#### **Attachment 1: Cover Sheet & Data Summary Box Instructions**

Begin by completing the "Applicant Information" section.

The Data Summary box, at the bottom of Attachment 1, is a summary of the information provided throughout the application.

#### THE DATA SUMMARY BOX SHOULD BE COMPLETED LAST.

These attachments will be available on the Internet, in Microsoft Excel. The website address is:

#### www.hud.gov/hopevi

If you choose to download the Microsoft Excel worksheets, your computer will complete the information required in the Data Summary box for you. You will not need to calculate this information.

#### Downloading the Microsoft Excel file will save you time!

However, if you are unable to complete these worksheets in Microsoft Excel, Figure 1 illustrates where the correct equations are in the instructions.

Figure 1: Data Summary Box

	Existing	Post- Revitalization
Number of replacement public housing units (on/off-site, including Affordable Lease/Purchase, Affordable Fee Simple Homeownership, and Second Mortgage Only – excluding rehabilitated units)		See #1
Number of non-public housing, subsidized units (on/off-site, including homeownership)		See #2
Number of market-rate units (no income restrictions)		See #3
Number of other units		See #4
TOTAL NUMBER OF POST-DEVELOPMENT UNITS		See #5
Number of units to be rehabilitated (excluding acquisition with rehab)		See #6
Number of newly constructed on-site units (including acquisition with rehab)		See #7
Number of newly constructed off-site units (including acquisition with rehab)		See #8
Number of occupied units (at time of application)	See #9	
Number of vacant units (at time of application)	See #10	

#### **Data Summary Box Instructions**

#### Data Summary #1

	Existing	Post-
		Development
Number of replacement public housing units (on/off-site, including		#1
Affordable Lease/Purchase, Affordable Fee Simple Homeownership and		
Second Mortgage Only – excluding rehabilitated units)		

To calculate this number, do the following:

#### 1. From Attachment 5 SUM:

[Total ACC On-site] + [Total ACC Off-site] + [Affordable Lease/Purchase On-site] + [Affordable Lease/Purchase Off-site] + [Affordable Fee Simple On-site] + [Affordable Fee Simple Off-site] + [Second Mortgage Only On-site] + [Second Mortgage Only Off-site]

#### 2. Then from Attachment 4 SUBTRACT:

[Grand Total Rehabilitated ACC Units] + [Grand Total Rehabilitated HOPE VI or PH funded Homeownership]

#### 3. This EQUALS

Number of replacement public housing units (on/off-site, including Affordable Lease/Purchase, Affordable Fee Simple Homeownership and Second Mortgage-excluding rehabilitated units)

The white boxes in Figure 1 and Figure 2 (below) correspond to this equation.

Figure 1: Excerpt from Attachment 5: Units, Accessibility, and Concentration

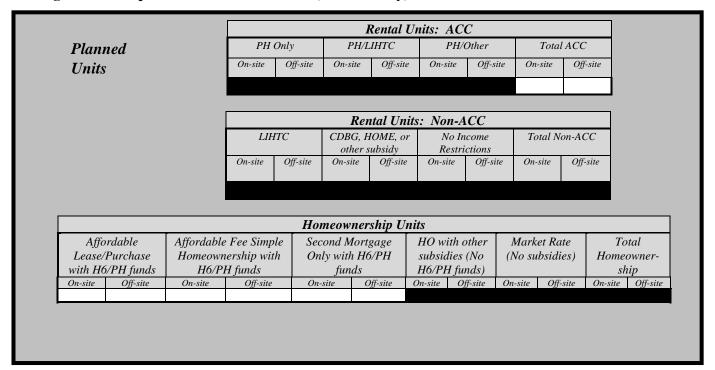


Figure 2: Excerpt from Attachment 4: Proposed Unit Mix Post-Revitalization

Buildir	ng Type	: New C	Construct	ion		Build	ing Typ	e: Reh	abilitatio	n	
Size	Sq. Ft.	ACC Units*	Non- ACC Units**	H6 or PH funded HO	Other HO	Size	Sq. Ft.	ACC Units*	Non- ACC Units**	H6 or PH funded HO	Other HO
0 BR						0 BR					
1 BR 2 BR						1 BR 2 BR					
3 BR						3 BR					
4 BR 5 BR						4 BR 5 BR					
6 BR						6 BR					
Total						Total					<u> </u>
Grand Total											

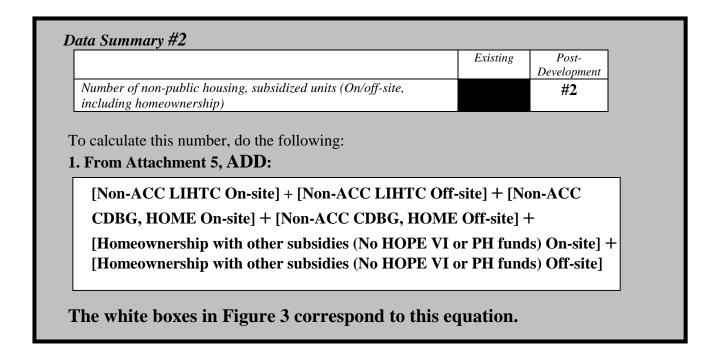


Figure 3: Excerpt from Attachment 5: Units, Accessibility, and Concentration

					Rental U	nits: AC	$\overline{CC}$			
Planned		PH	Only	PH/I	JHTC	PH	Other/	Tota	l ACC	
Units		On-site	Off-site	On-site	Off-site	On-site	Off-site	On-site	Off-site	
		_								
				Rei	ıtal Unit:	s: Non-2	ACC			
		LIF	TC		HOME, or		ncome	Total N	on-ACC	
		On-site Off-site		On-site Off-site				On-site	Off-site	
			55		50					
			Hon	neowners	ship Unit	's				
Affordable	Affordable	Fee Simpl		neowners		's O with ot	her	Market Rat	e [	Total
Lease/Purchase	Homeowne	ership with	e Secon	nd Mortgo with H6/I	ige H PH si	O with ot ubsidies (	No (.	Market Rat No subsidie		neownei
		ership with	e Secon	nd Mortgo with H6/I funds	pge H PH si	O with ot ubsidies ( 6/PH fun	No (. ds)		es) Hor	neownei ship

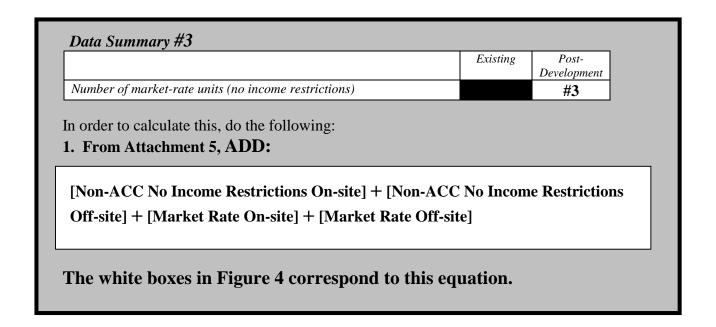
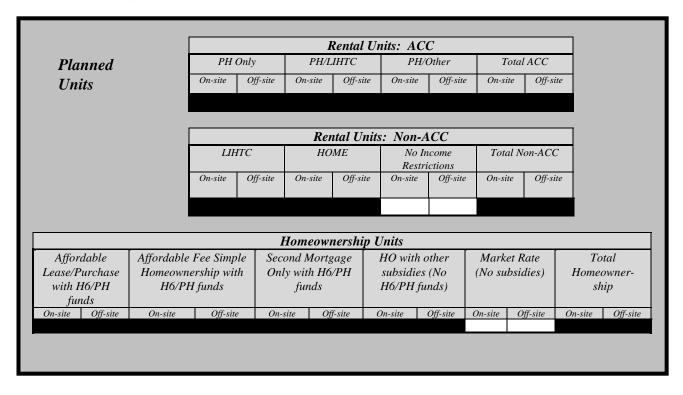


Figure 4: Excerpt from Attachment 5: Units, Accessibility, and Concentration



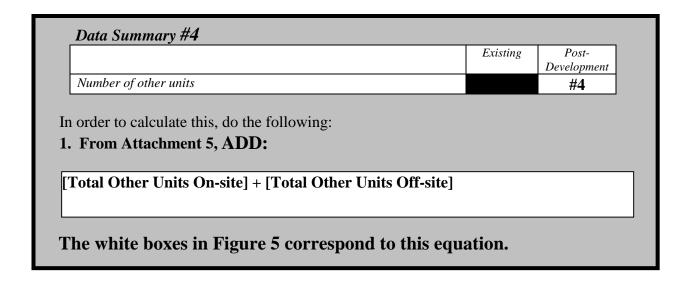


Figure 5: Excerpt from Attachment 5: Units, Accessibility, and Concentration

				Rental	Units: AC	$\overline{C}$				
Planned	PH	Only	PH/I	LIHTC	PH/	Other	Total ACC			
Units	On-site	Off-site	On-site	Off-site	e On-site	Off-sit	e On-site	Off-s	ite	
			Rei	ntal Un	its: Non-A	ACC				
	LIF	HTC	CDBG, I	HOME, o subsidy		ncome ictions	Total	Non-AC	C	
	On-site	Off-site	On-site	Off-site		Off-sit	e On-site	Off-s	ite	
	_									
		H	omeown	ershin l	Units					
Affordable Afforda	ıble Fee Sin		cond Mort		HO with a	ther	Market Ra	te (No	To	otal
	ownership w	ith On	ly with H	6/PH	subsidies		Subsidi	ies)		owner-
with H6/PH funds H6 On-site Off-site On-sit	6/PH funds e Off-s	ite Or	funds 1 -site   C	Off-site	H6/PH fu	nds) Iff -site	On-site	Off-site	On-site	off-site
JJ	3,5			35		33		- 55		3,5
	Other	r Units (a	perating	subsid	ly only, etc	.)				
Type: Typ	pe:			уре:			Type:			
On-site Off-site	On-site	Off-s	rite	On-site	e Off-	site	On-site	O.	ff-site	

Data Summary #5		
	Existing	Post- Development
TOTAL NUMBER OF POST-DEVELOPMENT UNITS		#5
To calculate this number, add the numbers from the first	t four rows in	the Data
Summary box.		

Figure 6: Excerpt from Data Summary box

Number of replacement public housing units (on/off-site, including Affordable	Developmen
Lease/Purchase, Affordable Fee Simple Homeownership and Second Mortgage – excluding rehabilitated units)	
Number of non-public housing, subsidized units (on/off site, including homeownership)	
Number of market-rate units (no income restrictions)	
Number of other units	
TOTAL NUMBER OF POST-DEVELOPMENT UNITS	

		Existing	Post- Development
lumber o	of units to be rehabilitated (excluding acquisition with rehab)		#6
	er to calculate this, do the following:  From Attachment 4, ADD:		
In orde  1.	From Attachment 4, ADD:	177.4	
		d HOPE V	/I/PH funded

Figure 7: Excerpt from Attachment 4: Proposed Unit Mix Post-Revitalization

Size	Sq. Ft.	ACC Units*	Non- ACC Units**	H6/ PH funded HO	Other Homeow nership	Size	Sq. Ft.	ACC Units*	Non- ACC Units**	H6/PH funded HO	Other Homeow nership
BR						0 BR					
BR						1 BR					
BR						2 BR					
BR						3 BR					
BR						4 BR					
BR						5 BR					
BR						6 BR					
otal						Total					
rand											
otal											

#### Data Summary #7

	Existing	Post- Development
Number of newly constructed on-site units (including acquisition with rehab)		<b>#7</b>

In order to calculate this, do the following:

#### 1. From Attachment 5, ADD:

[Total ACC On-site] + [Total Non-ACC On-site] + [Total Homeownership On-site] + [Total Other Units On-site]

This is your total On-site number. The white boxes in Figure 8 indicate this.

#### 2. From Attachment 4, ADD:

[Grand Total New ACC Units] + [Grand Total New Non-ACC Units] + [Grand Total HOPE VI or PH funded Homeownership] + [Grand Total New Other Homeownership Units]

This is your total New Construction number. The white boxes in Figure 9 indicate this.

NOTE: Any units from the Affordable Lease/Purchase Homeownership program funded with HOPE VI or public housing funds should be included in one of the ACC columns, either New Construction or Rehabilitation.

Compare the total On-Site number to the total New Construction number and enter the <u>LESSER</u> value in the Data Summary box.

#### **Data Summary #7 continued**

Figure 8: Excerpt from Attachment 5: Units, Accessibility, and Concentration

					Rental	Units	s: AC	$\overline{C}$					
Planned		PH	Only	PH	I/LIHTC		PH/	Other	7	Total A	ACC		
Units		On-site	Off -sit	e On-site	Off-site	? (	On-site	Off-site	e On-s	ite	Off-site		
												_	
	Rental Units: Non-ACC												
		LIF	ITC		, HOME, o r subsidy	r		icome ictions	Tot	al Nor	n-ACC		
		On-site	Off-site			. (	On-site	Off-site	e On-s	ite	Off-site		
				Homeon	vnership	Unit	ts						
Affordable	Affordal	ble Fee Sin	nple	Second M	ortgage	НС	) with a	other	Mark	et Rat	te	To	tal
Lease/Purchase		wnership v	vith	Only with H6/PH		subsidies (No		(No subsidies)		es)	Homeowner-		
with H6/PH funds		PH funds		J	J		H6/PH funds)					ship	
On-site Off-site	On-site	Off	site	On-site	Off-site	On-s	site C	Off -site	On-site	Off-s	site	On-site	Off-site
			_										
		Oth	er Uni	ts (operat	ing subs	idy o	nly, et	c.)					
Type:	T	Јуре:			Туре:				Type:				
On-site Off	-site	On-site	(	Off-site	On-si	e	Off	f-site	On-	-site	(	Off-site	
On-site Off													

Figure 9: Excerpt from Attachment 4: Proposed Unit Mix Post-Revitalization

Build	ing Type	e: New (	Construct	tion		Building Type: Rehabilitation							
Size	Sq. Ft.	ACC Units*	Non- ACC Units**	H6/PH funded HO	Other Homeow nership	Size	Sq. Ft.	ACC Units*	Non- ACC Units**	H6/PH funded HO	Other Homeow nership		
0 BR						0 BR							
1 BR						1 BR							
2 BR						2 BR							
3 BR						3 BR							
4 BR						4 BR							
5 BR						5 BR							
6 BR						6 BR							
Total						Total							
Grand													
Total													

#### Data Summary #8

Number of newly constructed off-site units (including acquisition with rehab)

Existing PostDevelopment

#8

In order to calculate this, do the following:

#### 1. From Attachment 5, ADD:

[Total ACC Off-site] + [Total Non-ACC Off-site] + [Total Homeownership Off-site] + [Total Other Units Off-site]

This is your total Off-Site number. The white boxes in Figure 10 indicate this.

#### 2. From Attachment 4, ADD:

[Grand Total New ACC Units] + [Grand Total New Non-ACC Units] + [Grand Total New HOPE VI/PH funded Homeownership] + [Grand Total New Other Homeownership Units]

This is your total New Construction number. The white boxes in Figure 11 indicate this.

NOTE: Any units from the Affordable Lease/Purchase Homeownership program funded with HOPE VI or public housing funds should be included in one of the ACC columns, either New Construction or Rehabilitation.

Compare the total Off-Site number to the total New Construction number and enter the <u>LESSER</u> value in the Data Summary box.

#### **Data Summary #8 continued**

Figure 10: Excerpt from Attachment 5: Units, Accessibility, and Concentration

			1	Rental Ur	ritar ACI	C				
Discourse	РН О	nlv		Aeniai Or AHTC		Other	Tota	l ACC		
Planned	On-site	Off-site	On-site	Off-site	On-site	Off-site	On-site	Off-site	_	
Units	On-sue	Ojj-site	On-sue	Ojj-sile	On-sue	Ojj-site	On-sue	Ojj-sile		
			Rei	ntal Units	: Non-A	CC				
	LIHT	TC		HOME, or	No In		Total N	on-ACC		
	0	000 -14		subsidy	Restri		0	000		
	On-site	Off-site	On-site	Off-site	On-site	Off-site	On-site	Off-site	?	
									_	
		1	Нотаон	nership U	Inita					
55	lable Fee Si		Second M	0 0	HO with		Market		Total	
	ownership		Only with		subsidi		(No subs	sidies)	Homeown	er-
with H6/PH funds H	16/PH funds	-site	func On-site	Off-site	H6/PH On-site	Junas) Off-site	On-site	Off-site	Ship On-site Of	f-site
on-suc Off-suc On-s	are Ojj.	-site	On-site	Ojj-sue	On-site	Ojj-sue	On-suc	Ojj-sue	On-site Oj	j-sue
	Other	Inits (	onerating	g subsidy	only etc	. )				
Type:	Type:	Citto (	peranny	Type:	01113, 010	· <i>,</i>	Туре:			
On -site Off-site	On-site	Off	f-site	On-site	Of	f-site	On-site	e	Off-site	
- 33		- 33			<i>J.</i>	,			33	

Figure 11: Excerpt from Attachment 4: Proposed Unit Mix Post-Revitalization

~.		100				~.	I ~ =	4.00			
Size	Sq. Ft.	ACC	Non-	H6/PH	Other	Size	Sq. Ft.	ACC	Non-	H6/PH	Other
		Units*	ACC	funded	Homeow			Units*	ACC	funded	Homeow
			Units**	HO	nership				Units**	HO	nership
0 BR						0 BR					
1 BR						1 BR					
2 BR						2 BR					
3 BR						3 BR					
4 BR						4 BR					
5 BR						5 BR					
6 BR						6 BR					
Total						Total					
Grand											
Total											

Data Summary	#9		
		Existing	Post- Development
Number of occu	pied units (at time of application)	#9	
From Attac	hment 2:  The Grand Total box for the "Nu	ımber Occupied" colı	umn.
L			
	The white box in Figur	e 12 indicates this	3.

Figure 12: Excerpt from Attachment 2: Existing Units, Occupancy, and Vacancy

Building	Size	Number	Number	Total	Converted	Demo	
Туре		Occupied	Vacant	Units	To Non-Dwelling	Planned	
Row	0 BR						
	1 BR						
	2 BR						
	3 BR						
		•	•				
Grand							
Total							

Data Summary ‡	<del>‡</del> 10		
		Existing	Post- Development
Number of vacant un	tits (at time of application)	#10	
From Attachme	ent 2: The Grand Total box for the "Number Va	cant" colum	nn.
,	The white box in Figure 13 indi	cates this.	

Figure 13: Excerpt from Attachment 2: Existing Units, Occupancy, and Vacancy

Building Type	Size	Number Occupied	Number Vacant	Total Units	Converted to Non- Dwelling	Demo Planned
Row	0 BR					
	1 BR					
	2 BR					
	3 BR					
Grand Total						

#### A) Attachment 2: Existing Units, Occupancy, and Vacancy Instructions

1. Complete this page by first filling in the number of occupied and vacant units according to building and bedroom types.

Figure 14: Excerpt from Attachment 2: Existing Units, Occupancy, and Vacancy

# Existing Units at Time of Grant Application Building Size Number Number Total Type Occupied Vacant Units Row 0 BR

2. Next, reading across the rows, add the Number Occupied + Number Vacant for the Total Units. Do this for all building and bedroom types.

Figure 15: Excerpt from Attachment 2: Existing Units, Occupancy, and Vacancy

				o <b>y</b>		
Building Type	Size	Number Occupied	Number Vacant	Total Units	Converted to Non-Dwelling	Demo Planned
Row	0 BR					

Existing Units at Time of Grant Application

3. Of the Total Units, provide the number that will be converted to nondwelling units and the number that will be demolished (per building and bedroom type). This will not necessarily equal your Total Units.

Figure 16: Excerpt from Attachment 2: Existing Units, Occupancy, and Vacancy

Building	Size	Number	Number	Total	Converted	Demo
Type		Occupied	Vacant	Units	to Non-Dwelling	Planned
Row	0 BR					
Grand						
Total						

4. Finally, sum all the columns for the Grand Total row.

The information provided in the "Relocation/Occupancy" section should account for all occupied units reported in Attachment 2: Existing Units, Occupancy, and Vacancy. If a family is moved within the development, this should be recorded as a "move within public housing (on- and off-site)."

The section "returning households" refers only to those families that were on-site prior to revitalization and that will be moved back to the development after revitalization.

If resident households are separated at the time of relocation and the PHA provides relocation assistance to each of the resulting households individually, each is counted as a separate relocation.

If a household is moved more than once during the course of the HOPE VI project, it is counted as <u>one</u> relocation. Report <u>only</u> the number of households that are relocated, not the number of relocations that take place during the duration of the HOPE VI project.

In the "Household Income" section, report a percentage (%) and not a dollar amount. Provide only one percentage, not a range (e.g., <u>do not</u> report 30-45%).

Finally, complete the "Resident Profile" and "Non-Dwelling Structure Summary."

#### **Attachment 4: Proposed Unit Mix Post-Revitalization Instructions**

Complete this form by providing all of the requested information concerning new construction and rehabilitation, according to building type and bedroom number.

Any ACC unit being developed under the Affordable Lease/Purchase program funded with HOPE VI or public housing funds should be recorded on this attachment as ACC in either the New Construction or Rehabilitation column.

The numbers you provide for new construction should include the following:

- New units which are to be built;
- Existing units that are purchased with the intention of being dwelling units; and
- Existing units that are purchased with the intention of being rehabilitated.

Only those units that are already owned or controlled by your PHA and are being rehabilitated should be included in the "Rehabilitation" columns.

The information on Attachment 4 <u>must</u> equal the following information on Attachment 5.

Please ensure that the following are true:

[Attachment 4, New Construction ACC] + [Attachment 4, Rehabilitation ACC] = [Attachment 5, Total ACC On-site] + [Attachment 5, Total ACC Off-site] + [Affordable Lease/Purchase Homeownership On-site] + [Affordable Lease/Purchase Homeownership Off-site]

[Attachment 4, New Construction Non-ACC] + [Attachment 4, Rehabilitation Non-ACC] = [Attachment 5, Total Non-ACC On-site] + [Attachment 5, Total Non-ACC Off-site]

[Attachment 4, Grand Total New Construction HOPE VI or PH funded Homeownership] + [Attachment 4, Grand Total Rehabilitation HOPE VI or PH funded Homeownership] = [Attachment 5, Affordable Fee Simple Homeownership with HOPE VI or PH funds On-site] + [Attachment 5, Affordable Fee Simple Homeownership with HOPE VI or PH funds Off-site] + [Attachment 5, Second Mortgage Only with HOPE VI or PH funds On-site] + [Attachment 5, Second Mortgage Only with HOPE VI or PH funds Off-site]

Complete this attachment by first filling in the planned number of ACC rental units, Non-ACC rental units, and Homeownership units by way of the categories provided.

If an ACC unit is to be developed under the Affordable Lease/Purchase program using HOPE VI or public housing funds, it should be accounted for within Homeownership in the Affordable Lease/Purchase box.

Record the number of newly constructed and rehabilitated rental, homeownership, and lease/purchase units available to each special needs category. This should include both ACC and Non-ACC units. If you have units that do not fit into any of the categories, record them in the other units box (include a description in the *Type* field).

For Accessibility, put in the percentage that each construction category is of the total unit type in the development.

Finally, record the appropriate information concerning concentration of density and very low-income families – both pre- and post-development.

When reporting a percentage, <u>do not</u> report a range (e.g., do not report 35-45%). Report a <u>single</u> percentage.

#### **Attachment 6: Self-Sufficiency Instructions**

Complete items A through J by filling in <u>all</u> boxes that are associated with each statement. Do not fill in any shaded boxes.

Complete item K by filling in the projected spending for each applicable category from each funding source. HOPE VI Funds should include <u>only</u> HOPE VI Revitalization Grant dollars. HOPE VI Demolition Grants should be included in "Other Funds."

Complete item L by describing your Self-Sufficiency programs and by listing partners associated with this component of the HOPE VI project.

### THE TOTAL HOPE VI USES MUST EXACTLY EQUAL THE HOPE VI IMPLEMENTATION GRANT

(The first line under Sources)

## THE TOTAL USES MUST EXACTLY EQUAL THE TOTAL SOURCES FAILURE TO DO SO WILL LOWER YOUR SCORE

#### MATH WILL BE CHECKED

The column labeled "HOPE VI Uses (\$)" should equal your proposed HOPE VI budget.

The column labeled "Non-HOPE VI Uses" should equal your proposed budget for all other funds for the HOPE VI project (e.g., all leveraged funds). For the purposes of this program, the HOPE VI Demolition grants are considered leveraged funds and are, therefore, Non-HOPE VI funds and should be accounted for in the Non-HOPE VI Uses column.

The "Total" column is the sum of the HOPE VI Uses and Non-HOPE VI Uses columns. Sum across rows, line item by line item, as well as down columns for the totals.

You must budget a single dollar amount for each budget line item. Do not show a range of dollars (e.g., \$500,000-\$750,000). Also, it is insufficient to include statements such as "included in above amount" in lieu of a dollar figure. If an amount is included in another amount, break it out and budget it exactly.

The Sources column is concerned with all sources of funding received by the PHA for the HOPE VI project. The first line, HOPE VI, refers to the HOPE VI Revitalization Grant, which is different from the HOPE VI Demolition Grants. The first line of the "Sources" column must equal your HOPE VI Revitalization Grant. The HOPE VI Demolition Grants are accounted for as a separate line item in the Sources column.