

***ASSISTED LIVING
CONVERSION PROGRAM
(ALCP)***

**A Component of the
Housing Security Plan for
Older Americans**

HOUSING SECURITY PLAN

- **For lower-income seniors who need more intensive services than provided in traditional housing for the elderly**
- **To provide lower-income seniors with an affordable option to nursing homes**

PURPOSE OF ALCP

- **To provide private non-profit owners with a grant to convert some or all of the dwelling units in an eligible project into assisted living facilities for the frail elderly**

Program Description

- **Assisted Living Facilities are designed to accommodate frail elderly persons and people with disabilities who need certain support services:**
 - eating
 - bathing
 - grooming
 - dressing
 - home management activities

DEFINITIONS

- **Frail Elderly – an individual 62 years of age or older who is unable to perform at least 3 activities of daily living.**

DEFINITIONS

- **Assisted Living Facility –**
 - **A facility of a private nonprofit that is licensed and regulated by the State**
 - **Makes available to residents supportive services to assist residents in carrying out activities of daily living**

DEFINITIONS

Assisted Living Facility - (cont'd)

- **provides separate dwelling units for residents, each of which contain a kitchen, bath and include common rooms**

FY 2005 ALCP

- **\$24.8 million appropriated**
 - \$10.2 million FY 04 carryover
- **17 applications received**
- **12 applications funded**
 - 218 units
 - \$22,055,927
- **5 Technical Rejects**

FY 2006 FUNDING AMOUNT

- **Appropriation =**
\$24,800,000

- **Total Available =**
\$20,000,000

SuperNOFA

- **Published March 8, 2006**
- **Application Deadline
June 15, 2006**
- **Submission via Grants.gov unless a waiver is granted.**
- **Paper applications submitted to 18 Hubs by the deadline date.**

FY 2006 CHANGES

- **General Section**
 - published on 1/20/06
- **Applications received and validated by 11:59:59 pm eastern time**
- **No grace period for receipt of applications**

FY 2006 CHANGES

- **Logic Model –**
 - **Program specific using form HUD 96010 ALCP**
 - **Your logic model should help you address Evaluation questions**
 - **Management question answer are not part of the application but will be required with your annual report if you are awarded funds**

FY 2006 CHANGES

- **Section 3 – Economic Opportunities for Low and Very low Income Persons (2 points)**
- **Change in format of Exhibits**

FY 2006 CHANGES

- **Applications may be hand-delivered**
- **No longer accepting applications from owners of commercial structures**
- **No longer submit 2530 w/application**
- **multiple applications for the same elderly housing project unacceptable**

ELIGIBLE APPLICANTS

- **Private nonprofit owners of eligible multifamily assisted housing developments.**

INELIGIBLE APPLICANTS

- **Owners of developments designed specifically for persons with disabilities**
- **Owners of Section 232 developments**
- **Limited dividend partnerships**

INELIGIBLE APPLICANTS

(cont'd)

- **Nonprofit Public Agencies.**
- **Owners of unused/
underutilized hospitals or other
health-related facility.**
- **Property management companies
and agents of property management
companies.**

INELIGIBLE APPLICANTS

(cont'd)

- **Owners of commercial structures**
- **Owners of an existing insured or privately-owned assisted living facility.**

ELIGIBLE PROJECTS

- **202, 202/8 and 202/PRAC**
- **Section 8 project based**
- **Section 515/8**
- **Section 221(d)(3) BMIR**
- **Section 236**

ELIGIBLE CONVERSION ACTIVITIES

- **Conversion funds are limited ONLY to those activities specifically needed to convert the number of units and related space for the Assisted Living Facility.**
- **Temporary Relocation**

ELIGIBLE CONVERSION ACTIVITIES (cont'd)

- **Retrofit for 504 and MPS**
- **Retrofit to add, modernize or outfit common space(s)**
- **Retrofit to upgrade a regular unit for accessibility for disabled residents not in Assisted Living**

ELIGIBLE CONVERSION ACTIVITIES (cont'd)

- **Consultant, legal, and architectural fees**
- **Vacancy payments limited to 30 days after conversion to ALF**
- **Use of Residual Receipts/Reserve for Replacement funds**

THRESHOLD REQUIREMENTS

- **Be an eligible applicant**
- **DUNS requirement**
- **Do not request more funds than advertised**
- **You must provide commitment and funding support letters from the appropriate funding organization and the appropriate licensing agency**

THRESHOLD REQUIREMENTS(cont'd)

- **Comply with applicable statutory requirements to the project specified in 202(b) and statutory requirements under Section 232(b)(6)**
- **Meet the minimum size limit for an ALF of 5 units**
- **If granted a waiver of the electronic submission requirements, you must submit an original and four copies of your completed ALCP application by the application deadline date**

PROGRAM REQUIREMENTS

- **Have a residual receipt account**
- **You must be in compliance with your Loan Agreement, Capital Advance Agreement, Regulatory Agreement, HAP Contract, PRAC Contract, Rent Supplement contract or any other HUD grant or contract document**

PROGRAM REQUIREMENTS

con't

- **If selected, file form HUD-2530 within 30 days of execution of grant agreement**
- **Meet HUD's Uniform Physical Conditions Standards**
- **Submit an agreement to pursue licensing in a timely manner**

PROGRAM REQUIREMENTS

(cont'd)

- **Develop and submit a Supportive Services Plan (SSP) for the services and coordination of the supportive services which will be offered in the ALF to the appropriate state or local organization(s) which are expected to fund the supportive services**

PROGRAM REQUIREMENTS

cont'd

- **Submit a copy of the SSP to the appropriate organization which license ALFs in your jurisdiction**
- **ALF must be licensed and regulated by the state and/or appropriate local bodies**
- **The ALF must be available to qualified elderly persons and persons with disabilities**

PROGRAM REQUIREMENTS

cont'd

- **Your ALF residents must be residents of the multifamily project and must comply with the requirements applicable to the project**
- **The ALF must provide room, board, and continuous protective oversight**

PROGRAM REQUIREMENTS

(cont'd)

- **Anyone moving into an ALF unit must agree to accept the board and services required for complying with state and local law and regulations**
- **The facility must offer 3 meals daily**

PROGRAM REQUIREMENTS (ALF Admissions)

- **Current residents have priority.**
- **Qualified persons on waiting list have second priority**
- **Qualified individuals or families in the community needing ALF service wanting to be added to the project's waiting list**

PROGRAM REQUIREMENTS (ALF Admissions)

- **Qualified disabled non-elderly persons needing assisted living services are eligible to occupy the ALF units on the same basis as elderly persons (except for 202 PRACS)**

PROGRAM REQUIREMENTS

(cont'd)

- **Project must maintain two waiting lists - one for regular units and one for ALF units**
- **Owners must agree to a DRC (use agreement) for 20 years past original mortgage term**

PROGRAM REQUIREMENTS

(cont'd)

- **Service coordination is required**
- **The operation of the ALF must be a part of the owner's management organization**

PROGRAM REQUIREMENTS

(cont'd)

- **Comply with the requirements of Fair Housing Act, EO 11063, Title VI of the Civil Rights Act, the Age Discrimination Act**
- **Section 3 of the Hsg and Urban Dev Act of 1968**
- **Section 232 of the National Housing Act, as applicable, UFAS, Section 504 of the Rehab Act of 1973**

OTHER REQUIREMENTS

- **Comply with Davis Bacon**
- **Small, disadvantaged/women-owned businesses**
- **HUD-sponsored Program Evaluation**
- **Byrd Amendment prohibit use of funds for lobbying activities**

OTHER REQUIREMENTS

- **Executive Order 13166**
- **Executive Order 13279**
- **Accessible Technology**
- **Executive Order 13202**
- **OMB Circulars**
- **Environmental**

Application and Submission Information

Request application:

www.grants.gov/FIND

**NOFA INFORMATION CENTER
(1-800-483-8929)**

Assistance:

Grants.gov Customer Support

(1-800-518-Grants)

or email: support@grants.gov

Application and Submission Information

- **Multiple applications**
 - **Owners may not submit multiple applications for the same elderly housing development**

SUBMISSION REQUIREMENTS

EXHIBITS

- 1. Form HUD 92045, Application Summary**
- 2. Evidence of Nonprofit Status**
- 3. Description of community ties**
- 4. Evidence of project being occupied for 5 years**
- 5. Market analysis of need for units**

SUBMISSION REQUIREMENTS

(cont'd)

EXHIBIT 6. Narrative of physical conversion

- **number of units**
- **special design feature**
- **community and office space/storage**
- **dining and kitchen facility**

SUBMISSION REQUIREMENTS

Exhibit 6 (cont'd)

- **staff space and the physical relationship to the rest of the project**
- **how the design will facilitate delivery of services over time**

SUBMISSION REQUIREMENTS

Exhibit 6 (cont'd)

- **Describe how the project will promote energy efficiency**
- **plans of units and other areas**
 - **Address all accessibility issues i.e. door opening of 32; bathrooms/kitchens accessible to and for persons in wheelchairs per UFAS**

SUBMISSION REQUIREMENTS

Exhibit 6 (cont'd)

- **Architectural sketches**
 - all doors widened
 - kitchen/bathroom reconfiguration
 - wheelchair clearances
 - wall reinforcing
 - grab bars
 - elevations of counters
and work surfaces

SUBMISSION REQUIREMENTS

Exhibit 6 (cont'd)

- **Architectural sketches – cont'd**
 - reconfigured common space
 - bedroom/living/dining area modification
 - added/reconfigured office/storage space
 - monitoring stations
 - kitchen and dining facility

SUBMISSION REQUIREMENTS

Exhibit 6 (cont'd)

- **Architectural modifications must meet Section 504 and ADA requirements as appropriate.**
- **Estimated cost for materials, supplies fixtures/labor for each item.**
- **Include firm commitment letters w/dollar amounts which will be supported by non-HUD funding**

SUBMISSION REQUIREMENTS

Exhibit 6 (cont'd)

Exhibit 6

- **describe any relocation**
 - **estimate of temporary relocation**
 - **staff organization to carry out relocation**
 - **identify tenants that will be relocated**

SUBMISSION REQUIREMENTS

(cont'd)

EXHIBITS

- 7. Describe retrofit done w/third party funds**
- 8. Permissive zoning**
- 9. Supportive Service Plan**
 - describe supportive services needed**
 - how supportive services will be provided**

SUBMISSION REQUIREMENTS

Exhibit 6 (cont'd)

EXHIBIT – 9 SSP cont'd

- **describe operation of ALF**
- **describe rate for board and services**
- **who will pay for board/services**
- **support/commitment letter from each funding source for the planned meals and supportive services.**

SUBMISSION REQUIREMENTS

(cont'd)

EXHIBITS - 9 SSP cont'd

- **Support letter from each governmental agency license ALF**
- **Describe experience in arranging for and delivery of supportive service**

10. Project's resources

- **R4R**
- **Residual receipt**
- **AFS**

SUBMISSION REQUIREMENTS

APPLICABLE PROGRAM FORMS & CERTIFICATIONS

EXHIBIT 11

- **Form 92045- MF Hsg ALCP Application Summary Sheet**
- **Form SF-424, Application for Federal Assistance**
- **SF-424 Supplement, Survey for Ensuring Equal Opportunity for Applicant**

SUBMISSION REQUIREMENTS

APPLICABLE PROGRAM FORMS & CERTIFICATIONS

- **Form HUD-424CB, Grant Application Detailed Budget**
- **Form HUD-424CBW, Grant Application Detailed Budget Worksheet**
- **Form HUD-2880, Applicant/Recipient Disclosure/update report**
- **Form HUD-2991, Certification of Consistency with the Consolidated Plan**

SUBMISSION REQUIREMENTS

APPLICABLE PROGRAM FORMS & CERTIFICATIONS

- **Form HUD 2994-A, Client Survey**
- **Standard Form-LLL, Disclosure of Lobbying Activities**
- **Form HUD 96010, Program Outcome Logic Model**

SUBMISSION REQUIREMENTS

APPLICABLE PROGRAM FORMS & CERTIFICATIONS

- **Form HUD 27300, Removal of Regulatory Barriers**
- **Form HUD 2990, Certification of Consistency with RC/EZ/EC-II Strategic Plan**
- **Form HUD 96011, Facsimile Transmittal Cover Page**

Submission Date and Time

Electronically thru Grants.gov

-11:59:59 eastern time

June 15, 2006

Mailed and hand-delivered

June 15, 2006

SUBMISSION REQUIREMENTS FUNDING RESTRICTIONS

- **Costs of meals and supportive services are NOT covered**
- **This program does NOT allow permanent displacement**
- **Applicants will not be awarded multiple grant funds**

SUBMISSION REQUIREMENTS FUNDING RESTRICTIONS

- **Additional units**
- **Pay the cost of any of the necessary supportive services**
- **Purchase or lease additional land**

SUBMISSION REQUIREMENTS FUNDING RESTRICTIONS

- **Rehabilitate project for items not related to ALF**
- **Reduce number of accessible units already in project**
- **Permanently relocate resident out of project**

SUBMISSION REQUIREMENTS FUNDING RESTRICTIONS

- **Increase management fee**
- **Cover the cost of activities not directly related to the conversion of the units and common space**

OTHER SUBMISSION REQUIREMENTS

- **Electronic Delivery**
 - www.grants.gov/apply
 - **Early Registration**
 - **Electronic signature**

OTHER SUBMISSION REQUIREMENTS

**Waiver of Electronic Submission
mailed to:**

**Brian Montgomery, Assistant Secretary for
Housing/Federal Housing Commissioner
U.S. Department of Housing and Urban
Development
451 7th Street S.W., Room 9100
Washington, DC 20410**

OTHER SUBMISSION REQUIREMENTS

- **Waiver must show cause and be submitted at least 15 days prior to the deadline date.**
- **Waiver approval will identify how many copies of the application to submit and where.**

OTHER SUBMISSION REQUIREMENTS

Proof of timely submission:

- **ALCP applications must be received and validated by Grants.gov by 11:59:59 e.s.t. on the application deadline date of June 15, 2006.**
- **Validation may take 24-48 hours so allow time for processing**

SUBMISSION REQUIREMENTS

- **Applicants granted a waiver must submit an original and 4 copies of their application to the appropriate HUD Multifamily Hub Office**

www.hud.gov/offices/adm/grants/nofa

RATING AND RANKING OF APPLICATIONS

- **Approvable applications rated according to the Rating Criteria in NOFA**

RATING FACTORS

- **Capacity of Applicant - 20pts.**
- **Need/Extent of Problem -20pts.**
- **Soundness of Approach -40pts.**
- **Leveraging Resources -10pts.**
- **Achieving Results and Program Evaluation - 10pts.**
- **RC/EZ/EC-II – 2 bonus pts.**

Factor #1 – CAPACITY OF APPLICANT 20 points

- **The practicality of your plan and timetable to carry out the physical conversion (9 points)**
- **Past experience in providing or arranging for supportive services on or off site (10 points)**
- **Your organization is a “grassroots” organization (1 pt)**

Factor #2 – NEED/EXTENT ***20 points***

- **The need for assisted living among the elderly and disabled residents of the project (7 pts)**
- **The need for assisted living among very-low income elderly and disabled persons in the housing market area (3 pts)**

Factor #2 – NEED/EXTENT (CONT'D)

- **Inability to fund conversion from existing financial resources (9 points)**
- **Connection between ALF & community's Analysis of Impediments (1 point)**

***Factor #3 – SOUNDNESS OF
APPROACH - 40 points***

- **The extent the proposed ALF design will meet the special physical needs of frail elderly or persons w/disabilities (10 pts)**
- **The extent to which the ALF 's proposed management and operational plan ensures that the provision of meals and services will be accomplished over time (10 pts)**

***Factor #3 – SOUNDNESS OF APPROACH
40 points (cont'd)***

- **Extent proposed supportive services meet the anticipated needs of the frail elderly and disabled residents (7 points)**
- **The extent to which service coordination function is addressed (7 points)**

***Factor #3 – SOUNDNESS OF APPROACH
40 points (cont'd)***

- **Steps taken which support State and local efforts in streamlining processes and procedures that eliminate redundant, statutes, regs and codes which impede the availability of affordable housing (2 pts)**
- **Energy Efficiency Activities (2 pts)**

***Factor #3 – SOUNDNESS OF APPROACH
40 points (cont'd)***

- **Section 3 - To the greatest extent feasible, describe how opportunities to train and employ low- and very low-income persons in the project area will be provided (2 points)**

Factor #4 – LEVERAGING RESOURCES (10 points)

- **Extent there are commitments for the funding needed for the meals and supportive services (5 points)**
- **Extent of local organization support firmly committed to provide 50% of the total cost of conversion (3 points)**

Factor #4 – LEVERAGING RESOURCES
10 points (cont'd)

- **Extent of local organization support committed to providing funds for additional repairs or retrofit (2 points)**

Factor #5 – ACHIEVING RESULTS AND PROGRAM EVALUATION (10 points)

- **Extent the conversion timetable reflect the length of time it will take to convert units and how the converted units will benefit the residents as they age in place (4 points)**

***Factor #5 – ACHIEVING RESULTS AND
PROGRAM EVALUATION
10 points (cont'd)***

- **Extent facility will implement practical solutions for improved living conditions (2 points)**
- **Viability of project absent HUD funds (2 points)**
- **Extent the operating philosophy promotes the autonomy and independence (2 points)**

Factor #6 – RC/EZ/EC-II 2 Bonus Points

- **The project is located in RC/EZ/EC-II area as described in the General Section of the SuperNOFA (2 bonus points)**

SELECTION PROCESS

- **All applications received by the June 15th deadline date are eligible for review**
- **All applications will be screened for curable deficiencies.**
- **Submit clarifications or corrections of curable deficiencies within 14 calendar days of the date of receipt of the HUD notification**

SELECTION PROCESS

(cont'd)

- **Application will be rejected as incomplete and not considered for funding if deficiency is not corrected in the 14-day time period.**

SELECTION PROCESS

(cont'd)

- **List of curable deficiencies**

EXHIBITS

(1) Application Summary

(2) (a) Articles of Incorporation

(b) By-laws

(4) Evidence of 5-yr occupancy

(6) (d) Original project plans

(i) Relocation plan

SELECTION PROCESS

Curable Deficiencies (cont'd)

Exhibits

**(8) Evidence of Permissive
Zoning**

(11) HUD 424

HUD 424-Sup

HUD 424-CB

HUD 424-CBW

**HUD 2880-Applicant/Recipient
Disclosure**

SELECTION PROCESS

Curable Deficiencies (cont'd)

Exhibit 11 (cont'd)

HUD 2991 – Consolidated Plan

HUD 2994-A – Client Survey,

HUD LLL – Lobbying Activities

HUD-96010-Logic Model

HUD-2990 – Strategic Plan

HUD-96011-Facsimile Cover

Page

BASIS FOR REJECTION

- **ALCP application that do not meet threshold requirements will not be eligible for award**
- **commitment and support letters from the appropriate funding organization and appropriate licensing agency are not provided**

BASIS FOR REJECTION (CONT'D)

- **if the SSP indicates that the assisted living units, meals and supportive services are not designed to meet the special needs of the residents**

BASIS FOR REJECTION

(cont'd)

- **if commitment for funding the meals and supportive services are not shown in the SSP**
- **if it is indicated that the project as proposed will not meet licensing requirements**

BASIS FOR REJECTION

(cont'd)

- **Non-compliance with all applicable statutory requirements to the project specified in Section 202b and statutory requirements under Section 232(b)(6)**

BASIS FOR REJECTION

(cont'd)

- **If ALCP applicants do not develop and maintain a written code of conduct**
- **Funding may be denied based on information obtained and verified through the Name Check Review**

APPEAL PROCESS

- **HUD must send letter to owner outlining reason(s) for rejection**
- **Owner has 14-calendar days to appeal**

Selection Process HUBS

- **Only applications scoring 75 points or more are eligible for selection**
- **Applications are placed in rank order (assisted multifamily applications only)**
 - **Begin selecting applications until you can no longer fund a project for number of units and dollars requested**

Selection Process (cont'd)

- **if possible fund next project by reducing the dollars requested by no more than 10%**

or

- **by reducing the number of units, but not below the financial threshold feasibility of 5 units**

Selection Process

HQs

- **Combine residual funds from Hubs**
- **Restore units that were reduced**
- **Fund applications in rank order with no more than one application selected per Hub**
- **Repeat this process until funds can no longer support next ranked project**

DEFINITION

- **Assisted Living Facility**

ELIGIBILITY

- **State Regulations/Standards**
- **Licensing Terminology**

LICENSING PROCESS

- **Plans/Blueprints Reviewed by State Architect**
- **Licensing and Certification Office Review**
- **Local/State Inspections**
- **Approval/Disapproval**
- **Applicant Pays Fee**
- **Admit Residents**
- **Receives License**

OPERATOR

- **License**
- **Secure Funding**
- **Correct Deficiencies**
- **Satisfy Regulators**
- **Insurance**
- **HUD Compliance**

STATE OVERSIGHT

- **Surveys/inspections**
- **Investigate Complaints**
- **Resident Assessment**
- **Staffing**
- **Third Party Agencies**

PAYOR SOURCES

- **Foundations**
- **Medicaid**
- **Auxiliary Grant (VA)**

State Licensing Terminology

- **AL - Assisted Living Facility**
- **AK - Assisted Living Homes**
- **AZ - Assisted Living Facilities**
- **AR - Assisted Living Facilities**
- **CA - Residential Care Facility for the Elderly**
- **CO - Assisted Living Residences**
- **CT - Assisted Living Services Agencies**

State Licensing Terminology

- **DE - Assisted Living Facilities**
- **DC - Community Residence Facilities**
- **FL - Assisted Living Facilities**
- **GA - Personal Care Homes**
- **HI - Assisted Living Facilities**
- **ID - Residential or ALF**

State Licensing Terminology

- **IL – Assisted Living/Shared Housing**
- **IA – Assisted Living Programs**
- **KS - ALF/Residential HCF**
- **KY - Assisted Living
Communities(Certified)**
- **LA - Adult Residential Care
Homes/Facilities**
- **ME - Assisted Living Facilities/
Residential Care Facilities**

State Licensing Terminology

- **MD - Assisted Living Programs**
- **MA - Assisted Living Residence**
- **MI - Homes for the Aged/Adult Foster Care**
- **MN - Housing with Services Establishment (Registration) – License Home Care Services**

State Licensing Terminology

- **MS - Personal Care Homes (Sep License for Alzheimer's)**
- **MO - Residential Care Facility**
- **MT - Assisted Living Facilities**
- **NE - Assisted Living Facilities**
- **NV - Residential Facility for Groups**
- **NH - Residential Care Home Facilities/Assisted Living Facilities**

State Licensing Terminology

- **NJ- Assisted Living Residences (NC), Comprehensive Personal Care Homes(Conv) & Assisted Living Programs (Services)**
- **NM - Adult Residential Care Facilities**

State Licensing Terminology

- **NY - Adult Homes, Enriched Housing, Assisted Living Programs (Medicaid)**
- **NC - Assisted Living Residences**
- **ND - Basic Care Facility/ALF**
- **OH - Residential Care Facility**
- **OK - Assisted Living Centers**
- **OR - Assisted Living**
- **PA - Personal Care Homes**
- **RI - Assisted Living Residences**

State Licensing Terminology

- **SC - Community Residential Care Facilities**
- **SD - Assisted Living Center**
- **TN - Assisted Care Living Facilities**
- **TX - Assisted Living Facilities**
- **UT - Assisted Living Facilities**
- **VT - Assisted Living Residences**
- **VA – Assisted Living Facilities
(Home Health Agencies)**

State Licensing Terminology

- **WA - Boarding Homes**
- **WV – Assisted Living**
 - Residences (16 Beds)**
 - Residential Care**
 - Community (17 Apts)**
- **WI - Assisted Living Facilities**
- **WY – Assisted Living Facilities**

CONTACTS

- **AASHA State Associations (AASHA.org)**
- **ALFA Chapters (ALFA.org)**
- **NCAL (AHCA) (NCAL.org)**
- **AHCA (AHCA.org)**
- **State Medicaid Directors**
- **AAA**
- **State Agency Representative**

SUMMARY

- **Regulations**
- **Medicaid (Home and Community Based Waiver**
- **Physical Plan Requirements**
- **Staffing Requirements**
- **Facility Scope of Care**
- **License/Certification/
Registration**

Suggestions for Preparing Your Application

- **Read program NOFA including General Section**
- **Register early**
- **Assess the residents need for the ALF**

Suggestions for Preparing Your Application

- **Make contact with State and local service providers and licensing agency(ies)**
- **Locate plan of original design**
- **Identify architect**

Suggestions for Preparing Your Application

- **Obtain documents from other organizations and governmental agencies ASAP**
- **Write crisply**
- **Be brief**
- **Showcase the strengths of your organization**

Suggestions for Preparing Your Application

- **Keep HUD's Rating Factors in mind**
- **Application should be complete, accurate, and well organized**
 - Make sure every exhibit is included with accurate info**
 - Make sure every document has the required dates**

Suggestions for Preparing Your Application

- **Submit early to meet the receipt and validation requirements by the June 15, 2006 deadline date**

<http://www.hud.gov/grants/APPLY>

CONTACTS

Faye_L_Norman@hud.gov
(202) 708-3000 X-2482

Brenda_M_Butler@hud.gov
(202) 708-3000 X-6788