

HOPE VI DEMOLITION GRANT APPLICATION

HOPE VI WEBSITE: www.hud.gov/hopevi

The public reporting burden for this collection of information for the HOPE VI Demolition Program is estimated to average 40 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, 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. (insert program number (s) and name(s) of programs in the Application, placing each one after the other). 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 criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

APPLICATION SUBMISSION INSTRUCTIONS

A. Application Preparation

1. Section 18 Demolition Application. HUD must approve your Section 18 demolition application by the HOPE VI Demolition grant application deadline date in order to be eligible for funding under Priority Group 3. If your Section 18 demolition application does not meet the statutory requirements of Section 18, including the requirement for HUD Field Office approval of the Interim or PHA Plan as required by 24 CFR part 903, HUD will not approve the HOPE VI Demolition Grant Application.
2. HUD Review. If HUD determines that a Demolition Grant Application is eligible but incomplete, HUD will contact you in writing by fax (followed up with a hard copy by mail) to request the missing information. If HUD finds your application and other applications received on the same day to be incomplete, HUD will notify all such applicants of their missing items on the same day. Since HOPE VI Demolition Grant Applications are not rated, you may submit information to complete your application at any time before the HOPE VI Demolition Grant Application deadline date. However, if your application is received on the deadline date and it is missing a required submission, you will have no opportunity to submit any missing item after the deadline date and your HOPE VI Demolition Grant Application will be ineligible for funding.

B. Application Content and Organization.

1. The first page of your application is the **HOPE VI Demolition Application Checklist**. This page serves three purposes:
 - a. Use the left side of the Checklist to make sure that all pieces of the application are included.
 - b. HUD will use the right side of the Checklist to screen the application for completeness.
 - c. If any deficiencies are found, HUD will fax you the Checklist with a letter, if necessary, to identify any missing items.

Please make sure that the HOPE VI Demolition Application Checklist is on the very top of your application. No transmittal letter is requested.

2. The next page is the **HOPE VI Demolition Application Receipt (HUD-2993-A)**. This form serves both as an acknowledgement that HUD received your application, but also as a fax transmittal for the checklist above if HUD has found deficiencies in your application.
 - a. Print or type the name and address of the person that should receive the receipt in the box provided and provide all of the information requested

above the line.

- b. HUD will record the date received, ordinal assigned, and application number.
- c. After HUD has screened the application for completeness, it will either:
 - i. Fax the receipt to the fax number listed on the Receipt indicating that no deficiencies have been found, or
 - ii. Fax the receipt to you with the HOPE VI Demolition Checklist and a letter, if necessary, indicating the missing documentation. HUD will **not** notify you of deficiencies by telephone. **It is very important that the fax number listed on the Application Receipt is correct so that it gets to the right person on your staff.**
- d. Applicants with deficient applications that share the same Ordinal will be notified by fax of deficiencies on the same day. To account for differences in the time of day of the fax notification and differences in time zones, any response that HUD receives on the same day as the fax notification was sent out will be counted as having been received on the day after the fax notification.

Place the HOPE VI Demolition Application Receipt directly behind the HOPE VI Demolition Application Checklist in the application.

- 3. The third page of your application is the **Application for Federal Assistance (HUD-424)**. This form provides HUD with essential information about your PHA and the funds you are requesting. Do not fill in box 20, as you will report your funding elsewhere in the application. The CFDA number for HOPE VI is 14.866. You will find a copy of HUD-424 in this HOPE VI Application and on the HOPE VI Website.
- 4. Attach **Exhibits A through I** next. Provide the narrative and attachments in the order presented. Please **DO NOT** provide any information that is not requested in this Application. Extraneous material hinders application review, does not improve an application, and may obscure important information. The HOPE VI Budget form needed for Exhibit H and the Section 8 application for Exhibit E can be found in this HOPE VI Application, and can be downloaded from the HOPE VI Website. Information on TDC needed for Exhibit D can also be found on the HOPE VI Website.
- 5. **Standard Certifications.** All statutorily required certifications are included in the HUD-424 and HUD-424B form.

C. Application Format

To speed the processing of your application, please follow these instructions when assembling your package:

1. Use 8-1/2 by 11" paper, one side only.
2. Mark each Exhibit with an appropriately labeled tab.
3. Package the application as securely and simply as possible; do not use a three ring binder.
4. Two-hole punch the pages at the top with a 2-3/4" center.

D. Application Submission

Follow the directions in Section IV of the NOFA for procedures for submitting your application (e.g., mailed applications, express mail, or overnight delivery). It is recommended that applications be placed with an overnight delivery carrier at least two days before the due date to ensure timely delivery. Experience has shown that attempts to place them in regular mail often result in late deliveries and disqualified applications. Due to new security measures, HUD will no longer accept hand carried applications.

**HOPE VI DEMOLITION
APPLICATION CHECKLIST**

PHA Name: _____

Development Name: _____

PHA CHECKOFF

HUD VERIFICATION

_____ HOPE VI Demolition Application Checklist _____

_____ HOPE VI Demolition Application Receipt (HUD-2993-A) _____

_____ Application for Federal Assistance (HUD-424) _____

_____ Applicant Assurances and Certifications (HUD-424B) _____

_____ **Exhibit A: Application Information** _____

Exhibit B: Priority Group and Documentation of Eligibility:

_____ Priority 1: HUD's letter to PHA approving Section 202
Conversion Plan _____

_____ Priority 2A: PHA's letter transmitting
Section 202 Conversion Plan to HUD _____

_____ Priority 2B: Documentation of HUD's Determination
of Section 202 Status _____

_____ Priority 3: HUD's letter to PHA approving Section 18
demolition application _____

_____ Priority 4: HUD's letter awarding Revitalization Grant _____

_____ **Exhibit C: Narrative of Proposed Activities** _____

_____ **Exhibit D: Priority Group 4 Applications** _____

_____ **Exhibit E: Relocation Plan Certification** _____

_____ **Exhibit F: Program Schedule** _____

_____ **Exhibit G: Grant Limitations Worksheet** _____

_____ **Exhibit H: HOPE VI Budget** _____

_____ **Exhibit I: Nondwelling Structures Certification** _____



EXHIBIT A: APPLICATION INFORMATION

PHA Name: _____

Development Name: _____

Development Number: _____

DOFA: _____ Grant Amount Requested: \$ _____

Number of total units in development: _____

Number proposed for demolition: _____

Demolition Approval Status: (Complete grid below)

	Date	Number of Units		Number of Buildings	
		Requested	Approved	Requested	Approved
HUD-Approved Conversion Plan (24 CFR part 971)					
Submitted Conversion Plan (24 CFR part 971)					
HUD-Approved Section 18 Demolition Application					
Previously-awarded HOPE VI Revitalization Grant RP Approval					

Street Addresses of units to be demolished (including ZIP code):

EXHIBIT B: PRIORITY GROUP AND DOCUMENTATION OF ELIGIBILITY

Indicate the Priority Group in which your application qualifies and submit the corresponding documentation of eligibility.

_____ Priority 1: Approved Section 202 Mandatory Conversion Plan

Submit your letter from HUD approving your Section 202 Mandatory Conversion Plan. See **Section XI(A)(2)(a)** of the NOFA regarding Priority Group 1.

Priority 2: See **Section XI(A)(2)(b)** of the NOFA regarding Priority Group 2.

_____ Priority 2(A): Submitted Section 202 Mandatory Conversion Plan.

Submit your letter to HUD transmitting your Section 202 Plan to HUD.

_____ Priority 2(B): HUD-Designated Section 202 Units

Submit evidence that the targeted units, in HUD's sole determination under section 537(c) of the Public Housing Reform Act of 1998, are subject to the removal requirements of 24 CFR part 971 and can be expected to be demolished in accordance with the time schedule required by Section XIII(A) of the NOFA.

_____ Priority 3: Approved Section 18 Demolition Application

Submit your letter from HUD approving your Section 18 Demolition Application. If HUD approves your demolition application on the **day before** or **on the application deadline date**, the requirement to provide evidence of approval will be considered to be met and you will not have to submit HUD's approval letter back to HUD. See **Section XI(A)(2)(c)** of the NOFA regarding Priority Group 3.

_____ Priority 4: Previously-Awarded HOPE VI Revitalization Grant

Submit a copy of HUD's letter awarding the HOPE VI Revitalization Grant that is associated with this request for demolition funding. If demolition of the units targeted in this HOPE VI Demolition Grant application was approved via a Section 18 Demolition Application, provide the demolition approval letter as described in Priority 3 above. If demolition of the targeted units was approved in a letter approving the Revitalization Plan for the previously-awarded Revitalization Grant, submit the RP approval letter. *The units targeted in a Priority Group 4 HOPE VI Demolition Application are not required to be approved for demolition before the application is awarded.* See **Section XI(A)(2)(d)** of the NOFA regarding Priority Group 4.

EXHIBIT C: NARRATIVE OF PROPOSED ACTIVITIES

Provide a one- to two-page narrative that briefly summarizes the proposed demolition and related activities. Although this is a required exhibit, this overview is for informational purposes only and will not be used in the evaluation of the application.

1. Describe the scope of the proposed demolition. Provide the number of original dwelling units and buildings in the project, the number of any units previously demolished or disposed of, and the number of units proposed for demolition with funds from this HOPE VI Demolition Grant Application.
2. Describe any non-dwelling facilities to be demolished. Explain the relationship between the non-dwelling facilities and the dwelling units to be demolished, both in terms of proximity and use.
3. In the case of partial demolition of a site, describe any minimal site restoration that will take place after demolition and subsequent site improvements needed to benefit the remaining portion of the project in order to provide project accessibility or to make the site more marketable.
4. Demonstrate the appropriateness of your proposal in the context of the local housing market relative to other alternatives. This is a statutory threshold criterion. See **Section VII(C)** of the NOFA.
5. Describe the proposed plan for the use of the site after demolition, and the resources that will be used to carry out that plan.

EXHIBIT D: PRIORITY GROUP 4 APPLICATIONS ONLY

In accordance with **Section XI(A)(2)(d)(ii)** of the NOFA:

1. Provide an analysis of TDC/HCC of the current Revitalization Grant. Use FY 2001 TDC Limits, as provided in Notice PIH 01-22. This Notice is available on the HOPE VI website.
2. Provide an analysis to TDC/HCC of the current Revitalization Grant plus the requested Demolition Grant. Use TDC figures as described above.
3. If this HOPE VI Demolition Grant Application targets units that were targeted for demolition in the original HOPE VI Revitalization application (regardless of any subsequent budget changes), provide a description of the use that will be made of Revitalization Grant funds that would be freed up if this Demolition Grant were awarded.
 - a. If the analysis in (1) above indicates that the Revitalization grant is below TDC/HCC, any dollars freed up as a result of the proposed additional demolition grant funds may be used for any construction costs, up to the project's TDC/HCC limit.
 - b. If the analysis in (1) above indicates that the Revitalization grant is below or at TDC/HCC, the dollars freed up from the proposed additional demolition grant funds may be used for the demolition of additional units or for Community Renewal costs such as Extraordinary Site Costs that fall outside of HCC.

EXHIBIT E: RELOCATION PLAN CERTIFICATION

This Exhibit is required for all applications that request HOPE VI Demolition Grant funding for relocation. In accordance with **Section IX** of the NOFA, you must provide a certification that you have completed a HOPE VI Relocation Plan and that it conforms to the applicable requirements. This certification may be in the form of a letter. The HOPE VI Relocation Plan Guide is posted on the HOPE VI web site as a tool to assist you in preparing your Relocation Plan. Do not submit the HOPE VI Relocation Plan Guide; only the certification should be in the application. If applicable, attach a copy of your Section 8 application in accordance with **Section II(E)** of the NOFA. This attachment is not applicable if the targeted project is vacant as of the application due date.

EXHIBIT F: PROGRAM SCHEDULE

Provide a Program Schedule that clearly indicates that you will start demolition activity within six months from the date of Grant Agreement execution and complete the demolition within two years from the date of Grant Agreement execution. Assume a Grant Agreement execution date of September 1, 2003.

EXHIBIT G: GRANT LIMITATIONS WORKSHEET

1. Demolition. Number of dwelling units approved for demolition:

_____ x \$6,000 \$_____

2. Relocation/Self-Sufficiency. Number of dwelling units approved for demolition that are **occupied** as of the date of the HOPE VI Demolition Application submission:

_____ x \$3,000 \$_____

3. Nondwelling Structures \$_____

4. Total allowable cost (1 + 2 + 3) \$_____

5. Total funds requested \$_____

EXHIBIT H: HOPE VI BUDGET

1. Provide your proposed budget on Part I of the HOPE VI Budget Form (HUD-52825-A). A copy of the Budget form can be found in this HOPE VI Application and can be downloaded from the HOPE VI Website.

2. On Part II of the Budget:
 - a. Provide a **detailed** itemization of the costs of all activities, including demolition, hazard abatement, site restoration, fees, and administrative costs. See **Section V** of the NOFA for eligible Demolition Grant activities.

 - b. Differentiate between costs for dwelling units and nondwelling facilities.

 - c. Itemize all costs budgeted for relocation activities.

EXHIBIT I: NONDWELLING STRUCTURES CERTIFICATION

If you are requesting funds for the demolition of nondwelling structures in your budget, those costs must be justified and verified by an engineer or architect licensed by his or her state licensing board who is not an employee of the housing authority or the city. See **Section VI(A)(3)** of the NOFA for examples of nondwelling structures. You must include in your application a completed Nondwelling Structures Cost Certification and the required attachment.

NONDWELLING STRUCTURES COST CERTIFICATION

I hereby certify that:

1. I am licensed as an engineer _____ or architect _____ (check one) by the licensing board for the state in which the public housing project identified below is located.
2. I am not an employee of the applicant public housing authority or unit of local government in which the public housing project identified below is located.
3. Costs to demolish significant nondwelling structures may be incurred in conjunction with the demolition of severely distressed public housing as part of a HOPE VI Demolition Grant Application. Examples of eligible demolition costs related to significant nondwelling structures include, but are not limited to, the demolition of heating plants, community buildings, or streets on the site of the severely distressed project.
4. I have reviewed the attached description and calculation of costs for the demolition of significant nondwelling structures related to the demolition of dwelling units at the site identified below, as requested by the applicant Housing Authority listed below, and affirm that those costs qualify as allowable nondwelling structures costs (as defined in Paragraph 3 above) and are justified and reasonable in light of my assessment of the site of the project and the proposed work to be completed.

Name: _____

Signature: _____
Date

License number: _____ State of Registration: _____

Applicant PHA: _____

Development Name: _____

Required Attachment: Description of proposed demolition of nondwelling structures and itemized listing of costs.

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)