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 addresses are:

"http://www.hud.gov/grants" and "http://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

Data Summary

	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 Affordable Lease/Purchase, Affordable Fee Simple Homeownership and Second Mortgage Only – excluding rehabilitated units)		**#1**

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

Planned Units

Rental Units: ACC							
PH Only		*PH/LIHTC*		*PH/Other*		*Total ACC*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Rental Units: Non-ACC							
LIHTC		*CDBG, HOME, or other subsidy*		*No Income Restrictions*		*Total Non-ACC*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Homeownership Units											
Affordable Lease/Purchase with H6/PH funds		*Affordable Fee Simple Homeownership with H6/PH funds*		*Second Mortgage Only with H6/PH funds*		*HO with other subsidies (No H6/PH funds)*		*Market Rate (No subsidies)*		*Total Homeowner-ship*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

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

Building Type: New Construction						***Building Type: Rehabilitation***					
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						**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 #2

	Existing	*Post-Development*
Number of non-public housing, subsidized units (On/off-site, including homeownership)		**#2**

To calculate this number, do the following:

1. From Attachment 5, ADD:

[Non-ACC LIHTC On-site] + [Non-ACC LIHTC Off-site] + [Non-ACC CDBG, HOME On-site] + [Non-ACC CDBG, HOME Off-site] + [Homeownership with other subsidies (No HOPE VI or PH funds) On-site] + [Homeownership with other subsidies (No HOPE VI or PH funds) Off-site]

The white boxes in Figure 3 correspond to this equation.

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

Planned Units

Rental Units: ACC							
PH Only		*PH/LIHTC*		*PH/Other*		*Total ACC*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Rental Units: Non-ACC							
LIHTC		*CDBG, HOME, or other subsidy*		*No Income Restrictions*		*Total Non-ACC*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Homeownership Units											
Affordable Lease/Purchase with H6/PH funds		*Affordable Fee Simple Homeownership with H6/PH funds*		*Second Mortgage Only with H6/PH funds*		*HO with other subsidies (No H6/PH funds)*		*Market Rate (No subsidies)*		*Total Homeowner-ship*	
On-site	*Off -site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Data Summary #3

	Existing	*Post-Development*
Number of market-rate units (no income restrictions)		**#3**

In order to calculate this, do the following:

1. From Attachment 5, ADD:

[Non-ACC No Income Restrictions On-site] + [Non-ACC No Income Restrictions Off-site] + [Market Rate On-site] + [Market Rate Off-site]

The white boxes in Figure 4 correspond to this equation.

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

Planned Units

Rental Units: ACC							
PH Only		*PH/LIHTC*		*PH/Other*		*Total ACC*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Rental Units: Non-ACC							
LIHTC		*HOME*		*No Income Restrictions*		*Total Non-ACC*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Homeownership Units											
Affordable Lease/Purchase with H6/PH funds		*Affordable Fee Simple Homeownership with H6/PH funds*		*Second Mortgage Only with H6/PH funds*		*HO with other subsidies (No H6/PH funds)*		*Market Rate (No subsidies)*		*Total Homeowner-ship*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Data Summary #4

	Existing	*Post-Development*
Number of other units		**#4**

In order to calculate this, do the following:

1. From Attachment 5, ADD:

[Total Other Units On-site] + [Total Other Units Off-site]

The white boxes in Figure 5 correspond to this equation.

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

Planned Units

Rental Units: ACC							
PH Only		*PH/LIHTC*		*PH/Other*		*Total ACC*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Rental Units: Non-ACC							
LIHTC		*CDBG, HOME, or other subsidy*		*No Income Restrictions*		*Total Non-ACC*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Homeownership Units											
Affordable Lease/Purchase with H6/PH funds		*Affordable Fee Simple Homeownership with H6/PH funds*		*Second Mortgage Only with H6/PH funds*		*HO with other subsidies (No H6/PH funds)*		*Market Rate (No Subsidies)*		*Total Homeowner-ship*	
On-site	*Off-site*	*On-site*	*Off-site*	*On -site*	*Off-site*	*On-site*	*Off -site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Other Units (operating subsidy only, etc.)							
Type:		***Type:***		***Type:***		***Type:***	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Data Summary #5

	Existing	*Post-Development*
TOTAL NUMBER OF POST-DEVELOPMENT UNITS		**#5**

The white boxes in Figure 6 indicate this.

Figure 6: Excerpt from Data Summary box

	Existing	*Post-Development*
Number of replacement public housing units (on/off-site, including Affordable 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		

Data Summary #6

	Existing	*Post-Development*
Number of units to be rehabilitated (excluding acquisition with rehab)		**#6**

In order to calculate this, do the following:

1. **From Attachment 4, ADD:**

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

The white boxes in Figure 7 correspond to this equation.

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

Building Type: New Construction						***Building Type: Rehabilitation***					
Size	***Sq. Ft.***	***ACC Units****	***Non-ACC Units*****	***H6/ PH funded HO***	***Other Homeownership***	***Size***	***Sq. Ft.***	***ACC Units****	***Non-ACC Units*****	***H6/PH funded HO***	***Other Homeownership***
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 #7

	Existing	*Post-Development*
Number of newly constructed on-site units (including acquisition with rehab)		#7

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:

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

Planned Units

Rental Units: ACC							
PH Only		*PH/LIHTC*		*PH/Other*		*Total ACC*	
On-site	*Off -site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Rental Units: Non-ACC							
LIHTC		*CDBG, HOME, or other subsidy*		*No Income Restrictions*		*Total Non-ACC*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Homeownership Units											
Affordable Lease/Purchase with H6/PH funds		*Affordable Fee Simple Homeownership with H6/PH funds*		*Second Mortgage Only with H6/PH funds*		*HO with other subsidies (No H6/PH funds)*		*Market Rate (No subsidies)*		*Total Homeowner-ship*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off -site*	*On-site*	*Off-site*	*On-site*	*Off-site*

Other Units (operating subsidy only, etc.)							
Type:		*Type:*		*Type:*		*Type:*	
On-site	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*	*On-site*	*Off-site*

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

Building Type: New Construction						***Building Type: Rehabilitation***					
Size	***Sq. Ft.***	***ACC Units****	***Non-ACC Units*****	***H6/ PH funded HO***	***Other Homeownership***	***Size***	***Sq. Ft.***	***ACC Units****	***Non-ACC Units*****	***H6/PH funded HO***	***Other Homeownership***
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

	Existing	*Post-Development*
Number of newly constructed off-site units (including acquisition with rehab)		**#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.

<u>Data Summary #8 continued</u>

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

Planned Units

Rental Units: ACC							
PH Only		PH/LIHTC		PH/Other		Total ACC	
On-site	Off-site	On-site	Off-site	On-site	Off-site	On-site	Off-site

Rental Units: Non-ACC							
LIHTC		CDGB, HOME, or other subsidy		No Income Restrictions		Total Non-ACC	
On-site	Off-site	On-site	Off-site	On-site	Off-site	On-site	Off-site

Homeownership Units											
Affordable Lease/Purchase with H6/PH funds		Affordable Fee Simple Homeownership with H6/PH funds		Second Mortgage Only with H6/PH funds		HO with other subsidies (No H6/PH funds)		Market Rate (No subsidies)		Total Homeownership	
On-site	Off-site	On-site	Off-site	On-site	Off-site	On-site	Off-site	On-site	Off-site	On-site	Off-site

Other Units (operating subsidy only, etc.)							
Type:		Type:		Type:		Type:	
On -site	Off-site	On-site	Off-site	On-site	Off-site	On-site	Off-site

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

Building Type: New Construction						Building Type: Rehabilitation					
Size	Sq. Ft.	ACC Units*	Non-ACC Units**	H6/ PH funded HO	Other Homeownership	Size	Sq. Ft.	ACC Units*	Non-ACC Units**	H6/PH funded HO	Other Homeownership
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 occupied units (at time of application)	**#9**	

From Attachment 2:

The Grand Total box for the "Number Occupied" column.

The white box in Figure 12 indicates this.

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

Existing Units at Time of Grant Application

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						

***Data Summary* #10**

	Existing	*Post-Development*
Number of vacant units (at time of application)	**#10**	

From Attachment 2:

The Grand Total box for the "Number Vacant" column.

The white box in Figure 13 indicates this.

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

Existing Units at Time of Grant Application

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 Type	*Size*	*Number Occupied*	*Number Vacant*	*Total 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

Existing Units at Time of Grant Application

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

3. Of the Total Units, provide the number that will be converted to non-dwelling 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

Existing Units at Time of Grant Application

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

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

Attachment 3: Relocation, Income, and Non-Dwelling Structures Instructions

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]

B) Attachment 5: Units, Accessibility, and Concentration Instructions

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 all 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 only 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.

Attachment 7: Sources and Uses Instructions

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.