

SECTION 811 APPLICATION PACKAGE

Supportive Housing for Persons with Disabilities

INTRODUCTION: You have indicated an interest in constructing or rehabilitating housing for persons with disabilities to be financed under the Section 811 capital advance program as authorized by the National Affordable Housing (NAH) Act, and to be assisted by project rental assistance payments. This package and enclosure constitute the Section 811 Application Package.

An original and six (6) copies of an Application for a Section 811 Fund Reservation must be submitted in response to the Invitation published by this Office, in conformance with Section II-Submission Requirements for a Section 811 Fund Reservation, of this Application Package. Copies of the completed Application must be submitted to this Office, either by hand, delivery service or by certified mail, by the deadline date and time set forth in the Invitation. APPLICATIONS RECEIVED AFTER THAT DATE WILL NOT BE ACCEPTED, EVEN IF POSTMARKED BY THE DEADLINE DATE. Applications submitted by facsimile will not be accepted.

Before preparing your Application, you should carefully review the requirements of the Regulations (24 CFR Part 890) and general program instructions set forth in Handbook 4571.2, Section 811 Capital Advance Program for Housing for Persons with Disabilities, Chapter 3, and the current year's Housing Notice. Note: Section 1001 of Title 18 of the United States Code (Criminal Code and Criminal Procedure, 72 Stat. 967 shall apply to all information supplied in the application submission. (18 U.S.C. 1001, among other things, provides that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious, fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.)

This Application Package consists of three Sections and an Application Checklist which are summarized below:

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Section I: Project Development Requirements

The HUD Field Office will complete this Part which sets forth information pertaining to applicable operating cost standards, Comprehensive Housing Affordability Strategies (beginning with applications submitted after

October 1, 1991), Uniform Relocation Act, and other special requirements the Field Office deems necessary.

Section II: Submission Requirements for a Section 811 Fund Reservation

The Application for a Section 811 Fund Reservation consists Of seven parts, and must be accompanied by the materials, forms and exhibits listed herein (see pages 3 thru 9 below, for a description of the exhibits). Acceptable racial and ethnic categories are defined in the instructions for completing Form HUD-92013 on page 21). The submission must have a table of contents and be indexed and tabbed accordingly.

Section III: General Program Requirements and Attachments  
Self-explanatory.

Application Checklist: A Checklist to assist in ensuring that the Sponsor's application submission is complete.

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SECTION 811 APPLICATION - SUPPORTIVE HOUSING FOR PERSONS WITH DISABILITIES  
Addendum to Form HUD-92013 and Certification

- |                                      |                         |
|--------------------------------------|-------------------------|
| 1. Intended Residents                | 5. Development Method   |
| Physically Disabled                  | New Constr.             |
| Developmentally Disabled             | Rehab.                  |
| Chronically Mentally Ill             | Acq.(group              |
| Persons Disabled w/HIV*              | homes or RTC)           |
| 2. Fac. Type/# of Residents/Units    | 6. HUD Hdqtrs. Approval |
| Group home/____(residents)           | Hsg. will serve         |
| ILF/____(units)____(residents)       | persons w/HIV           |
| 3. No. of Sites____                  | Restricted              |
| No. of residents per Site____        | occupancy               |
| 4. Application contains: (check one) | Group home to be        |
| Evidence of site control             | licensed as ICF         |
| Identification of site               | Mixed Occupancy         |

THE SPONSOR CERTIFIES THAT ALL EXHIBITS ARE TRUE AND CORRECT.

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(Type in corporate name of Sponsor)

By: \_\_\_\_\_  
(Signature of Authorized Office of Sponsor)/Date

\_\_\_\_\_  
(Type in Name and Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (Zip Code) (Telephone)

\*If you are requesting units out of the 500 unit set-aside for persons disabled w/HIV, check this category and the first category under 6. above. Disabled w/HIV does not constitute a fourth category of disability.

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FORMAT FOR SECTION I - PROJECT DEVELOPMENT REQUIREMENTS

1. Allocation Area:
2. Number 1/ and size of Units:
3. Operating Cost Standards:
4. The local/State Comprehensive Housing Affordability Strategy (CHAS) requires:
5. The local/State CHAS sets forth the following preference with respect to the location:2/
6. Inquiries related to the local/State CHAS should be addressed to:2/
7. Special requirements for location, density and site planning are:
8. Other requirements:  
Acceptable Amenities:

- 
9. Name/address of State/local agency to which application should be submitted for review of supportive services plan:

Physically Disabled \_\_\_\_\_

Developmentally Disabled \_\_\_\_\_

Chronically Mentally Ill \_\_\_\_\_

Persons Disabled w/HIV \_\_\_\_\_

- 1/ NOTE: The total units requested must cover any nonrevenue producing units as well as revenue units. For example, if an independent living facility is 20 units, and if a nonrevenue unit (i.e., resident manager's unit) is planned, the configuration is 19 units, plus one nonrevenue unit. Additions of nonrevenue units at later stages of processing will not be accepted.
- 2/ NOTE: The CHAS certification is not required for applications submitted for Fiscal Year 1991 funding.

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SECTION II - SUBMISSION REQUIREMENTS FOR A SECTION 811  
FUND RESERVATION FOR HOUSING FOR PERSONS WITH DISABILITIES

PART 1 - GENERAL

- Exhibit 1: Form HUD-92013, Application for Multifamily Housing Project (attached). Complete only specific portions of this form as outlined on pages 11 and 12 of these requirements. No item on page 2 of Form HUD-92013 is required.
- Exhibit 2: A Housing Consultant's Resume, Contract (Form HUD 92531A-EH) and an Identity of Interest and Disclosure Certification.
- Exhibit 3: Evidence of each Sponsor's legal status as a nonprofit entity, including:
- a. Articles of Incorporation, constitution or other organizational documents;
  - b. By-laws;
  - c. A typed incumbency certificate, listing all officers and directors, title, beginning date of each person's term and when that term expires. It must be certified by an officer of the Sponsor that it constitutes all duly qualified and sitting officers and directors as of the date the application is filed with HUD;
  - d. IRS tax exemption ruling (required for all

Sponsors including CHURCHES) NOTE: If applying for units out of the FY 1991 set-aside for persons disabled with the human acquired immunodeficiency virus (HIV), the Sponsor(s) must have a Section 501(c)(3) tax exemption from the Internal Revenue Service;

- e. Resolution of the board, duly certified by an officer, that no officer or director has or will have any contract with the Owner or in any firm or corporation which has or will have a contract with the Owner.

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- Exhibit 4: Satisfactory evidence that the Sponsor:
- a. Has the necessary legal authority to sponsor the project and to assist the Owner to finance, acquire, construct, or rehabilitate and maintain the project, and
  - b. Will form an Owner after the issuance of the fund reservation, cause the Owner to file a request for a capital advance, and provide sufficient resources to the Owner to ensure the development and long-term operation of the project.

PART 2 - EVIDENCE OF ABILITY TO DEVELOP AND OPERATE THE HOUSING ON A LONG-TERM BASIS

- Exhibit 5: Description of the Sponsor's ties to the community, including the minority community, and any statements of support for the project by members of the local community in which the project is to be located and State and local organizations familiar with the needs of persons with disabilities proposed to be housed.
- Exhibit 6: Evidence of any previous participation in HUD programs by the Sponsor, its officers or directors, on Form HUD-2530. If none, form must be submitted indicating "No previous experience".
- Exhibit 7: A description of any financial default, modification of terms and conditions of financing, or legal action taken or pending against the Sponsor or its officers, directors or trustees in their corporate capacity.
- Exhibit 8: A description of any rental housing projects

and/or medical facilities sponsored, owned and operated by the Sponsor including a description of experience in providing housing to persons with disabilities and/or families. If applying for units out of the FY1991 set-aside for housing for persons disabled with the human acquired immunodeficiency virus (HIV), a description of experience as a health care provider, if applicable, as well as a copy of a working or services agreement with a hospital.

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- Exhibit 9: A description of the Sponsor's past or current involvement in any programs other than housing (including its provision of services) that demonstrates the Sponsor's management capabilities and experience in serving persons with disabilities and/or families.
- Exhibit 10: A certified Board Resolution, acknowledging responsibilities of sponsorship, long-term support of the project(s), willingness to sponsor, to assist the Owner to develop, own, manage and ensure the provision of appropriate services in connection with the proposed project, and that it reflects the will of its membership.
- Exhibit 11: A description of the Sponsor's experience in providing housing, medical or other facilities and/or services to minority persons and in contracting with minority- and women-owned business enterprises.

PART 3 - FINANCIAL CAPACITY AND ABILITY TO DEVELOP A PROJECT

- Exhibit 12: A list of the applications, if any, the Sponsor has submitted or is planning to submit to any other Field Office in response to the current Invitations. Indicate by Field Office, the proposed location by city and State, the number of units requested and financial commitments related to each application.
- Exhibit 13: An estimate of start-up expenses and the source of funds to meet these expenses. If the Sponsor plans to use a Section 106(b) seed money loan, an application (Form HUD-92290) for such loan must be submitted with required attachments.

- Exhibit 14: Evidence, in the form of a certified Board Resolution, of the Sponsor's willingness to fund the Minimum Capital Investment, estimated start-up expenses, and any associated development or operating costs related to items not covered by the capital advance and to ensure the development and long-term operation of the project. Also, as evidence of the Sponsor's financial ability to cover these costs, include:
- a. a brief narrative description of financial history;
  - b. copies of balance sheets and statements of income and expenses for each of the past three years that the Sponsor has operated. (The financial statements at a minimum must include the information contained in Form HUD-92417 and a certification pursuant to the criminal warning provided in U.S. Criminal Code, Section 1001, Title 18 U.S.C.);
  - c. a Form HUD-2013 Supplement, Application for Project Mortgage Insurance, listing current bank and trade references; and,
  - d. a list of all Fiscal Year 1990 and prior year projects to which the Sponsor(s) is a party, identified by project number, Field Office, funding year, month and year of initial closing, current status (if finally closed, indicate month and year) and financial requirements for closing.

PART 4 - NEED FOR SUPPORTIVE HOUSING IN THE AREA TO BE SERVED

- Exhibit 15: Evidence of need for supportive housing for persons with disabilities in the area to be served such as:
- a. State or local needs assessments indicating the extent of need in the locality for the type of project proposed.

- b. Letters from local agencies (i.e. housing,

services) indicating the extent of need for supportive housing for the proposed population in the area to be served.

- c. Referral arrangements proposed with institutions, service providers or State and local government agencies, and the placement records of these organizations in other community-based housing.

PART 5 - PRELIMINARY PROJECT SITE AND DESIGN INFORMATION

Exhibit 16: The Sponsor must submit either I. Evidence of Site Control OR II. Identification of a Site, as follows:

- I. Evidence of Site Control
  - a. Evidence that the Sponsor has entered into a legally binding option agreement to buy or lease the proposed site; or has a copy of the contract of sale for the site, a deed, long-term leasehold or other evidence of ownership for the site (including properties to be acquired from the Resolution Trust Corporation). The option agreement period should extend through the end of the month in which funding decisions will be announced and contain a renewal provision to guarantee site availability through the subsequent stage of processing. The Sponsor must also identify any restrictive covenants. In the case of a site to be acquired from a public body, evidence that the public body possesses clear title to the site, has entered into a legally binding agreement to lease or convey the site to the Sponsor after it receives and accepts a notification of Section 811 fund reservation and identified any restrictive covenants. However, in localities where HUD determines the time constraints of the

funding round will not permit all of the required official actions (e.g., approval of Community Planning Boards as required by New York City) necessary to convey publicly-owned sites, a letter in the application from the Mayor or Director of the appropriate local agency indicating approval of conveyance of the site, contingent upon the necessary approval action, is acceptable and



may be approved by the Field Office if it has had satisfactory experience with timely conveyance of sites from that public body. In such cases, documentation shall also include a copy of the public body's evidence of ownership and identification of any restrictive covenants.

- b. A map showing the location of the site. The map must identify the existence and proximity of the following: single family homes, apartments, condominiums, shopping centers, educational, recreational, religious and medical facilities, and the racial composition of the neighborhood, with any area of racial concentration delineated.
- c. Photographs of the site (four directional views, i.e., north, south, east, west). Xeroxed copies of photographs are acceptable if the clarity has not been diminished significantly.
- d. Evidence that the project as proposed is permissible under applicable zoning ordinances or regulations, or a statement of the proposed action to make the proposed project permissible and the basis for belief that the proposed action will be completed successfully before the receipt of the conditional application (e.g., a summary of the results of any recent requests for rezoning on land in similar zoning classifications and the time required for such rezoning, preliminary indications of acceptability from zoning bodies, etc.).

- e. If acquisition is proposed as the development method (other than RTC properties), evidence that the structure has been constructed or occupied for at least three years prior to the date of the application and that it was not previously owned by the Sponsor.
- f. An indication of the Sponsor's willingness to seek a different site if the preferred site is unapprovable, and if so, a reasonable assurance (e.g., an alternate site already identified) that site control will be obtained within 6 months of notification of

fund reservation.

OR

II. Identification of a Site

- a. A description of the location of the site, neighborhood/community characteristics (include racial and ethnic data) and amenities, and adjacent housing or facilities;
- b. A description of the activities undertaken to identify the site as well as what actions must be taken and the time needed to obtain control of the site, if approved for funding;
- c. An indication as to whether the site is properly zoned and, if it is not, an indication of the actions/time necessary for proper zoning; and
- d. A status of the sale of the site (i.e., is it for sale, are there other contracts pending on the site).

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Exhibit 17: If submitted evidence of site control in Exhibit 16 above, a statement that:

- a. Identifies all persons (families, individuals, businesses and nonprofit organizations (identified by race/minority group and status as owners or tenants)) occupying the property on the date of submission of the application for a Section 811 fund reservation (or date of initial site control, if later);
- b. Indicates the estimated cost of relocation payments and other services; and
- c. Identifies the staff organization that will carry out the relocation activities.

NOTE: If any of the relocation costs will be funded from sources other than the Section 811 capital advance, the Sponsor must provide evidence of a firm commitment of these funds. DUE TO POTENTIALLY HIGH RELOCATION COSTS, SPONSORS ARE ENCOURAGED TO UTILIZE SITES

WHICH INVOLVE MINIMAL OR NO RELOCATION COSTS.

Sponsors may use the Guide Form, Data on Project Occupancy, Displacement and Real Property (Appendix 26 of Handbook 4571.2) to facilitate submission of the recruited information.

OR

If submitted an identification of a site in Exhibit 16 above, an indication as to whether the site would involve relocation.

Exhibit 18: A narrative description of the proposed housing consistent with Section 890.265(b)(3), including:

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- a. The development method (new construction, rehabilitation, acquisition). If the project will be developed using innovative construction or rehabilitation methods or technologies, identify them and describe how they will promote energy efficiency or efficient construction.
- b. Identification of the number and type of projects (i.e., group home, independent living facility), the number of units (by bedroom size) and the number of residents per independent living facility or the number of bedrooms and the number of residents per group home, and the number of residential staff, if any.
- c. Identification of all community spaces, special amenities or features planned for the housing. A description of how the spaces will be used also must be included. If these amenities, features or community spaces would not comply with the design and cost standards, demonstrate your ability and willingness to contribute both the incremental development cost and continuing operating cost associated with the community spaces, features or amenities.
- d. A description of the design of the proposed housing including any special design features and community space necessary to accommodate the physical needs of the proposed residents

and the provision of supportive services.

- e. If the Sponsor proposes a group home that exceeds 8 persons with disabilities or an independent living facility for persons with physical disabilities or developmental disabilities that exceeds 24 residents with disabilities, it must demonstrate the following:

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- (1) the increased number of people is necessary for the economic feasibility of the project;
- (2) the project is compatible with the surrounding residential development and with the population density of the area in which it will be located;
- (3) the project can be integrated successfully into the neighborhood and community; and
- (4) the project is marketable.

Exhibit 19: A schematic drawing of each floor of the project noting the location of any special design features and community space as well as a typical bedroom in a group home or a typical unit in an independent living facility noting approximate dimensions of each.

PART 6 - PROVISION OF SUPPORTIVE SERVICES

Exhibit 20: A supportive services plan that includes:

- a. A detailed description of proposed occupants (i.e., physically disabled, developmentally disabled, chronically mentally ill).
  - 1. If proposing to restrict occupancy to persons with similar disabilities who will require similar supportive services, indicate the subcategory of disability as well as the reasons why the proposed occupants will require a particular set of supportive services unique to their disability. Include a statement as to whether the Sponsor is willing to provide unrestricted occupancy should HUD not approve the

2. If proposing to serve a mix of two or more of the major disability categories described in paragraph 1-5 B. of Handbook 4571.2 in one project, indicate the disability categories and provide justification for mixing occupancy types. Also include a statement as to whether the Sponsor is willing to limit occupancy to one disability category should HUD not approve the request for mixed occupancy.

Include information on how and from where potential residents will be referred to the project and project admission policies.

- b. A detailed description of the needs of persons with disabilities that the housing is expected to serve.
- c. A detailed description of the supportive services proposed to be provided to the anticipated occupancy, including:
  - (i) The name(s) of the agency(s) which will be responsible for providing supportive services and evidence of the service provider's capability and experience in providing such supportive services;
  - (ii) The manner in which such services will be provided (i.e., how, when and how often, where (on/off-site)), including an assurance that the proposed residents will receive supportive services based on their individual needs.
  - (iii) The staffing plan, including a description of the qualifications of residential staff, if any, and other staff necessary to provide the proposed services.

- d. Identification of the extent of State and local funds available to assist in the provision of supportive services.
- e. A letter of intent from each agency that will provide funding for supportive services indicating the source of funding and the extent of commitment.
- f. A letter of support from each agency that will provide supportive services for compensation (if other than the Sponsor or funding source in e. above) and from each agency that will provide volunteer services, if any, indicating the service to be provided and the agency's commitment.
- g. If any State or local government funds will be provided, a description of the State/local agency's philosophy/policy concerning residential facilities for the population to be served as well as a demonstration by the Sponsor that the application is consistent with State or local plans and policies governing the development and operation of facilities to serve individuals of the proposed occupancy category.
- h. An identification of the name and address of the State agency to which the Sponsor submitted one copy of its application for review of the supportive services plan.
- i. Form HUD-92013-E, Supplemental Application and Processing Form.

PART 7 - CERTIFICATIONS AND SPECIAL SUBMISSION REQUIREMENTS

Exhibit 21: Signed certifications of the Sponsor(s)' intent to comply with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Executive Orders 11063 and 11246, Section 3 of the Housing and Urban Development Act of 1968 and affirmative fair housing marketing requirements at 24 CFR Part 200, subpart M.

Exhibit 22: In accordance with Section 105 of the NAH Act, a certification from the public official responsible for submitting a housing strategy, for the

jurisdiction to be served; that, the proposed activities are consistent with the approved Comprehensive Affordable Housing Strategy (CHAS) of the State or unit of general local government within which the site is located. NOTE: The requirement for the CHAS certification will not be effective until Fiscal Year 1992. For Fiscal Year 1991, the response to this Exhibit should be: NOT APPLICABLE.

Exhibit 23: A certification from the appropriate State or local agency that it has reviewed the supportive services plan in the Sponsor's application and that the provision of services identified in the application is well designed to serve the special needs of persons with disabilities the housing is intended to serve, and whether the proposed facility is/is not consistent with State or local plans and policies governing the development and operation of facilities to serve individuals of the proposed occupancy category. NOTE: The certification will not be included in the Sponsor's application submission to the Field Office. The State or local agency shall complete the certification found in the Sponsor's submission to the agency and forward it to the Field Office within 30 days of the application deadline date.

Exhibit 24: A certification by the Sponsor(s) that the appropriate State agency (single point of contact), under Executive Order 12372, Intergovernmental Review, has been contacted to determine if the Section 811 program is covered under that State's review process, and, if applicable, the date the application was submitted to the State.

Exhibit 25: A certification on SF-424, Application for Federal Assistance, that the Sponsor(s) is not delinquent on the repayment of any Federal debt.

Exhibit 26: A certification by the Sponsor(s) that the Section 811 and Project Rental Assistance funds will not be used to lobby the Executive or Legislative branches of the Federal government.

Exhibit 27: A certification by the Sponsor(s) that it will comply with the requirements of the Drug-Free Workplace Act.

Exhibit 28: A certification that the project will comply with HUD's design and cost standards, the Uniform Federal Accessibility Standards and HUD's implementing regulations at 24 CFR Part 40, Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR Part 8 (See 24 CFR Part 8.22 for new construction requirements), and for new construction projects (independent living facilities only), the design and construction requirements of the Fair Housing Act and HUD's implementing regulations at 24 CFR Part 100.

Exhibit 29: A certification by the Sponsor(s) that it will comply (or has complied) with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, and implementing regulations at 49 CFR Part 24 and HUD Handbook 1378, Tenant Assistance, Relocation and Real Property Acquisition.

Exhibit 30: If proposing a group home to be licensed as an intermediate care facility for people with developmental disabilities:

- a. Evidence demonstrating that the proposed project will provide primarily housing rather than medical facilities and that the facility is or will be licensed by appropriate State agencies.
- b. Description of the medical training of the staff of the proposed facility and any nursing services that will be required by the residents on-site.

- c. Description of the services that will be funded by Medicaid for residents of the proposed project, including their nature, frequency and where the services are to be provided.
- d. Description of any special design features in the application that would not be common to other Section 811 group homes for this population and the Sponsor's rationale for including them.



- e. Statement certifying that the Individual Program Plan for each resident will include participation in an out-of-the-home activity program for at least six hours each weekday.
- f. The Sponsor's written evidence that the State Medicaid Office recognizes the need for a tenant contribution to rent and has agreed to pay the cost of the tenant contribution in the Medicaid payment to the Sponsor. In an ICF, the tenant contribution is determined on the basis of the income the residents would have received if they were in any other Section 811 group home. This income is usually Supplemental Security Income (SSI). The tenant contribution is 30 percent of that amount.

Occasionally, Sponsors proposing ICFs have had difficulty in obtaining written evidence from their State's Medicaid Office that it recognizes the need for a tenant contribution to rent and agrees to include the cost of the tenant contribution to rent in the Medicaid payment to the Owner. To be acceptable, the written evidence must be signed and dated and not merely in draft form. It is possible that an agency other than a State's Medicaid Agency would agree to make contributions to rent on behalf of ICF tenants. This, too, would be an acceptable arrangement, if documented, but also would require that

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either the same agency, the Medicaid Agency or some other public or private source take on the responsibility for funding the needed services which also would require documentation. If private sources are to be used, the source and the financial capability of the private contributor must be explained explicitly.

An example of approvable language from a State Medicaid Agency (State Office of Mental Retardation or other State Agency):

"The (name of State Medicaid Agency) recognizes the need for a tenant payment and agrees to pay that cost, based on the SSI income residents would receive if they were living in a non-ICF/MR group home, in the

Medicaid payment to the Owner."

- g. A statement as to whether the Sponsor is willing to have the application processed as a regular Section 811 group home should HUD not approve the ICF request.

SECTION III - GENERAL PROGRAM REQUIREMENTS AND FORMS

1. All projects/sites are subject to HUD environmental regulations 24 CFR Part 50, Protection and Enhancement of Environmental Quality, implementing Section 102(2) of the National Environmental Policy Act. These regulations also include, in 24 CFR 50.4, other applicable environmental statutes, Executive Orders and HUD regulations (e.g., National Historic Preservation Act, Executive Order 11988 on Floodplain Management, etc.). NOTE: The Environmental Clearance Officer in the HUD Field Office will provide guidance with these requirements.
2. Title VI of the Civil Rights Act of 1964, Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Executive Orders 11063 and 11246, Section 3 of the Housing and Urban Development Act of 1968 and Affirmative Fair Housing Marketing Requirements at 24 CFR Part 200, Subpart M and all implementing rules, regulations and requirements pertaining to these laws and Executive Orders.

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- Residency preferences will be permitted only to the extent the preference is not inconsistent with the objectives of the Affirmative Fair Housing Marketing (AFHM) Regulations and the provisions of the AFHM Plan. NOTE: The Equal Opportunity staff in the HUD Field Office will assist in resolving any questions concerning the rules, regulations and requirements pertaining to the laws and Executive Orders described above.
3. The Davis-Bacon Requirements and the Contract Work Hours and Safety Standards Act. NOTE: The Labor Relations staff in HUD Field Office will provide guidance in this area.
  4. Comprehensive Housing Affordability Strategies and Relocation Requirements. NOTE: Community Planning and Development staff in the HUD Field Office will provide guidance in these areas.
  5. HUD Minimum Property Standards, local building codes, Uniform Federal Accessibility Standards (UFAS) (A117.1) and HUD's implementing regulations at 24 CFR Part 40, Section

504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR Part 8 (See 24 CFR Part 8.22 for new construction requirements), and for new construction projects (independent living facilities), the design and construction requirements of the Fair Housing Act and HUD's implementing regulations at 24 CFR Part 100.

6. Forms. Certifications for lobbying, drug-free workplace, supportive services, Executive Order 12372, relocation, HUD's design and cost standards and Standard Form-LLL are Attachments of the Housing Allocation Notice. The following forms as required by Part II of this Package are attached for your convenience in preparing the application:

- Form HUD-92013 (Instructions are discussed below.)
- Form HUD-92013E
- Form SF-424 (4/88 revision must be used)
- Form HUD-92531A-EH
- Form HUD-2530
- Form HUD-92290
- Form HUD-92417
- Form HUD-2013 Supplement

INSTRUCTIONS FOR COMPLETING FORM HUD-92013

For purposes of submitting an application for a Section 811 Fund Reservation, pages 1 and 3 as noted below shall be completed by all applicants. It should be noted that two items (i.e., metropolitan/nonmetropolitan classification and minority classification) are not contained on the form. The instructions indicate the applicable places to identify this information on the Form HUD-92013.

Section A - Project Identification: Complete Item 1. Items 2 and 3 will be completed by the HUD Field Office.

Section B - Purpose of Application: Check Block 3, as well as the Block for Mortgage Insurance. However, mark through "Mortgage Insurance" and write in Section 811 Capital Advance Program. In addition to identifying the Capital Advance amount, applicants must identify if funds are to be used in a metro or nonmetro area.

Section C - Location and Description of Property: Complete in its entirety. In completing Item 7., specify whether the project is a group home (GH) or independent living facility (ILF) on the line immediately following the number of revenue units (i.e., 6GH). In a group home, the number of revenue units will equal the number of residents with disabilities (not the number of bedrooms). On the TOTAL line, also enter the number of residents with disabilities,

even if there will be an additional bedroom for residential staff since the development cost limits for group homes incorporate the cost of an additional bedroom for residential staff. Thus, leave the non-revenue unit line blank. In an independent living facility, enter the number of units for residents with disabilities on the revenue line, the number of units for residential staff on the non-revenue line, and enter the total of the two on the TOTAL line.

Section D - Information Concerning Land or Property: Complete, except for Item 8 which is satisfied by the response to Exhibit 15.

Section E - Estimate of Income: All items, except 2, 6 and 7.

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Section F - Equipment and Services and Section F-1: Complete, as applicable.

Section K - Names, Addresses and Telephone Numbers: Complete in its entirety. In addition, identify if SPONSOR is minority or nonminority. A minority organization is one in which more than 50 percent of the board members are minority (i.e., Black, Hispanic, Native American, Asian Pacific, Asian Indian, or Hasidic Jewish). The "other" category is not acceptable.

If development team members (i.e., architect, attorney, contractor) are identified, complete where applicable.

Section L - Application (SAMA and Feasibility Letter): Not applicable.

Section M: All applicants check Block 3 and an authorized officer of the SPONSOR must sign and date. The following certification must be submitted with the application and signed by an authorized officer of the applicant:

The SPONSOR certifies that the Form HUD-92013 and Exhibits in this Application Request are true and correct:

\_\_\_\_\_  
(Legal Name of Sponsor)

By: \_\_\_\_\_  
(Authorized Officer of Sponsor)

\_\_\_\_\_  
(Title)

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## SPONSOR'S FUND RESERVATION APPLICATION CHECKLIST

The following checklist is a summary of the steps and exhibits involved in the application process for a Section 811 Capital Advance for housing for persons with disabilities. The checklist is a guide for determining whether your application is completed and properly submitted. All exhibits must be completed according to instructions in the application package.

## Application Process:

Steps in the Application Process	Completed
1. Obtained copy of application package	_____
2. Attended Field Office Workshop	_____
3. Completed all exhibits of application	_____
4. Submitted application to Field Office by _____.	_____

## Application Requirements:

Exhibit Number	Description	Included in Application
1	Form HUD-92013	_____
2	Form HUD-92531A	_____
	Consultant's Resume	_____
	Identity of Interest & Disclosure Certification	_____
3	Articles of Incorporation, Constitution, etc.	_____
	By-laws	_____
	Incumbency Certificate	_____

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	IRS Tax Exemption Ruling	_____
	Conflict of Interest Resolution	_____
4	Narrative - Legal authority to sponsor project & assist Owner	_____
	Narrative - Will form Owner	_____
5	Narrative - Community ties	_____
6	Form HUD-2530	_____
7	Narrative - Financial & legal actions taken or pending	_____
8	Narrative - Description of previous housing experience	_____
9	Narrative - Description of management experience	_____
10	Board Resolution of support	_____
11	Narrative - Experience serving minorities & with minority business	_____
12	List of other applications submitted	_____
13	Estimate of start-up expenses	_____
	Form-HUD 92290 (If 106(b) applicable)	_____
14	Certified Board Resolution committing funds	_____
	Narrative - Financial history	_____
	Financial statements for past three years	_____
	Form HUD-2013 Supplement	_____
	List of prior year projects	_____

15	Narrative - Need for supportive housing	_____
16	Evidence of site control	_____
	Map showing site location	_____
	Photographs of site	_____
	Evidence of permissive zoning	_____
	Willingness to seek alternate site	_____
	Identification of site	_____
	Description of site location	_____
	Description of activities to identify site/steps needed for site control	_____
	Indication of proper zoning	_____
	Status of sale of site	_____
17	Data on Project Occupancy, Displacement and Real Property Acquisition	_____
	If site control:	
	Narrative - Persons to be relocated	_____
	Estimated cost of relocation	_____
	Narrative - Relocation staff	_____
	If site identified:	
	Indication of relocation	_____
18	Narrative - Description of proposed housing	_____
19	Schematic drawings	_____

20	Narrative - Description of disabled persons to be served	_____
	Narrative - Needs of disabled	

	residents	_____
	Description of services:	
	Name/capability/experience of service provider	_____
	Narrative - service provision	_____
	Staffing plan	_____
	Identification of State/local funds	_____
	Letters of intent from service providers	_____
	Form HUD-92013E	_____
21	Civil Rights, Equal Opportunity, etc. certifications	_____
22	CHAS certification (Not Applicable for FY 1991)	_____
23	Submitted application to State/local agency for certification	_____
24	Certification of conformance with EO 12372	_____
25	SF-424	_____
26	Lobbying Certification	_____
27	Drug-free Workplace Certification	_____
28	Design & Cost Standards Certification	_____

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29	Certification of Compliance with Relocation and Acquisition Requirements	_____
30	If proposing intermediate care facility:	
	Evidence that facility will be housing not medical	_____
	Description of staff medical	



training/any on-site nursing svcs. \_\_\_\_\_

Description of Medicaid-funded svcs. \_\_\_\_\_

Description of special design features \_\_\_\_\_

Statement re: residents' out-of-home activities \_\_\_\_\_

Evidence that State Medicaid Agency will include tenant payment in Medicaid payment to Sponsor \_\_\_\_\_