraphs 3.e. and 4.f. of this section, all types of applications must be supported by evidence of commitments from other State, local, Federal, or private entities to provide additional support to project beneficiaries. To receive maximum scores for leveraging, any New and Continuing project must: (1) Demonstrate leveraged resources that are of equal or greater value to the total amount being requested for program activities (excluding administrative costs); and (2) if the project requests funds for supportive services, demonstrate leveraged resources that include commitments to provide additional supportive services that are of equal or greater value to the amount requested for supportive services. For any Renewal project requesting funds for supportive services, in order to receive any budget line increases for the

project, the Renewal must show leveraged resources that include commitments to provide additional supportive services that are of equal or greater to the amount requested for supportive services.

Applicants must document the commitment of leveraged resources as provided in this section. This section requests that the applicant provide a list or chart for the commitments and include: (1) The name of the organization or entity that will contribute leveraged resources for the activities to be undertaken to support project beneficiaries and note if the organization will serve as a project sponsor; (2) a description of the work to be accomplished, such as the type of housing assistance or supportive service activities to be undertaken to support the project; and (3) a statement of the value of the leveraged contribution; (4) the submission of an electronic copy or facsimile transmittal of these letters of commitment with your HOPWA application; and (5) retention of a copy in your project files in order to enable you to produce them upon request. The letter of commitment must evidence that the use of any leveraged funds will be used during the operating period for the award, identify the value of the commitment, and be signed by an authorized representative of the organization making the commitment of the resource. Other HOPWA funds, such as formula allocations, may not be used for this purpose in determining leveraging.

The commitment of resources must 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.

The Department will periodically monitor the use of your commitments by requiring the collection of information in annual progress reports to establish that the leveraged resources are being used, as committed, in undertaking the project. Failure to provide evidence of these additional resources could result in a notice of default and affect the project's continued access to federal funds awarded under this Program NOFA.

C. Submission Dates

Application Submission Date. Your completed application must be submitted and received electronically by Grants.gov no later than 11:59:59 p.m. Eastern time on May 27, 2005. Failure to meet the appropriate submission and receipt date requirements will result in the application being ineligible for funding under this NOFA. Please follow the application submission and timely receipt requirements for the electronic submission of your application that are established in the General Section. All documentation submitted as part of the application must be received by the application submission date. All parts of an electronic application must be submitted via the Grants.gov portal with additional documentation as called for in this NOFA provided via electronic facsimile transmittal in accordance with the requirements stated in the General Section. For electronic applications, HUD will not accept parts of an application submitted through the mail. For applications receiving a waiver of the electronic application submission requirements, the entire application must be submitted in hard paper copy format with the required number of copies.

D. Intergovernmental Review

The HOPWA program is not subject to Executive Order (EO) 12372, Intergovernmental Review of Federal Programs.

E. Funding Restrictions

1. *Limitations on Maximum Grant Amounts.* Your request for Renewal funding or for New and Continuing funding must be consistent with the following limitations on maximum grant amounts:

a. *For program activities (e.g., activities that directly benefit eligible persons):* A maximum of no more than \$1,300,000, subject to the limitations in this section;

b. *For grant administrative costs of the grantee:* A maximum of no more than an additional \$39,000, subject to the limit on administrative costs of three percent of the amount requested for project activities in your application for grantees.

c. *For grant administrative costs for project sponsors:* A maximum of no more than an additional \$91,000, subject to the limit on administrative costs of seven percent of the amount requested for project activities to be conducted by project sponsors in your application.

d. *Total for maximum grant amount:* \$1,430,000, subject to applicable limitations in this section and if funds are requested for a term of less than three years, HUD reserves the right to reduce these amounts in a proportionate manner.

2. *Limitation on Supportive Services.* Your request for the supportive services line item in program activities must be consistent with the program limits of not more than 35 percent of the proposed budget for program activities undertaken by New and Continuing project recipients, and not more than 35 percent of the maximum grant amount for program activities for a Renewal grant program activity costs for a Renewal grant (*i.e.*, not more than \$455,000 over a three-year period). Consistent with the standards described in Section IV.B.5, on Leveraging, of this Program NOFA, requests for supportive services must be leveraged with commitments to provide supportive services in order to: (1) Qualify a Renewal grant applicant for an increase in any budget line item (BLI) above 100 percent of the approved BLI for their existing grant up to the 120 percent limit; or (2) qualify a New and Continuing applicant for the maximum leveraging score.

3. *Limitation on Prospective Determinations.* HUD will not approve proposals that depend on a prospective determination as to how program funds will be used. More specifically, proposals to establish a local request-for-proposal process to select either activities or project sponsors, and other

similar proposals that have the effect of delaying the obligation of funds due to the unplanned use of HOPWA funds, will not be approved.

4. *Additional Limitation on Renewal Grants.* If applying for a Renewal project the following funding restrictions apply:

a. Your request for program activity costs may not include a request for funds for acquisition, new construction, or for rehabilitation costs, or costs involving new housing facility sites, such as operating costs or leasing.

b. Your request for program activity costs must request amounts for continuing a previously approved project at about the same level of housing provided in the previous grant. If your Renewal application does not request funds for supportive services and this is a change to your existing grant, you must continue to utilize other sources to provide a reasonable level of supportive services that is similar to that previously provided. If the application is consistent with the leveraging guidelines, the amounts may exceed 100 percent but must not be more than 120 percent of the amount awarded or approved by HUD in the current grant for an activity, including any amendments affecting this amount that were approved by HUD, prior to the publication of this Program NOFA, except as provided in the following paragraph. If an application fails to provide leverage for supportive services in an amount at least equal to the amount of the request for supportive services, the funding by BLI for all activities will be restricted to 100 percent of the BLI for the approved existing project.

c. In the case of a permanent supportive housing project in which acquisition, new construction, or rehabilitation was a major component of the original project, a reasonable amount of operating funds may be requested for a housing project which exceed the 120 percent budget line item limit of the previous paragraph. The amount requested must be based on information for the current cost of operating the housing project (or a housing project of a similar type and size) but the request may not exceed the limit on maximum for program activities established in paragraph (1)(a) above. HUD reserves the right to adjust requests under this paragraph to the scale of projects of similar size and purpose.

d. Funds for acquisition, new construction or for rehabilitation costs will not be renewed. These capital development activities are not ongoing or available for additional sites. If you wish to undertake additional capital

development activities, significantly expand your activities (beyond the allowance in this notice for requests up to 120 percent of the existing budget line item), continue a project that is not eligible as a permanent supportive housing project, or to add funding for new activities, you must apply and compete for funding as a New and Continuing project.

5. *Limitation on Ineligible Activities.* HUD will not provide funds under this notice for the purposes of conducting resource identification activities to establish, coordinate and develop housing assistance resources, and/or technical assistance for community residence activities, since these types of activities are funded through the national HOPWA technical assistance funds being made available under the Community Development Technical Assistance (CDTA) NOFA. HUD will not provide additional funds for data collection on project outcomes, as such activities in collecting performance data and reporting to HUD are required as a central grants management function, which is already covered under administrative costs. Further, eligible HOPWA costs do not involve costs for personal items, such as grooming, clothing, pets, financial assistance, consumer credit payments, entertainment activities, personal vehicle maintenance and repairs, property taxes, condominium fees and other non-housing-related costs. Eligible costs are also subject to additional HOPWA standards at 24 CFR part 574.

F. *Other Submission Requirements*

1. *Electronic Delivery.* Beginning in FY2005, HUD requires applicants to submit applications electronically through www.grants.gov. Applicants interested in applying for funding must submit their applications electronically via the web site <http://www.grants.gov>. This site has easy to follow step-by-step instructions that will enable you to apply for HUD assistance. The www.grants.gov/Apply feature includes a simple, unified application process to enable applicants to apply for grants online. Please see Section IV.F. of the General Section for instructions for submitting leveraging documentation, certifications, and other required forms.

2. *Waivers to the Electronic Submission Process:* Applicants may request a waiver to the electronic submission process (see Section IV.F of the General Section for more information). Applicants who are granted a waiver must submit their applications to the address identified in Appendix C of the General Section. Please see the General Section for

detailed mailing and delivery instructions as the procedures have changed significantly for this year.

3. *Number of Copies.* Only applicants receiving a waiver to the electronic submission requirement may submit a paper copy application. See the General Section for more information about waiver of the electronic submission requirement.

V. **Application Review Information**

A. *Criteria*

1. *Renewal Project Applications*

a. *General.* HUD will conduct a threshold review of all Renewal applications based on the requirements found under Section III.C. to determine eligibility for the Renewal of HOPWA grants that provide permanent supportive housing under an expiring grant.

b. *Criteria on New Sponsors.* In the case that a project sponsor is being added, or a sponsor's legal status has changed due to merger or other action, HUD will conduct a substantive review of the project sponsor's ability to develop and operate your proposed program and a pass/fail review based on the requirements for an eligible project sponsor established in Section III.

(1) With regards to new project sponsor(s), HUD will consider the organization's past experience and knowledge: in serving persons with HIV/AIDS and their families; in programs similar to those proposed in your application; in monitoring and evaluating program performance and disseminating information on project outcomes; and in achieving the purpose for which funds were provided, as measured by expenditures and measurable progress in operating the project. A proposed sponsor that fails to meet the conditions established for adding a sponsor or fails to demonstrate sufficient capacity will be ineligible to receive program funds.

(2) In reviewing the elements of organizational capacity as stated above, HUD will rate the proposed sponsor on the basis of 20 points, with a minimum of 14 points required for selection of this sponsor as eligible in demonstrating sufficient capacity. HUD will consider the extent to which your proposal demonstrates the following capacity, and will award the highest points (20 to 16 points) to those with direct, extensive, clear and satisfactory experience, moderate scores (15 to 10 points) to those with direct but not as extensive experience or where the experience covers most but not all of these items; and lower scores (9 to 2 points) if the experience is limited,

indirect, on only some of the items or for which only limited or no information is provided. An organization with unresolved management issues affecting their HOPWA proposal will be scored at the lowest level (1 point):

(a) The knowledge and experience of the proposed project director and staff, including the day-to-day program manager, consultants, and contractors in planning and managing the kind of activities for which you are requesting funds. 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 low-income persons with HIV/AIDS and their families.

(b) 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.

(c) 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 its ability to attain demonstrated measurable progress in the implementation of the grant award. Measurable progress is defined as: meeting performance benchmarks, as applicable, in program development and operation; 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; submitting timely performance reports; and expending prior funding as outlined in the prior proposal with no outstanding audit or monitoring issues.

2. Criteria for New and Continuing Projects Applications

a. *Departmental Policy Priorities.* As outlined in Section V of the General Section, HUD has identified policy priorities that New and Continuing project applicants are encouraged to address through their proposed project plans. HUD has identified four Departmental policy priorities as being applicable for new HOPWA projects. Applications for HOPWA funding will receive rating point(s) for each applicable Department 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 of the application as outlined under Rating

Factor 3. Under the points available for Rating Factor 3, one or two Rating Points, as specified below, will be awarded for each of the following addressed priorities:

(1) In accordance with Section V of the General Section, for applicants seeking HOPWA funds for capital development activities, including rehabilitation or new construction, for one rating point under project soundness of approach, you are encouraged to: Institute visitability and universal design 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; and such standards 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 one rating point under project soundness of approach, you are encouraged to propose projects in which the grantee, or the project sponsor(s), fulfills the policy priority for being a nonprofit grassroots community-based organization, including faith-based organizations, as defined in Section V of the General Section.

(3) For one rating point under project soundness of approach, you are encouraged to propose applications in which the grantee, or project sponsor(s), commits to follow the Energy Star standard in any new construction or rehabilitation activity to be undertaken in the proposed project with HOPWA or other funds. The Energy Star standard is as defined in Section V of the General Section.

(4) For up to two rating points under project soundness of approach, you are encouraged to propose an application in which the grantee, or project sponsor(s), if it is a State or local government agency, as defined in Section V of the General Section, completes the regulatory barriers policy questionnaire and provides the required documentation or provides a Web site URL where the information can be readily found.

b. *Program Policies—Target Population.* Prior to the award of other New and Continuing projects, HUD reserves the right to select the two highest rated applications (but not any that are rated at less than 75 points) that demonstrate that the planned HOPWA activities and activities supported by leveraged funds will serve the special population of HOPWA eligible person who are chronically homeless persons

with HIV/AIDS. A chronically homeless person is defined as "an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least 4 episodes of homelessness in the past 3 years." Persons 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. HUD is encouraging applications that strive to create additional models for permanent housing for eligible persons living with HIV/AIDS that are experiencing chronic homelessness. Applicants must work collaboratively with the local Continuum of Care Plans to create these models for persons living with HIV/AIDS and their families and demonstrate a plan for the integration of HOPWA activities with those systems such as the use of HMIS. HMIS participation is required for all recipients of award funding under this Program NOFA whose projects intentionally target HOPWA eligible persons who are homeless or chronically homeless. In a number of Continuum of Care communities, HOPWA projects are directly involved in providing outreach, assessment, housing and supportive services to HOPWA eligible persons who are homeless at the time they enter into program support. HMIS activities or the use of related information technology systems may already be operating to support the delivery of housing information services to these HOPWA clients.

c. *Application Selection Process for New and Continuing Projects.*

Rating Factor 1: Capacity of the Applicant and Project Sponsors and Relevant Organizational Experience (20 Points) (Minimum for Funding Eligibility—14 points)

Address the following factor using 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 regards to both you and your project sponsor(s), you should demonstrate:

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

(2) Past experience and knowledge in programs similar to those proposed in your application including HOPWA formula funding;

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

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

b. In reviewing the elements of the paragraph above, HUD will consider:

(1) 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.

(2) 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.

(3) 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:

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

(b) Meeting project goals and objectives, such as the HOPWA output for number of homeless assisted in comparison to the number that was planned at the time of the application;

(c) Submitting timely performance reports; and

(d) Expending prior funding as outlined in the existing HOPWA grant agreement with HUD with no outstanding audit or monitoring issues.

Applicants must receive a minimum of 14 points in Rating Factor 1: Capacity of the Applicant and Project Sponsors and Relevant Organizational Experience

to be eligible for funding under this Program NOFA.

Rating Factor 2: Need/Extent of the Problem (15 Points)

Address the factor using not more than five (5) double-spaced, typed pages. Up to 15 points will be awarded for this factor.

(a) *AIDS Cases (5 Points)*. You must define your planned service area. HUD will obtain AIDS surveillance information pertinent to that area from the Director of the Centers for Disease Control and Prevention. Up to five points will then be awarded based on 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.

(b) *Description of Unmet Housing Need (10 Points)*. Up to ten points will be awarded based on demonstration of need for funding eligible housing 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 Section V.A., are not being met in the project 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.

(1) If you apply for a SPNS demonstration grant, you must describe a housing need that is not currently addressed by other projects or programs in the area including reference to the area's existing HOPWA programs and how the planned activity will complement these in a manner that is consistent with the community's plan for a comprehensive and coordinated approach to housing needs of persons living with HIV/AIDS which establishes stable housing for clients and helps foster greater self sufficiency and independence. 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. You must also describe how your project will enhance the community's Consolidated Plan strategies for providing affordable housing and access to related mainstream services to HOPWA eligible persons; or

(2) If you apply as a Long-term project, you must describe the housing need that is not currently addressed by other projects or programs in the area including any HOPWA competitive grants and how the planned activity will complement these in a manner that is consistent with the community's plan for a comprehensive and coordinated approach to housing needs of persons living with HIV/AIDS. You must also describe any unresolved or emerging issues and/or the need to provide forms of assistance that enhances the community's strategy for providing housing and related services to eligible persons.

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 or chronically homeless eligible persons), your application must demonstrate the need for this targeted effort through statistics and data sources that support the need of this population in your service area. Programs may serve a qualified subpopulation of persons with AIDS based on the presence of another disability or group of disabilities, only if doing so is necessary to provide this subpopulation with as effective housing, benefits, aid, or services as that provided to others. See 24 CFR 8.4(b)(1)(iv).

Rating Factor 3: Soundness of Approach: Responsiveness, Coordination and Public Policy Priorities, and Model and Demonstration Qualities (45 Points)

Address this factor on not more than twenty (20) double-spaced, typed pages. Include the HOPWA Budget Forms found in Appendix A. This factor addresses the method by which your plan meets your identified needs. HUD will award up to 45 points (15 for responsiveness, 5 for coordination, 5 for public policy priorities, and 20 for model qualities) based on the extent to which your plan evidences a sound approach for conducting the HOPWA activities in a manner that is responsive

to the needs of eligible persons and that your plan for project coordination will offer model qualities in providing supportive housing opportunities for eligible persons with access to mainstream health and human welfare services, when compared to other applications and projects funded under previous HOPWA competitions.

a. Responsiveness, Coordination, and Public Policy Priorities (25 Points). HUD will award up to 25 points (Responsiveness—15 Points and Coordination—5 Points and Public Policy Priorities—5 Points) based on how well your project plans respond to the unmet needs in housing and related supportive services for the eligible population, including target populations outlined under Section V.A. 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 with which you share common goals and objectives in assisting eligible persons. In order to ensure that resources are used to their maximum effect within the community, it is important that you demonstrate collaboration and leveraging of other resources from state, local, and private funding resources.

(1) *Responsiveness (15 Points).* To receive the highest rating in this element your application must address:

- The projected number of persons to be served through each activity for each year of your program; The projected number of housing units, by type, to be provided through your project, by year, over a 3-year period; and
- The specific organizations, either through an agreement with your organization or through funding from your project, that will provide housing, and agreements with organizations that will provide mainstream supportive services, or other activities.

Include a description of the roles and responsibilities of your project sponsors and/or other organizations within your project plan and how these will be coordinated in conducting eligible activities. To receive the maximum points for your project plan, you must explain and describe the eligible housing activities you or your project sponsor intend to conduct, where these activities will take place (either on site or at another location), and how those activities will benefit eligible persons. Please describe:

(a) *Housing Activities.* You must demonstrate how the emergency, transitional, or permanent housing needs of eligible persons will be

addressed through one or more of the HOPWA eligible activities and through any other resources and how such activities are coordinated with other available housing assistance. Your plan for housing assistance must include:

(i) *Access to permanent supportive housing for Long-term applicants.* If you propose a new Long-term Project for Permanent Supportive Housing, you must describe how eligible persons will access permanent housing options through your project and through any specific commitments with other community housing providers, even if your project involves some initial emergency or transitional assistance for clients, to achieve housing stability goals for clients.

(ii) *Access to supportive housing for new or continuing SPNS Demonstration Grant applicants.* If you propose a new or continuing SPNS demonstration project, you must describe how eligible persons will access emergency, short-term and transitional housing support options through your project and through any specific commitments with other community housing providers. Consistent with the definition of a SPNS Demonstration Grant or Project, this description must include specific plans to provide HOPWA clients with permanent housing assistance by the end of the operating period under this award, including plans to facilitate the movement of eligible persons receiving transitional housing support to independent living arrangements within 24 months.

(iii) *Description of Housing Site.* You must describe any appropriate site features including use of universal design, accessibility, visitability, and access to other community amenities associated with your project.

(iv) *Development and Operations Plan.* You must describe a development and/or operations plan for the emergency, transitional, or permanent housing assistance you are proposing to provide. For rental assistance programs, this will include your plan for providing rental assistance, proposed housing sites if project-based, and length of stay if less than ongoing permanent supportive housing. If you are proposing to use HOPWA funds for the acquisition, rehabilitation, or new construction of a housing facility, your plan must also document that you have secured other funding sources, including plans for coordinating the use of other resources that are committed to meeting leveraging, have identified and secured a site(s), and must provide rehabilitation/construction timelines consistent with the three year use of grant funds. HOPWA funds are not

intended for use as the initial or sole funding source for capital development housing projects.

(v) *Operational Procedures.* Describe your outreach, intake, and assessment procedures, as well as how eligible persons will receive housing support with access to medical care and other supportive services provided by other organizations. Describe the use of housing being funded from other sources, and how your project provides for ongoing assessments of the housing service benefits received by eligible persons. Include a description of how a client moves through the housing program from outreach, intake, client assessment, the delivery of housing services, the use of emergency, transitional, or permanent housing, and when appropriate, the outplacement to more self-sufficient independent housing.

(b) *Supportive Service Activities.* You must describe how the supportive service needs of eligible persons will be addressed with HOPWA assistance (subject to applicable limitations) and the use of any additional leveraged resources by describing the type of supportive services that will be offered directly by the program and/or how agreements and project plans will assure that services will be accessed and coordinated from other mainstream health and human welfare sources. Explain the connection of these services in helping eligible persons obtain and/or maintain stable housing. Supportive service costs may represent no more than 35 percent of your proposed budget for program activities. In describing your supportive services delivery plan explain:

(i) How agreements provide that eligible persons will have access to mainstream programs that offer healthcare and other supportive services, as discussed in Section III.C.4;

(ii) How project plans ensure that eligible persons will participate in decision making in the project operations and management; and

(iii) Your plan for delivering supportive services through a comprehensive plan that shows how agreements provide that eligible persons access medical care and other mainstream supportive services to address their needs.

(c) *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 into your overall plan in the provision of housing and related supportive services to eligible persons.

(d) *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, which can be undertaken only if approved by HUD due to their relevance in addressing the housing needs of eligible persons. You must describe the reason for the need to request authorization for "other activities" and the benefits likely to occur, if the activities are authorized. Also address how the project would operate, or not, if such request were not approved.

(2) *Coordination (5 Points)*. 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:

(a) 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 including specific reference to how the proposal is coordinated with existing HOPWA programs in that area (formula and competitive) and how the planned efforts complement the existing programs;

(b) Developed your project through consultation with other organizations, groups, or consumers involved with area HIV/AIDS housing and service planning, including planning under the Ryan White CARE Act and other federal planning. The highest rated applicant will demonstrate that the project is closely and fully integrated with 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 and related use of Homeless Management Information Systems (HMIS) to coordinate benefits for clients);

(c) Coordinated with other HUD-funded programs outside of the Consolidated Planning process, for example, accessing additional housing resources through a local public housing authority; and

(d) Coordinated 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 service and

employment programs for which eligible persons may benefit.

(3) *Public Policy Priorities (5 points)*. Applications for HOPWA funding will receive rating point(s) for each applicable Department policy priority initiative addressed through the proposed program activities and performance goals and objectives. Applicants must demonstrate how these priorities will be addressed:

(a) In accordance with Section V of the General Section, for applicants seeking HOPWA funds for capital development activities, including rehabilitation or new construction, for one rating point under project soundness of approach, your application describes the use of universal design and visitability standards in these development activities undertaken with HOPWA funds and incorporate universal design in the construction or rehabilitation of housing 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. Universal design provides housing that is usable by all without the need for adaptation or specialized design.

(b) For one rating point under project soundness of approach, your application involves participation as the grantee, or as a project sponsor(s), by a non-profit grassroots community-based organization, including faith-based organizations, as defined in Section V of the General Section.

(c) For one rating point under project soundness of approach, your application involves a housing development activity and the grantee, or project sponsor(s), commits to promote energy efficiency by adopting the Energy Star standard in any new construction or rehabilitation activity to be undertaken in the proposed project with HOPWA or other funds. The Energy Star standard is as defined in Section V of the General Section.

(d) For two rating points under project soundness of approach, your application involves an state or local government agency as the grantee, or as a project sponsor(s), and that agency completes the regulatory barriers policy questionnaire, including providing the required documentation, as defined in Section V of the General Section.

b. *Model and Demonstration Qualities (20 Points)*. HUD will award up to 20 points based on your service delivery plan and how well it will serve as a model for a New and Continuing project by the end of the operating period. HUD expects the proposed project to show exemplary and/or innovative qualities

that address the ongoing permanent housing needs (with access to supportive services) of eligible persons within a replicable operational framework. To receive the maximum points, you must offer a housing plan that describes the following:

(1) *Policy Priorities*. If applicable to your application, describe how you will meet the Departmental policy priorities for assisting the special population of HOPWA eligible persons who are chronically homeless persons with HIV/AIDS. HUD is encouraging applications that strive to create additional models for permanent housing for persons living with HIV/AIDS that are experiencing chronic homelessness. Applicants addressing this population must work collaboratively with the local Continuum of Care Plans to create this permanent housing for persons living with HIV/AIDS and their families.

(2) *Project Management and Oversight*. Describe your method for managing and overseeing activities, including those of your organization, your project sponsor, and any other organization. Identify staff members who are responsible for management and oversight of the project and activity implementation and sustainability plans.

(3) *Evaluation Plan*. In addition to required HOPWA outputs and outcomes your evaluation plan should identify what you are going to measure, how you are going to measure it, the steps you have in place to make adjustments to your work plan if performance targets are not met within established timeframes, and how you plan to share successes and lessons learned in undertaking your activities with other communities.

(4) *Model and Demonstration Features*. Describe how the planned efforts for the type of proposed project, Long-term or SPNS demonstration, will represent model or exemplary qualities in service delivery, management, or other features in connection with other HOPWA funded projects in your community including any local assessment of these features. For a Long-term project, the features must involve permanent supportive housing activities to be undertaken in a non-formula area. A SPNS demonstration project must involve a plan and commitments to place residents in permanent housing by the end of the operating period by showing exemplary and/or innovative qualities. If you propose a new program, or an alternative method of meeting the needs of your eligible population, describe how the innovative qualities of your activities will result in knowledge gained or lessons learned for achieving

greater housing opportunities and supportive services for persons living with HIV/AIDS. HUD will rate your application 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. In order to learn about qualities of previously funded and ongoing HOPWA projects, you may review the HOPWA Executive Summaries for HOPWA grantees at <http://www.hud.gov/offices/cpd/aidshousing>.

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

(a) How each amount of requested funding for you and your project sponsors will be used and the related use of leveraged resources;

(b) How each line item will relate to your description of planned eligible HOPWA activities, as defined in Section III.A of this Program NOFA; and

(c) The clarity and completeness of your summary statement of the planned activities for your project by budget line item and the use of any leveraged funds or other resources by the grantee and sponsor(s).

You must complete the HOPWA Project Budget Form as described above. Please note that only the forms are required in connection with your narrative under this Model Qualities section.

Rating Factor 4: Leverage and Sustainability (10 Points)

This factor addresses your ability to secure community resources that can be combined with HUD's funds to achieve program purposes and to ensure sustainability of the housing efforts once HOPWA funds are expended. HUD will award up to 5 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, including the use of leveraged resources to provide additional supportive service activities and other housing and program support for eligible persons if documentation is provided that is consistent with the standards described in Section IV.B.5, on *Leveraging*. Also up to 5 points will be awarded based on your demonstrated sustainability, which addresses the extent to which your program exhibits a plan with identified resources 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 Federal grant award period is complete. The efforts to sustain programs may also involve other

management changes, such as consolidation or merger of administrative functions to improve efficiencies and reduce overhead or program costs, in order to better maintain the housing efforts.

a. In establishing leveraging, HUD will not consider other HOPWA-funded activities, entitlement benefits inuring to eligible persons, or conditional 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 and sustain activities beyond that period of Federal support. In evaluating this factor, HUD will also consider:

(1) The extent to which you document leveraged resources, such as funding and/or in-kind services from governmental entities, private organizations, resident management organizations, educational institutions, or other entities to achieve the ongoing purposes of the project for which you are requesting HOPWA funds;

(2) The extent to which the agreements for 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 any points under this criterion, you must document in your application the commitment of resources that will be used in the project during its operation and the efforts to sustain activities beyond the period of HOPWA support. If you request funding for supportive services, you must document (1) the commitment of other leveraged resources that at least equal the amount of the HOPWA request for program activities (not including administrative costs); and (2) leveraging for additional supportive services that at least equals the amount requested for supportive services activities in order to receive the highest leveraging points. If you do not request supportive services, to receive the highest leveraging points, you must document the commitment of other leveraged resources that at least equal the amount of the HOPWA request for program activities (not including administrative costs).

Factor 5: Achieving Results and Program Evaluation (Maximum 10 Points)

Address this factor on not more than five (5) double-spaced, typed pages. Under this factor, HUD will award 10 points based on how well your application demonstrates a commitment to ensuring that the goals that you set forth and your performance will be assessed in a clear and effective manner. HUD will analyze how well you have clearly implemented the required HOPWA program output and outcome goals and identified other stated benefits or outcomes of your program including your activities, benchmarks, and interim activities or performance indicators with timelines. HUD will award the highest points to applications that demonstrate an evaluation plan that will objectively measure actual achievements against anticipated achievements.

Benchmarks or outputs that are identified in your application should be measurable indicators of actual achievements that help achieve the program outcome goals for the HOPWA Program. These outcome goals must include "a" that is listed below and may include but not be limited to:

a. Under the standard required HOPWA outcome measure, increase the amount of housing assistance provided to eligible persons, to establish or maintain housing stability, reduce the risks of homelessness for eligible persons, and improve access to healthcare and other support;

b. Increase the access to permanent housing for low-income eligible persons, to enable these households to become more self-sufficient (optional);

c. Improve the housing conditions in which low-income and homeless eligible persons and their families live, to increase the number of persons living in housing that is safe, decent, and sanitary (optional); and

d. Address the challenge of homelessness for persons living with HIV/AIDS and their families, including persons who are chronically homeless, by helping them more to permanent housing with appropriate support, with coordinated homeless assistance effort (optional).

Program output measures for your application for the HOPWA Program must include "a" which is listed below and may include but not limited to:

a. Under the standard required HOPWA output measure, the projected number of households to be assisted in HOPWA supported housing units by type (tenant-based rental assistance, STRMU payments and assistance in

housing facilities) to be provided to eligible households through your project during each project-operating year; and

b. The projected number of households including single persons to be served through each activity during each project-operating year (optional).

Your application should also address your evaluation plan for the New and Continuing project. Evaluation is defined as your method for collecting data on HUD program measures to evidence achievement of your project's goals and objectives. HUD will assess your method for reviewing this data and your basis for making relative adjustments in project implementation based on outcomes and lessons learned. Your evaluation plan must include how you propose to utilize administrative costs or other leveraged support to conduct this activity. HUD will award a greater number of points for projects that also provide for a plan for the dissemination of information from the lessons learned from your proposed activities. Your application must include the Logic Model Form (HUD-96010). In addition to using the required HOPWA output measures, applicants may create their own set of activities, other outputs, and project outcomes.

B. Reviews and Selection Process

1. Renewal of Permanent Supportive Housing Project Applications

a. *Selection of Renewal Applications.* To the degree that funds are available up to the amount made available under the Department's FY2005 appropriation for this competition, the Department will select for funding all Renewal requests from applicants that meet program requirements (including passing a threshold review for a need for Renewal). HUD will also review requests and adjust funding consistent with funding restrictions found in Section IV. If the amount of the approvable request for Renewal activities for all eligible applicants is greater than the amount made available by this notice up to the amount of Fiscal Year 2005 funds, HUD will select all of the approvable Renewal applications and allocate awards to each based on a pro rata reduction to the amount available under this notice. This action will help to ensure that all eligible and performing Renewal grants receive funding that allows their continued operation.

b. *HUD Reviews.* HUD staff will conduct this review, including staff from Community Planning and Development at Headquarters and HUD's State and area field offices.

c. *Policy Priorities.* Applicants seeking Renewal funding under this Program NOFA are not required to address HUD's policy priorities. Applicants are also encouraged to review and voluntarily address relevant HUD's policy priorities as outlined in the General Section. Please note in your application if you undertake any of these optional program efforts.

2. HOPWA New and Continuing Project Applications

a. *Threshold Reviews.* HUD will review your HOPWA application to ensure that it meets the threshold requirements found in Section III.C.2 of the General Section and Section III.C of this Program NOFA pertaining to a request for a new Long-term project or a SPNS demonstration project.

b. *HUD Reviews.* HUD staff will conduct this review, including staff from Community Planning and Development at Headquarters and HUD's State and area field offices.

c. *Procedures for the Rating and Selection of Applications.* HUD will rate all HOPWA applications based on the factors listed above. The points awarded for the factors total 100. In addition, up to 2 bonus points for projects in RC/EZ/EC-II areas may be available under Section V.A of the General Section.

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, Long-term projects, or SPNS demonstration projects. Funds made available from federal fiscal year 2004 will be used to fund the highest rated applications in the order of their ranking that propose new Long-term projects, and if any such funds remain after these selections, for new or continuing SPNS demonstration projects. Funds made available from Federal fiscal year 2005 will be used to fund the priority selection of expiring Renewal projects that undertake permanent supportive housing activities. If any such 2005 funds remain after these selections, then the funds will be used to fund additional New and Continuing projects that are the next highest rated applications in the order of their ranking that propose: (a) Additional new Long-term projects, if applicable after the selections made above with 2004 funds, and then (b) additional new or continuing SPNS demonstration projects. HUD will select applications in rank order in each category of assistance to the extent that funds are available, except as outlined in this Program NOFA, where HUD reserves the right to select applications that target the priority eligible

populations to ensure selection of two projects addressing the housing needs of persons who are chronically homeless. 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 75 points, nor will an application be funded if it receives a Rating Factor 1—Capacity score lower than 14 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); Achieving Results and Program Evaluation (Rating Factor 5); Capacity of the Applicant and Relevant Organizational Experience (Rating Factor 1); Need/Extent of the Problem (Rating Factor 2); and Leveraging Resources (Rating Factor 4).

C. Anticipated Announcement and Award Dates

The anticipated announcement of the projects selected under this notice is no later than August 30, 2005.

VI. Award Administration Information

A. Award Notices

1. *Applicant Notification.* HUD will notify the eligible applicants of their conditional selection or rejection for awards by email or by a letter to be mailed to the applicant's authorized official at the address or e-mail address provided in your application. For conditionally selected applicants, the CPD Division of HUD's State or area office will provide a second letter with a copy of a proposed grant agreement along with instructions on any adjustments to the grant amount requested and other conditions identified during the review for conducting planned activities and on the close out of the current grant.

2. *Award Modifications.* After reviewing each application, HUD reserves the right to take each of the following actions:

a. HUD reserves the right to make award adjustments as outlined in Section IV.A.2, *Adjustments to Funding*, of the General Section of the SuperNOFA.

b. In the event that a conditionally-selected applicant is unable to meet any conditions for funding within the specified time, HUD reserves the right to not make an award to that applicant. In

the event that a conditionally-selected applicant is continuing to operate under the prior grant, and has sufficient funds to continue current operations for at least six months following the date of notification of selection, HUD may take any of the following actions: (i) Follow procedures to terminate the prior grant and recapture remaining funds after this date, consistent with the terms of the applicable grant agreement and 24 CFR 574.500(c); or (ii) adjust the amount of the new award by the amount of funds remaining after this date in the prior grant.

c. In making awards to New and Continuing projects, HUD may offer less than the full amount requested to applicants that have received sufficient points to be selected, but for which there are insufficient funds remaining to provide the full funding request. HUD may also use funds from an award reduced under item b, above, to restore amounts to a funding request that had been reduced in this competition due to the application's lower rating status;

d. If an applicant turns down an award, an award is not made, or if there are sufficient award adjustments to make additional awards feasible, HUD reserves the right to: (a) Offer an award to the next highest rated application(s) in this competition in their rank order; (b) add remaining or recaptured amounts to the funds that become available for a future competition; or (c) restore amounts to a funding request that had been reduced in this competition.

3. *Applicant Debriefing.* Applicants requesting to be debriefed must send a written request to: Department of Housing and Urban Development; Attention: Office of HIV/AIDS Housing; 451 Seventh Street, SW., Room 7212; Washington, DC 20401-7000. Telephone number is (202) 708-1934. Persons with hearing or speech challenges may access the above number via TTY (text telephone) by calling the Federal Information Relay Service at 800-877-8339 (this is a toll-free number). Additional information regarding debriefing can be found in the General Section.

B. Administrative and National Policy Requirements

1. *Executive Order 13202, Preservation of Open Competition and Government Neutrality Toward Government Contractors' Labor Relations on Federal and Federally Funded Contract Projects.* See Section III.C. of the General Section for the information on how to meet this requirement.

2. *Procurement of Recovered Materials.* See Section III.C. of the General Section for the information on how to meet this requirement.

C. Reporting

1. *Six-Month Report.* For any new project, you must provide an initial report to the Field Office and HUD Headquarters on the startup of the planned activities within six months of your selection. Your report must outline your accomplishments and identify any barriers or issues for which the Department may provide assistance on the start-up on your new award. Renewal and continuing projects are not required to file this report.

2. *Measuring Performance.* You must report after each year of operation on the annual accomplishments of your projects under the HOPWA Annual Progress Report (form HUD-40110-B), including the required performance measures described in Section III.C.2.c. of this Program NOFA on Required HOPWA Performance Goals including reporting on annual housing outputs and client outcomes in achieving housing stability, reduced risks of homelessness, and improved access to healthcare and other needed support. For each reporting period, you must provide a completed Logic Model showing progress to date against projected outputs and outcomes contained in your approved grant agreement. HUD will use these reports and information obtained from HUD financial systems, along with any remote or on-site monitoring, to measure your progress and achievements in evaluating your performance on your HOPWA grant.

3. *Beneficiary Information.* HUD requires that funded recipients collect racial and ethnic beneficiary data. It has adopted the Office of Management and Budget's Standards for the collection of Racial and Ethnic Data. In view of these requirements, you should use one of the following:

- HUD-27061, Racial and Ethnic Data Reporting Form (instructions for its use) found on www.HUDclips.org;
- A comparable program form (HOPWA—Annual Performance Report (APR) form HUD-40110-C); or
- A comparable electronic data system for this purpose.

VII. Agency Contacts

A. *For Further Information and Technical Assistance (TA).* For technical assistance in downloading an application package from Grants.gov/Apply, contact the Grant.gov help desk at 800-518-Grants or by sending an e-mail to support@grants.gov. For

programmatic information, you may contact the HUD field office serving your area. You can find the telephone number for the State or Area Office of Community Planning and Development on HUD's Web site: www.hud.gov/offices/adm/grants/fundsavail.cfm. HUD staff may assist with program questions, but may not assist in preparing your application. Persons with hearing or speech challenges may access the above number via TTY (text telephone) by calling the toll-free Federal Information Relay Service at 800-877-8339.

B. *Seeking Technical Assistance (TA) 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 to return to HUD any funds already spent.

C. *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 www.hud.gov/grants.

VIII. Other Information

A. *Paperwork Reduction Act.* The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2506-0133. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 413 hours per annum per respondent for the application and grant administration. This includes the time collecting, reviewing, and reporting the data for the application, semi-annual reports and final report. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required

in order to receive the benefits to be derived.

B. Instructions on Filling Out Required HOPWA Application Budget Form (HUD-40110-B).

Complete a *separate* "Detailed Project Budget and Housing Outputs" page (Section B) for the Grantee and for each Project Sponsor receiving HOPWA funds under this application. Specific instructions:

1. **Name of Organization:** Enter the complete legal name of the organization (grantee or project sponsor). (If you are completing an electronic application, this data element is pre-populated after you have completed the SF 424 information.)

2. **Zip Code:** Enter the zip code of the local headquarters of the grantee or sponsor. (For electronic applications, this information is pre-populated once you enter the information on the SF 424.)

3. **Type:** Mark if you are completing this form for the grantee or project sponsor, as applicable.

4. **Grassroots:** Indicate if the grantee or sponsor is a grassroots faith-based or other community-based grassroots organization (see General Section for definitions).

5. **Eligible Activity Description:** Provide a brief description in each of the appropriate "Eligible Activity" categories for each activity for which you are seeking funding. This description should be a 1–2 line summary of the activity.

Example 1: Tenant-Based Rental Assistance Description: "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 (average \$5,000 per household per year)."

Example 2: Supportive Services Description: "One employee (0.5FTE) will 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."

Example 3: Permanent Housing Placement Description: "Funds for first months rent and security deposits and help in completing housing forms for 25 households per year to move them to permanent rental housing at \$60,000 for the three years of the grant term."

6. **Budget:** For each HOPWA Eligible Activity (lines 1–15), enter the amount of requested HOPWA funds in the "Totals" column. In the columns labeled "Yr. 1", "Yr. 2" and "Yr. 3", indicate in whole dollars how you plan to spend the total funds over each of the project years. If you are submitting a new application and requesting funds for Facility Development (lines 1–3), do not allocate Facility Operations funds (lines 4–6) until the facility is developed and operational.

7. **# of Housing Units / # of Households:** Indicate the number of housing units or households, as applicable, that will be assisted during each program year for which you are seeking funds.

8. **Total HOPWA Request:** Total the "Budget" amounts at the bottom of the page.

C. **Instructions on Completing HUD's Logic Model (Form HUD-96010).** (Note: Below are specific instructions for completing HUD's Logic Model for the HOPWA program. Refer to the General Instructions for further guidance on completing the Logic Model.)

The HOPWA program is intended to achieve the overall outcome that persons assisted have been enabled to establish and/or better maintain a stable living environment in housing that is safe, decent and sanitary and to reduce the risks of homelessness and improve access to healthcare and other supportive services. In addition, output is measured each year on the number of units of housing/households supported with HOPWA funds. Projects may also show how efforts foster greater self-sufficiency and independence for clients from public support. The outcomes and outputs on the Logic Model will be used as a guide to assist HUD and grant recipients to measure the impact of the HOPWA program in achieving HUD's objectives. At the end of each year of assistance, HOPWA recipients should consider the effects of their efforts and compare results to the planned outputs and the prior year's outcome baseline on stable housing as part of an assessment of program success. These assessments will help inform the community as well as HUD in assessing past performance and helping to direct future efforts. For example, if an assessment shows that some activities are not helping beneficiaries achieve the desired outcome, recipients should consider what alternatives or enhancements to program efforts might better meet this goal. By its nature, short-term housing support is expected to provide a temporary and unstable housing outcome if persons remain dependent on this type of assistance.

Specific Instructions:

Program Name: Enter "HOPWA" (For electronic application filers this information is pre-populated once you have completed the SF 424 information).

Component Name: "New" or "Continuing" or "Renewal", as applicable.

Strategic Goals: Enter "2,4" which conform to HUD's strategic goals to "Promote decent affordable housing"

and "Ensure equal opportunity in housing"

Policy Priorities: Below are HUD's policy priorities. HOPWA efforts are established under item 1 in providing housing support and item 6 in helping to end chronic homelessness. In addition to those items (whichever is appropriate), applicants could add to attainment of the other items. In the Policy Priorities column, enter the numbers which best identify the priorities that apply to your application, including 1 and/or 6 along with any optional addition priority.

1. Provide increased homeownership and rental opportunities for low and moderate-income persons, persons with disabilities, the elderly, minorities and families with limited English proficiency. (HOPWA included)

2. Improving our nation's communities

3. Encourage accessible design features

4. Provide full and equal access to grassroots faith-based and other community-based organizations in HUD program implementation

5. Participation of minority-serving institutions in HUD programs
Ending chronic homelessness (HOPWA funded homeless projects included).

6. Removal of regulatory barriers to affordable housing.

7. Participation in Energy Star.

Problem, Need or Situation: Provide a general statement of need that provides the rationale for the proposed service or activity (*i.e.*, describe the problem that you are addressing with your HOPWA application program).

Service or Activity: Identify the services that you are providing to address the Problem, Need or Situation identified above.

Output Goal: Using the figures from the "# of Units" and "# of Households" section of the "Detailed Project Budget and Housing Outputs" section of form 40110-B, identify the Short-Term, Intermediate and Long-term output goals of your project.

For example: a short-term output goal might be "to provide 14 units of housing for persons with HIV/AIDS and their families," an intermediate output goal might be "to assist 20 family members to find jobs," and a Long-term output goal might be "to assist 4 households to purchase a home."

Output Result: Do not complete this column in the application—this will be used in annual progress reporting.

Achievement Outcome Goals: Identify the number of households who will be able to:

(a) Establish and/or better maintain stable housing,

(b) Reduce their risks of homelessness
or
(c) Improve their access to healthcare
and other needed support.

The achievement of stable housing for
HOPWA beneficiaries is defined as the
number of clients who will remain in
residence in the housing program or

who leave the program through
outplacement to other permanent
housing options, including private
resources, and those with a reasonable
expectation of self sufficiency and
independence after their HOPWA
assistance.

End Results: Do not complete this
section.

Measurement Reporting Tools: Refer
to general instructions on the Logic
Model.

Evaluation Process: Refer to general
instructions on the Logic Model.

SuperNOFA HOPWA COMPETITIVE GRANT FORMS

(Renewal of Permanent Supportive Housing Projects; Continuing and New Projects)

Sponsored by the
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Office of HIV/AIDS Housing

The information collection requirements contained in this notice of funding availability will be used to rate applications, determine eligibility, and establish grant amounts.

Selection of applications for funding under the **HOPWA Program** is based on the rating factors for this program listed in the SuperNOFA for Housing and Community Development Programs.

Public reporting burden for the collection of information for the **HOPWA Program** is estimated to average 60 hours for this application, including 38 hours on completing the attached forms per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. **OMB Approval No. 2506-0133** (exp. 04/30/2007)

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

Application Budget Summary (all applicants)

Applicant Name	Number of Project Sponsors	Plan dates for grant agreement and activities	(mo./yr.)
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A.	Eligible Activity	HOPWA Request				E. Match & Other Leveraged Funds
		A. Year 1	B. Year 2	C. Year 3	D. Total Request	
Facilities in Development (new applications only)	1. Acquisition	\$	\$	\$	\$	\$
	2. Rehabilitation, Repair & Conversion	\$	\$	\$	\$	\$
	3. New Construction (for Community Residences and SRO dwellings only)	\$	\$	\$	\$	\$
Facility Operations	4. Operating Costs for Housing Facility	\$	\$	\$	\$	\$
	5. Lease of Housing Facility	\$	\$	\$	\$	\$
	6. Other Housing Costs (please specify in narrative; requires HUD approval)	\$	\$	\$	\$	\$
TBRA	7. Tenant-based Rental Assistance	\$	\$	\$	\$	\$
STRMU	8. Short-term Rent, Mortgage, and Utility Payments to Prevent Homelessness	\$	\$	\$	\$	\$
Other Program Expenses	9. Housing Information Services	\$	\$	\$	\$	\$
	10. Supportive Services	\$	\$	\$	\$	\$
	11. Permanent Housing Placement Services	\$	\$	\$	\$	\$
12. Total Program Costs: (total of lines 1-11)					\$	
Administrative Expenses	13. Grantee's Administrative Costs (not to exceed 3% of Line 12)				\$	
	14. Project Sponsor's Administrative Costs (not to exceed 7% of Line 12)				\$	
15. Total HOPWA Request (total of lines 12-14)					\$	

Detailed Project Budget and Housing Outputs (each organization)

Name of organization:		Zip code for project location	
Type:	Grantee: <input type="checkbox"/> ; Project Sponsor: <input type="checkbox"/>	If applicable:	Faith based: <input type="checkbox"/> Grassroots: <input type="checkbox"/>

B.	Eligible Activity	HOPWA Request				
		Yr. 1	Yr. 2	Yr. 3	Totals:	
Facilities in Development (new applications only)	1. Acquisition Description:	Budget	\$	\$	\$	\$
		# of Units				
	2. Rehabilitation/Repair/Conversion Description:	Budget	\$	\$	\$	\$
		# of Units				
	3. New Construction (Community Residences and SRO dwellings only) Description:	Budget	\$	\$	\$	\$
		# of Units				
Type of Facility: Short-term shelter <input type="checkbox"/> ; transitional housing <input type="checkbox"/> ; Community residence <input type="checkbox"/> ; SRO dwelling <input type="checkbox"/> ; or other permanent supportive housing <input type="checkbox"/>						
Facility Operations	4. Operating Costs Description:	Budget	\$	\$	\$	\$
		# of Units				
	5. Leasing Description:	Budget	\$	\$	\$	\$
		# of Units				
	6. Other Housing Costs Description:	Budget	\$	\$	\$	\$
		# of Units				
TBRA	7. Tenant-Based Rental Assistance Description:	Budget	\$	\$	\$	\$
		# of Households				
STRMU	8. Short-Term Rent, Mortgage and Utility Payments to Prevent Homelessness Description:	Budget	\$	\$	\$	\$
		# of Households				
Other Program Expenses	9. Housing Information Services Description:	Budget	\$	\$	\$	\$
		# of Households				
	10. Supportive Services Description:	Budget	\$	\$	\$	\$
		# of Households				
	11. Permanent Housing Placement Services Description:	Budget	\$	\$	\$	\$
		# of Households				
Administrative Expenses	13. Grantee's Administrative Costs Description:	Budget	\$	\$	\$	\$
	14. Project Sponsor's Administrative Costs Description:	Budget	\$	\$	\$	\$

15. Total HOPWA Request for this Organization	\$
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HOPWA Applicant Certifications

These certified statements are required by law.

The Applicant hereby assures and certifies that:

1. **Fair Housing.** Within the HOPWA eligible population, it will comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d and 24 C.F.R. Part 1; Fair Housing Act, 42 U.S.C. 3601-3619, 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.

(b) 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.

(c) Its will comply with the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, and Title IX of the Education Amendments Act of 1972 (20 U.S.C. 1681 *et seq.*).

(d) 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.

(e) 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.

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

(g) 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.

- (h) 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.
- (i) 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.
- (j) 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.
- (k) 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. Environmental Requirements. The grantee, its project sponsors and their contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project, or commit or expend HUD or local funds for such eligible activities, until the responsible entity (as defined in §58.2) has completed the environmental review procedures required by 24 CFR part 58 and the environmental certification and HUD approval of form HUD-7015.15, "Request for Release of Funds and Certification" (RROF) 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). HUD will not release grant funds if the recipient or any other party commits grant funds (i.e., incurs any costs or expenditures to be paid or reimbursed with such funds) before the recipient submits and HUD approves its RROF (where such submission is required).

3. HOPWA Facility Use Period Requirement. 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.

HOPWA Applicant Certifications

Name with Signature of Authorized Certifying Official & Date

Title

Name of Applicant
