

HOPE VI REVITALIZATION APPLICATION

HOPE VI WEBSITE: www.hud.gov/hopevi

The public reporting burden for this collection of information for the HOPE VI Revitalization Program is estimated to average 190 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information and preparing the application package for submission to HUD.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, Paperwork Reduction Project, to the Office of Information Technology, US. Department of Housing and Urban Development, Washington, DC 20410-3600. When providing comments, please refer to OMB Approval No. 2577-0208. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

The information submitted in response to the Notice of Funding Availability for the HOPE VI Program is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Public Law 101-235, approved December 15, 1989, 42 U.S.C. 3545).

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

HUD Form 52860-A

APPLICATION SUBMISSION INSTRUCTIONS

A. Application Preparation

The preparation of an approvable HOPE VI Revitalization application is time-consuming and can involve significant costs. You are cautioned that only applications with strong showings of readiness, need, and capacity will be selected.

1. Your application must be complete and you must present all items in a manner that is succinct and clear. Respond to *every requirement and question posed*. Many applicants lose crucial points because they do not adequately respond to a question, because language is unclear, and/or because there are inconsistencies in numbers or data in different parts of the application.
2. If you have not already done so, you are advised to enter into a meaningful planning process with affected residents and the surrounding community to achieve a consensus plan at application submission. Take careful note of the Resident Training Session and Public Meeting requirements in the NOFA. Be sure to advertise and document those meetings carefully. Note that the Resident Training Session and **all** of the Public Meetings must be held after the NOFA publication date. You will receive additional points under the Readiness rating factor if you conduct additional meetings.
3. Immediately contact public, private, and nonprofit entities, agencies, and organizations from which you plan to obtain letters, materials, or documents. This includes service providers, banks, state housing finance agencies, and other sources of financial assistance.
4. Note the requirement of a certification of severe physical distress by an independent, certified engineer or architect. If you request funds to pay for extraordinary site costs, you will also need to have an independent certified engineer or architect justify and verify those costs.
5. Specific formatting instructions are provided in the NOFA itself, and will be strictly enforced.
6. If you are proposing a mixed-finance project, you should immediately obtain a copy of the Mixed Finance Guidebook by calling the Public Housing Clearinghouse at 800-955-2232. Be sure to ask for the Mixed Finance Guidebook (not the HOPE VI Grant Implementation Guidebook, which has been replaced by the HOPE VI website).

B. Application Content and Organization. Provide application materials in the following order:

1. Acknowledgement of Application Receipt (HUD-2993). The very first page of your application is the Acknowledgement of Receipt form. Print or type your name and address inside the box provided. When HUD receives your application, this receipt will be detached from your application and mailed to you to indicate that your application was received. Please rely on this receipt and/or your overnight tracking number to determine whether your application was received. If you would like to have the receipt faxed to you, please include your fax number on the form.
2. Application for Federal Assistance (HUD-424). You must use a HUD-424, not an SF-424. The CFDA number for the HOPE VI Program is 14.866. This form is included in this HOPE VI Application. Please note that, because of the detailed financial information contained within a HOPE VI application, you are not required to complete the Funding Matrix or any financial information on the 424.

3. Application Checklist. This list of Narrative Exhibits, Attachments, and Standard Certifications is designed both to assist you in ensuring that all required elements of an application are included, and to be used as a table of contents for your completed application. After you have completed your application, please enter the page numbers of the Narrative Exhibits and Attachments on this checklist.
4. The Narrative Exhibits constitute specific aspects of your Revitalization Plan and respond to the rating criteria in the HOPE VI Revitalization NOFA. The Narrative Exhibits make up the first part of the application. All narrative pages must be numbered sequentially and conform to the page number and format requirements of the NOFA.
5. Attachments must be located behind the Narrative Exhibits. Information in the Attachments may not substitute for information requested in a Narrative Exhibit. Attachments include photographs, maps, illustrations, Application Data Forms, letters committing financial support, etc. Videos and resumes are specifically prohibited. Fill out the Application Data Forms as completely as possible, using best estimates if necessary. Do not fill in fields blocked in gray. Be sure that all numbers and data throughout the Narrative Exhibits and Attachments are consistent.
6. Standard certifications and forms must be placed at the end of the application, in the order provided on the Application Checklist. Standard certifications and forms include the HOPE VI Revitalization Applicant Certifications (4 pages, to be signed by the Board Chair) and other HUD and Standard forms as identified below.
7. Unless otherwise noted, citations in the Revitalization Application instructions refer to citations in the Revitalization Grants section of the NOFA.

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- Standard Form LLL, as applicable, "Disclosure of Lobbying Activities"
- HUD-2880, "Applicant/Recipient Disclosure/Update Report"
- HUD-52515, "Funding Application, Section 8 Tenant-Based Assistance Rental Certificate Program, Rental Voucher Program," as applicable

EXHIBIT A: SUMMARY INFORMATION

- A.1 **Executive Summary.** Provide an Executive Summary, not to exceed three pages. Describe your Revitalization Plan, as clearly and thoroughly as possible. Do not argue for the need for the HOPE VI grant, but explain what you would do if you received a grant. Briefly describe why the targeted project is severely distressed, provide the number of units, and indicate how many of the units are occupied. Describe specific plans for the revitalization of the site. Include income mix, basic features (such as restoration of streets), and any mixed use or non-housing components. If you are proposing off site replacement housing, provide the number and type of units and describe the off site locations. Describe any homeownership components included in your Plan, including numbers of units. Briefly summarize your plans for community and supportive services. State the amount of HOPE VI funds you are requesting, and list the other resources you will use for your mixed-finance development, briefly indicating the strength of those financial commitments. Identify whether you have procured a developer or whether you will act as your own developer.
- A.2 **Physical Plan.** Describe your planned physical revitalization activities:
- a. rehabilitation of severely distressed public housing units in accordance with Section I(D) of the NOFA.
 - b. development of public housing replacement rental housing, both on-site and off-site, in accordance with Section I(E) of the NOFA.
 - c. Indicate whether you plan to use PATH technologies in the construction of replacement housing, in accordance with Section XVI(D)(3) of the NOFA.
 - d. market rate housing units
 - e. units to be financed with low-income housing tax credits
 - f. replacement homeownership assistance for displaced public housing residents or other public housing-eligible low-income families, in accordance with Section I(F) of the NOFA. Also describe any market-rate homeownership units planned, sources and uses of funds. Describe the relationship between the HOPE VI activities and costs and the development of homeownership units, both public housing and market rate. If you are selected for funding, you will be required to submit a Homeownership Proposal.
 - g. Rehabilitation or new construction of community facilities primarily intended to facilitate the delivery of community and supportive services for residents of the targeted development and residents of off-site replacement housing. Describe the type and amount of such space and how the facilities will be used in CSS program delivery or other activities.
 - h. Land acquisition and infrastructure and site improvements associated with developing economic development facilities, in accordance with Section I(G)(3) of the NOFA. Note that HOPE VI grant funds may not be used to pay hard development costs or to buy equipment for retail or commercial facilities.
- A.3 **Hazard Reduction.** For units to be rehabilitated or demolished, describe the extent of any required abatement of environmentally hazardous materials such as asbestos.
- A.4 **Demolition.** Review Section I(B) of the NOFA. Describe your plans for demolition, including the buildings (dwelling and non-dwelling units) proposed to be demolished, the purpose of the demolition, and the use of the site after demolition. If the proposed demolition was previously approved as a Section 18 demolition application, state the date the Section 18 demolition application was submitted to HUD and the date it was approved by HUD. Indicate whether you

plan to implement the concept of Deconstruction, as described in Section XVI(D)(2) of the NOFA.

- A.5 **Disposition.** Review Section I(C) of the NOFA. Describe the extent of any planned disposition of any portion of the site. Cite the number of units or acreage to be disposed, the method of disposition (sale, lease, trade), and the status of any disposition application made to HUD.
- A.6 **Site Improvements.** Describe any proposed on-site improvements, including infrastructure requirements, changes in streets, etc. Describe all public improvements needed to ensure the viability of the proposed project with a narrative description of the sources of funds available to carry out such improvements.
- A.7 **Site Conditions.** Describe the conditions of the site to be used for replacement housing. Listing all potential contamination or danger sources (e.g. smells, fire heat, explosion and noise) that might be hazardous or cause discomfort to residents, PHA personnel, or construction workers. List potential danger sources, including commercial and industrial facilities, brownfields and other sites with potentially contaminated soil, commercial airports and military airfields. Note any facilities and/or activities within one mile of the proposed site.
- A.8 **Separability.** Review Section III(D)(11) of the NOFA, and, if applicable, address the separability of the revitalized building(s).
- A.9 **Proximity.** If applicable, describe how two contiguous projects meet the requirements of Section III(D)(3) of the NOFA, or how a scattered site project meets the requirements of Section III(D)(4) of the NOFA.

EXHIBIT B: CAPACITY

- B.1 **Obligation of Capital Funds.** If you are a Moving to Work participant and are not required to enter obligations into LOCCS, review Section IV(A)(2) of the NOFA and indicate the percentage of your FY 2000 and 2001 Capital Funds amounts you have obligated. If you are not a participant in MTW, HUD will assess your obligation of Capital Funds using information in accordance with Section IV(A)(2).
- B.2 **Development Capacity of Developer.** Respond to Rating Factor IV(B)(1)(a) of the NOFA.
- B.3 **Development Capacity of Applicant.** Respond to Rating Factor IV(B)(1)(b) of the NOFA.
- B.4 **Capacity of Existing HOPE VI Revitalization Grantees.** This Rating Factor is found at Section IV(B)(2). "HUD will use information in the quarterly reporting system in order to evaluate this rating factor." This rating factor is only applied to PHAs with existing HOPE VI Revitalization grants from fiscal years 1993-2000.
- B.5 **CSS Program Capacity.** Respond to Rating Factor IV(B)(3) of the NOFA.
- B.6 **Property Management Capacity.** Respond to Rating Factor IV(B)(4) of the NOFA.
- B.7 **PHA Plan.** Respond to Rating Factor IV(B)(5) of the NOFA.

EXHIBIT C: NEED

- C.1 **Severe Physical Distress.** Respond to Rating Factor V(B)(1) of the NOFA.
- C.2 **Impact of the Severely Distressed Site on the Surrounding Neighborhood.** Respond to Rating

Factor V(B)(2) of the NOFA.

- C.3 Obligation of Capital Funds - If you are a Moving to Work PHA participant and are not required to enter obligations into LOCCS, review Rating Factor V(B)(3) of the NOFA and provide the amount of your unobligated FY 1999-2002 Capital Grant funds. If you are not a participant in MTW, HUD will assess your obligation of Capital Funds using information in accordance with Section V(B)(3).
- C.4 Previously-funded Sites. Review Section III(D)(6) of the NOFA.
- C.5 Need for Affordable Housing in the Community. Respond to Rating Factor V(B)(4) of the NOFA.

EXHIBIT D: RESIDENT AND COMMUNITY INVOLVEMENT

- D.1 Resident and Community Involvement. Respond to Rating Factor VII(B) of the NOFA.

EXHIBIT E: COMMUNITY AND SUPPORTIVE SERVICES

- E.1 Community and Supportive Services. Review Section VIII(A) through (C) of the NOFA for information and requirements of CSS programs. Describe your CSS Plan, keeping in mind the elements of Rating Factor VIII(D) of the NOFA.
- E.2 Endowment Trust. Review Section VIII(A)(3) of the NOFA. If you plan to place CSS funds in an Endowment Trust, state the dollar amount and percentage of the entire grant that you plan to place in the Trust.

EXHIBIT F: RELOCATION

- F.1 Housing Choice Voucher Needs. Review Section IX of the NOFA. State the number of Housing Choice Vouchers that will be required for relocation if this HOPE VI application is approved, both in total and the number needed for FY 2004. Indicate the number of units and the bedroom breakout. As applicable, attach a Housing Choice Voucher application behind the Standard Forms tab of your application.
- F.2 Relocation Plan. Respond to Rating Factor IX(E) of the NOFA. Refer to CPD Notice 02-08 for additional guidance.

EXHIBIT G: FAIR HOUSING AND EQUAL OPPORTUNITY

- G.1 Accessibility: Respond to Rating Factor X(B)(1) of the NOFA.
- G.2 Universal Design: Respond to Rating Factor X(B)(2) of the NOFA.
- G.3 Fair Housing: Respond to Rating Factor X(D)(1) of the NOFA.
- G.4 Section 3: Respond to Rating Factor X(D)(2) of the NOFA.

EXHIBIT H: WELL-FUNCTIONING COMMUNITIES

- H.1 On Site Housing Unit Mix. Respond to Rating Factor XI(A) of the NOFA.

- H.2 Off Site Housing. Respond to Rating Factor XI(B) of the NOFA.
- H.3 Homeownership Housing. Respond to Rating Factor XI(D) of the NOFA.

EXHIBIT I: OVERALL QUALITY OF PLAN

- I.1 Appropriateness of Proposal. Review Section XII(A) of the NOFA and demonstrate the appropriateness of your proposal in the context of the local housing market relative to other alternatives.
- I.2 Appropriateness and Feasibility of the Plan. Respond to Rating Factor XII(B)(2).
- I.3 Neighborhood Impact and Sustainability of the Plan. Respond to Rating Factor XII(B)(3) of the NOFA.
- I.4 Design. Describe the features of your proposed design and respond to Rating Factor XII(B)(5) of the NOFA.
- I.5 Evaluation. Respond to Rating Factor XII(B)(6) of the NOFA.

ATTACHMENTS

- Attachment 1: Application Data Form: Cover Sheet
- Attachment 2: Application Data Form: Existing Units, Occupancy, Vacancy
- Attachment 3: Application Data Form: Relocation, Income, and Non-Dwelling Structures
- Attachment 4: Application Data Form: Proposed Unit Mix Post-Revitalization
- Attachment 5: Application Data Form: Planned Units, Accessibility, Concentration
- Attachment 6: Application Data Form: Self-Sufficiency
- Attachment 7: Application Data Form: Sources and Uses
- Attachment 8: HOPE VI Budget Form. Provide the proposed HOPE VI budget on form HUD-52825-A, parts I and II. This form can be found in the HOPE VI website. Guidance on preparing a HOPE VI budget can be found on the Grant Administration page of the HOPE VI web site.
- Attachment 9: TDC/Grant Limitations Worksheet. Review Section III(A)-(C) of the NOFA and complete this Total Development Cost/Grant Limitations Worksheet, as provided in this Application. An electronic version of the worksheet in Excel is available on the HOPE VI web site.
- Attachment 10: Extraordinary Site Costs Certification. If you request funds to pay for extraordinary site costs in accordance with Section III(A)(5)(b) of the NOFA, complete this Attachment 10, as provided in this Application Kit, and submit the required documentation indicated.
- Attachment 11: Cost Certification. Provide a certification of cost estimates in accordance with Section III(C)(4) of the NOFA. This certification may be in the form of a letter.
- Attachment 12: City Map. Provide a to-scale city map that clearly identify the following in the context of

existing city streets, the central business district, other key city sites, and census tracts:

- the existing development;
- replacement neighborhoods, if available;
- off-site properties to be acquired, if any;
- the location of the Federally-designated Empowerment Zone or Enterprise Community (if applicable); and
- other useful information to place the project in the context of the city, county, or municipality and other revitalization activity underway or planned.

If you request funds for more than one project or for scattered site housing, the map must clearly show that the application meets the site and unit requirements of Sections III(D)(2) and/or (3) of the NOFA. Do not submit a foldout map. This is the only Attachment that may be submitted on 8-1/2" by 14" paper.

- Attachment 13: Developer Certification. In accordance with Section IV(A)(4) of the NOFA, provide a certification that you have either procured a developer in accordance with the requirements set by HUD or that you will act as your own developer. This certification may be in the form of a letter.
- Attachment 14: Property Management Certification. Provide a certification that you and/or your selected Property Manager will implement the operation and management principles and policies listed in Section IV(A)(5) of the NOFA. This certification may be in the form of a letter.
- Attachment 15: Program Schedule. Review Section IV(B)(1)(b)(i)(C) of this NOFA and provide a program schedule accordingly.
- Attachment 16: Certification of Severe Physical Distress. In accordance with Section V(A)(4) of the NOFA, an engineer or architect must complete Attachment 16, as provided in this NOFA. No backup documentation is required for this certification.
- Attachment 17: Photographs of the Severely Distressed Housing. Review Rating Factor V(B)(1) of the NOFA and submit photographs of the targeted severely distressed public housing that illustrate the extent of physical distress.
- Attachment 18: Neighborhood Conditions. Submit documentation described in Rating Factor V(B)(2) of the NOFA. Such documentation may include crime statistics, photographs or renderings, socio-economic data, trends in property values, evidence of property deterioration and abandonment, evidence of underutilization of surrounding properties, and other indications of neighborhood distress and/or disinvestment.
- Attachment 19: Physical Development Resources. In accordance with Rating Factor VI(H)(1) of the NOFA, complete this Attachment 19, as provided in this application, by entering the dollar value of each resource that will be used for physical development. For each resource entered, you must submit backup documentation behind Attachment 19.
- Attachment 20: CSS Resources. In accordance with Rating Factor VI(H)(2) of the NOFA, complete this Attachment 20, as provided in this Application, by entering the dollar value of all resources that will be used for CSS activities. For each resource entered, submit backup documentation behind Attachment 20.
- Attachment 21: Anticipatory Resources. Complete Attachment 21, as provided in this Application, by entering the dollar value of all anticipatory resources as described in Rating Factor VI(H)(3). For each resource entered, submit backup documentation behind Attachment 21.

- Attachment 22: Collateral Resources. Complete Attachment 22, as provided in this Application, by entering the dollar value of all collateral resources as described in Rating Factor IX(H)(4). For each resource entered, submit backup documentation behind Attachment 22.
- Attachment 23: Resident Training and Public Meeting Certification Review Section VII(A) of the NOFA and complete Attachment 23, as provided in this application.
- Attachment 24: Commitments with CSS Providers. In accordance with Section VIII(D)(3) of the NOFA, provide letters from CSS providers that have made commitments to participate in your CSS activities if you are awarded a HOPE VI Revitalization grant under the NOFA.
- Attachment 25: HOPE VI Revitalization Relocation Plan Certification. In accordance with Section IX(D) of the NOFA, submit a certification that you have completed a HOPE VI Relocation Plan in conformance with the URA. This certification may be in the form of a letter. Refer to CPD Notice 02-08 for additional guidance, including a template. The HOPE VI Relocation Plan Guide should not be submitted; only the certification should be in the application. This Attachment is not applicable if the targeted project is vacant as of the application due date.
- Attachment 26: Certification of Completed Relocation. If applicable, submit a certification in accordance with Section IX(E)(1) and (2)(a) of the NOFA and Section XII(B)(4)(a). You must include this certification if you are trying to evidence that your site was vacant at the time applications were due, in order to meet the threshold at IX(D). This certification may be in the form of a letter.
- Attachment 27: Documentation of Site Control for Off-Site Public Housing. If applicable, provide evidence of site control for rental replacement units or land, in accordance with Section XI(B)(4) of the NOFA.
- Attachment 28: Documentation of Site Control, Environmental, and Site & Neighborhood Standards. If applicable, provide a certification that the site(s) acquired for off-site public housing meet site control, environmental and site and neighborhood standards, as provided in Section XI(B)(5) of the NOFA. This certification may be in the form of a letter.
- Attachment 29: Preliminary Market Assessment Letter. In accordance with Section XI(C) of the NOFA, if you include market rate housing, in your Revitalization Plan, you must demonstrate that there is a demand for the housing units of the type, number, and size proposed in the location you have chosen. In your application you must provide a preliminary market assessment letter prepared and signed by an independent, third party, credentialed market resource firm or professional that describes its assessment of the market for the proposed residential market rate units, and any community facilities, economic development, and retail structures.
- Attachment 30: Certification of Zoning Approval. Respond to section XI(E) of the NOFA..
- Attachment 31: Project Readiness Certification. Complete Attachment 31, as provided in this application, by indicating which of the items in Rating Factor XII(B)(4) of the NOFA have been completed.
- Attachment 32: Current Site Plan, which shows the various buildings of the project and identifies which buildings are to be rehabilitated, demolished, or disposed of.
- Attachment 33: Photographs of Architecture in the Surrounding Community. Provide photographs in conjunction with Rating Factor XII(B)(5) (Design) of the NOFA.
- Attachment 34: Conceptual Site Plan, which indicates where proposed construction and rehabilitation

activities will take place and any planned acquisition of adjacent property and/or buildings.

Attachment 35: Conceptual Building Elevations.

Attachment 36: Evaluation Commitment Letter(s). Review Section XII(B)(6) of the NOFA and provide the requested commitment letter(s) that addresses the indicated evaluation areas.

Attachment 37: HOPE VI Revitalization Applicant Certifications. These certifications (4 page document) must be signed by the Chairman of the Board of the PHA, NOT the Executive Director.

Attachment 38: Standard Forms and Certifications. The following Standard/HUD Forms should be placed in this order:

- Applicant Assurances and Certifications (HUD-424-B)
- Disclosure of Lobbying Activities (SF-LLL), as applicable
- Applicant/Recipient Disclosure/Update Report (HUD-2880)
- Funding Application, Section 8 Tenant-Based Assistance Rental Certificate Program, Rental Voucher Program (HUD-52515), as applicable