

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**[Docket No. FR-5700-N-17]**

**Notice of Funding Availability (NOFA) for Fiscal Year (FY) 2013 Assisted  
Living Conversion Program (ALCP) For Eligible Multifamily Housing Projects**

**AGENCY:** Office of the Assistant Secretary for Housing-Federal Housing Commissioner, HUD.

**ACTION:** Notice of Funding Availability for Fiscal Year (FY) 2013 for the Assisted Living Conversion Program for Eligible Multifamily Projects.

**SUMMARY:** This NOFA provides information and instructions for the FY2013, Assisted Living Conversion Program for Eligible Multifamily Projects. The NOFA is comprised of both the Notice of HUD's Fiscal Year 2013 Notice of Funding Availability, Policy Requirements and General Section (General Section) to HUD's FY2013 NOFAs for Discretionary Programs, posted on [www.Grants.gov](http://www.Grants.gov) on August 8, 2012, and this program section to the NOFA.

This NOFA announces the availability of up to \$15 million in Assisted Living Conversion Program (ALCP) grant funds. The funds are available for the physical conversion of eligible multifamily assisted housing projects or portions of projects to assisted living facilities (ALFs) or service-enriched housing (SEH). Applicants should note that this NOFA is governed by the information and instructions found in the Notice of HUD's FY2013 General Section posted on [www.grants.gov](http://www.grants.gov) on August 8, 2012. The FY2013 General Section establishes threshold and other critical application submission requirements that affect this NOFA. Therefore, applicants for this assistance are directed to review the FY2013 General Section for policy and submission information prior to submitting an application.

**FOR FURTHER INFORMATION:** Direct your questions regarding specific program requirements to the agency contact identified in this program NOFA. For questions regarding the FY2013 General Section, contact the Grants Management Office at 202-708-0667 (this is not a toll-free number). Persons with hearing or speech impairments may access this number via TTY by calling the Federal Relay Service at 800-877-8339.

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## OVERVIEW INFORMATION

**A. Federal Agency Name:** Department of Housing and Urban Development, Office of the Assistant Secretary for Housing-Federal Housing Commissioner.

**B. Funding Opportunity Title:** The Assisted Living Conversion Program for Eligible Multifamily Projects.

**C. Announcement Type:** Initial announcement.

**D. Funding Opportunity Number:** FR-5700-N-17.

**E. Catalog of Federal Domestic Assistance (CFDA) Number:** The CFDA number for the Assisted Living Conversion Program for Eligible Multifamily Housing Projects is 14.314. The OMB Approval Number is 2502-0542.

**F. Dates:** The application deadline is 11:59:59 p.m. eastern time on **November 18, 2013**. Applications must be received by Grants.gov no later than 11:59:59 p.m. Eastern Time on the deadline date of **November 18, 2013**.

**G. Additional Overview Content Information:** The purpose of this program is to provide grants for the conversion of some or all of the dwelling units in an eligible project into assisted living facilities (ALFs) or service enriched housing (SEH) for elderly persons, frail elderly persons and people with disabilities (as defined by this NOFA). The Section 202 Supportive Housing for the Elderly Act of 2010 (Pub. L. 111-372, codified at 12 U.S.C. 1701q-2(g)) expanded the ALCP to make grants available for the conversion of service-enriched housing (SEH). For more information on the Section 202 Supportive Housing for the Elderly Act of 2010, please visit <http://www.gpo.gov/fdsys/pkg/PLAW-111publ372/pdf/PLAW-111publ372.pdf>. Private nonprofit owners of eligible developments interested in applying for funding under this grant program should carefully review the General Section and the detailed information listed in this NOFA. HUD's Strategic Plan for FY 2010-2015 and Policy Priorities set forth a roadmap of actions to help transform communities through the implementation of HUD's programs. This NOFA has identified two policy priorities: Capacity Building and Knowledge Sharing and Using Housing as a Platform for Improving Quality of Life and related outcome measures that will be used to evaluate submitted applications.

## FULL TEXT OF ANNOUNCEMENT

### I. FUNDING OPPORTUNITY DESCRIPTION

**A. Program Description.** The Assisted Living Conversion Program provides funding for the physical costs of converting some or all of the units of an eligible multifamily development into an Assisted Living Facility (ALF) or Service-Enriched Housing (SEH).

**Assisted Living Facilities (ALFs)** are designed to accommodate frail elderly persons and people with disabilities who need certain support services (e.g., assistance with eating, bathing, grooming, dressing, and home management activities). ALFs must make available support services such as personal care, transportation, meals, housekeeping, and laundry. A frail elderly person means an individual 62 years of age or older who is unable to perform at least three activities of daily living (ADLs) as defined by the regulations for HUD's Section 202 Supportive Housing for the Elderly Program at 24 CFR 891.205. Assisted living facility is defined in section 232(b)(6) of the National Housing Act (12 U.S.C. 1715w).

**Service-Enriched Housing (SEH)** multifamily developments are designed to accommodate elderly persons and people with disabilities with a functional limitation (i.e. unable to perform at least one activity of daily living). SEH is housing that makes available through licensed or certified third party service providers long term services and supports to assist the residents in carrying out activities of daily living, including, but not limited to bathing, dressing, eating, getting in and out of bed or chairs, walking, going outdoors, using the toilet, laundry, home management, preparing meals, shopping for personal items, obtaining and taking medication, managing money, using the telephone, or performing light or heavy housework, and which may make available to residents home health care services, such as nursing and therapy. Service-enriched housing is defined in 12 U.S.C. 1701q-2(g), as amended by P.L. 111-372 (Jan. 4, 2011). The statute mandates additional requirements for SEH, as discussed in Section III.E.3.f.

The ALCP provides funding for the physical costs of converting some or all of the units of an eligible multifamily development into an ALF or SEH, including unit configuration and related common and service space, and any necessary remodeling, consistent with HUD or the state's statute/regulations (whichever is more stringent), including compliance with all applicable accessibility laws. Typical funding will cover basic physical conversion of existing project units, as well as related common and service space. For ALF conversions, there must be sufficient community space to accommodate a central kitchen or dining facility; if meals are prepared at an off-site location, the preparation area of the facility must be of sufficient size to allow for the installation of a full kitchen. For both ALF and SEH conversions, there must be community space available to all residents of the project.

All applicants seeking ALCP funding must provide supportive services for the residents either directly or through a third party. The application must include a firm commitment, letter of support, or a Memorandum of Understanding (MOU) for the supportive services offered within the ALF or SEH. The project may charge assisted living or service-enriched residents for meals and/or service fees. Residents may contract with third party agencies directly for nursing, therapy, or other services not offered by the ALF or SEH. Refer to Section III.C.3.e, for more information about Meals and Supportive Services. Residents must be offered, but cannot be required to accept, any supportive services.

**B. Authority.** The Assisted Living Conversion Program is authorized by Section 202b of the Housing Act of 1959 (12 U.S.C. 1701q-2) and the Consolidated and Further Continuing Appropriations Act, 2013 (Pub. L. 113-6) which provides up to for the conversion of eligible projects to assisted-living or service-enriched housing, and for related use and emergency

repairs. Provisions related to service-enriched housing are specifically authorized by the Section the Section 202 Supportive Housing for the Elderly Act of 2010 (Pub. L. 111-372, codified at 12 U.S.C. 1701q-2(g)).

## **II. AWARD INFORMATION**

**A. Available Funds.** This NOFA makes available up to **\$15,000,000** in grant funds. The funds will be used for the physical conversion of eligible multifamily assisted housing projects or portions of projects to ALFs or SEH. For Fiscal Year 2013, the ALCP will be a nationwide competition.

The ALCP Grant Agreement, when executed by HUD establishes the legal relationship between HUD and the ALCP award recipient. HUD will base the period of performance on the scope of work, but it shall not exceed 18 months.

**B. Maximum Award Amount.** The maximum amount of each grant award is \$3,000,000.

## **III. ELIGIBILITY INFORMATION**

### **A. Eligible Applicants.**

Only private nonprofit owners of eligible multifamily assisted housing developments specified below in III.C., see section 683(2) (B), (C), (D), (E), (F), and (G) of the Housing and Community Development Act of 1992 (Pub. L.102-550, approved October 28, 1992) may apply for an ALCP grant.

**NOTE:** HUD retains the right to **TERMINATE the** grant and **RECOVER** funds made available through this NOFA if your eligibility status changes during the course of the grant term, making Applicant ineligible to receive the grant (e.g., prepayment of mortgage, sale/TPA of property, opting out of a Section 8 Housing Assistance Payment (HAP) contract or the transfer of the grant to a single asset entity).

### **B. Ineligible Applicants and/or Developments.**

Ineligible applicants and/or developments include but are not limited to:

1. Developments designed specifically for people with disabilities, e.g., projects funded by HUD Section 811 funds;
2. Section 232 developments;
3. Property management companies and agents of property management companies;
4. Limited dividend partnerships;
5. Nonprofit Public Agencies;

6. Hospitals or other health-related facilities, which are eleemosynary institutions;
7. Existing insured or privately owned Assisted Living Facilities; and
8. Commercial structures.

**NOTE:** An eligible applicant's application may be denied if the project proposed is not an eligible development.

### **C. Eligible Developments.**

Eligible projects must be owned by a private, nonprofit entity, and designated primarily for occupancy by elderly persons. Projects must have completed final closing and must have been in occupancy for at least five years from the date of the HUD approved form HUD-92485 (Permission to Occupy Project Mortgage). Eligible projects may only receive one grant award per fiscal year.

Additionally, eligible projects must meet one of the following criteria:

1. Section 202 direct loan projects with or without Section 8 rental assistance;
2. Section 202 capital advance projects receiving rental assistance under their Project Rental Assistance Contract (PRAC);
3. Section 515 rural housing projects receiving Section 8 rental assistance;
4. Other projects receiving Section 8 project-based rental assistance;
5. Projects subsidized with Section 221(d)(3) below-market interest mortgage; or
6. Projects assisted under Section 236 of the National Housing Act.

### **D. Cost Sharing or Matching.**

No matching required. Although matching is not a requirement for the ALCP, applicants are encouraged to leverage grant funds with other funding to receive higher rating points.

### **E. Eligibility Requirements.**

#### **1. Eligible Conversion Activities.**

**a. Retrofitting to convert dwelling units into ALF or SEH** including meeting physical accessibility requirements of Section 504, the Fair Housing Act, and Titles II and III of the American with Disabilities Act, as applicable, as well as any, minimum property standards for accessibility and/or building codes and health and safety standards for ALFs or SEH in that

jurisdiction. Meeting Section 504 regulations requires compliance with the Uniform Federal Accessibility Standards (UFAS). Examples are items such as: upgrading to accessible units for the ALF or SEH with moveable cabinetry, accessible appliances, sinks, bathroom and kitchen fixtures, closets, hardware and grab bars, widening of doors, etc.;

**b. Retrofitting to meet physical accessibility requirements.** See previous section (a) for more information on physical accessibility requirements. Examples of eligible items include:

- (1) An elevator or upgrades thereto;
- (2) Lighting upgrades;
- (3) Major physical or mechanical systems of projects necessary to meet local code or assisted living requirements;
- (4) Sprinkler systems;
- (5) Upgrades to safety and emergency alert systems;
- (6) Addition of hallway railings; and

**c. Retrofitting to Add, Modify and/or Outfit Common Space, Office or Related Space for ALF or SEH** including office space designated for a service coordinator or ALF/SEH staff (e.g. file security, medication storage, and workstation); and/or a central kitchen/dining facility to support the ALF or SEH function (e.g., dining furniture, kitchen equipment for cooking/serving and dishware, and kitchen appliances); and common space for the function of the ALF or SEH (e.g. outfit lounge/common space furniture).

**d. Retrofitting to Upgrade a Regular Unit to an Accessible Unit for a Person/Family with Disabilities Being Displaced from an Accessible Unit** in the portion of the project that is being converted to the ALF or SEH, where another accessible unit is not available;

**e. Temporary Relocation Costs are to be submitted as described in Section IV.B.1.f.(9);**

**f. Consultant, Architectural, and Legal Fees;**

**g. Vacancy Payments** limited to 30 days after conversion to an ALF or SEH ; and

**h. Any excess Reserve for Replacement funds (over \$1000/unit) in Project Accounts** that are not approved for another use at the time of application to HUD under this NOFA are considered available funds and must be applied toward the cost of conversion activities. However, before making this determination, HUD staff will consider the extent of repair/replacement needs indicated in the most recent Real Estate Assessment Center (REAC) physical inspection, in addition to any not yet approved or ongoing commitments such as non-grant-based service coordinator or other funding. HUD staff will deduct the estimated costs of such items from the



reserve for replacement balances to determine the extent of available reserve for replacement funds for the ALCP.

**2. Threshold Requirements.** The threshold requirements in III.C.2 of the General Section are applicable in this NOFA. In addition to the threshold criteria outlined in the General Section, applicants must meet the following requirements in this NOFA to receive funding for this program. The threshold requirements are:

**a. Eligibility.** You must be an eligible applicant.

**b. DUNS Requirement.** All ALCP applicants must have a DUN and Bradstreet Universal Numbering System (DUNS). The DUNS number must reflect the applicant organization that is to receive funding from HUD and correspond to the legal name entered into Box 8a of Standard Form 424 (SF424). The legal name entered into Box 8a of the SF424 must correspond to the information provided to D&B and CCR/SAM. Failure to follow these instructions and provide a DUNS and Taxpayer Identification (TIN) validated by CCR/SAM.gov will prevent an application from obtaining an award, regardless of whether it is a new award or renewal of an existing one. This policy is pursuant to [HUD Regulations at 24 CFR 5 Subpart K](#), or [http://www.grants.gov/applicants/org\\_step1.jsp](http://www.grants.gov/applicants/org_step1.jsp). For information on how to acquire a DUNS number, see Section III.C., of the **General Section**.

**c. Resolution of Outstanding Civil Rights Matters.** See Section III.C.2.d of the FY2013 **General Section**. Requirements apply to the applicant and any third parties or subgrantees working with the applicant at the time of application submission and during the process of program activities.

**d. Active Registration at CCR/www.SAM.gov.** **All applicants must have and maintain an active registration in the** System for Award Management (SAM). As of July 2012, the General Services Administration (GSA), which operates CCR.gov, is consolidating a number of its systems to a single platform called the “System for Award Management” (SAM) found at [www.SAM.gov](http://www.SAM.gov). For registrants with active registrations in the Central Contractor Registration, this transition will be seamless as registrations will automatically migrate to the new SAM platform. Applicants who do not have an active registration in CCR as of July 2012 will have to update/renew their registration in SAM. Please check [www.SAM.gov](http://www.SAM.gov) and [www.Grants.gov](http://www.Grants.gov) for updates on this transition See the FY2013 **General Section**, Appendix C, pp65-69, for complete details concerning CCR/SAM registration and HUD policy.

**e. Commitment and/or Support Letters.** All applicants applying for conversion to ALF or SEH must provide commitment and/or support letters from the appropriate organizations and the appropriate licensing agency(ies).

(1) For ALF’s: Submit a letter from the appropriate licensing agency that regulates the ALF in the jurisdiction that the project is located. The agency must indicate in the letter their review of the Supportive Service Plan and whether the proposed project will meet the licensing requirements of the appropriate state/local agency(ies).

(2) For ALF's: Submit a commitment letter or a MOU from the appropriate agencies for the meals (if applicable) and supportive services proposed in the application. The agency must indicate in the letter or MOU their review of the Supportive Service Plan, indicate the meals (if applicable) and supportive services the agency is expected to provide and any amount of funding (if applicable), and indicate the length of time for the commitment.

(3) For SEH's: Submit a support letter or a MOU from the appropriate agencies for the supportive services proposed in the application. The agency must indicate in the letter or MOU their review of the Supportive Service Plan and outline the supportive services the agency is expected to provide or if currently serving the project indicate their continued services.

(4) For both ALF's and SEH's. Commitment letters and/or support letters must contain the services to be provided in the ALF or SEH. HUD will reject your application unless the commitment and support letter(s) from the appropriate organizations and the appropriate licensing agency(ies):

(a) Are submitted by the application deadline date as part of your application for financial assistance;

(b) Indicate that the ALF or SEH units, facilities, meals and supportive services to be provided are designed to meet the special needs of the residents who will reside in the ALF or SEH as defined in this NOFA;

(c) If applicable, show a firm commitment for funding the meals and supportive services proposed; or

(d) If seeking ALF license, indicate that the project as proposed will meet the licensing requirements of the appropriate state/local agency(ies).

(e) Indicate that the appropriate agencies have reviewed the Supportive Service Plan and provided comments, as appropriate.

Refer to Section IV.B.1.i.6, Content and Form of Application Submission for further information on the other requirements included in the commitment/support letters.

**NOTE:** If applicants have current or existing commitments or licensing that is not amended or will be amended to include the proposed units, HUD may reject the application.

**f. Compliance with Statutory Requirements.** Applicants must comply with all applicable statutory requirements specified in Section 202b of the Housing Act of 1959 (12 U.S.C. 1701q-2) for conversion to ALF and SEH, Also for ALFs the statutory requirements under Section 232(b) of the National Housing Act (12 U.S.C. 1715w (b) are applicable

**g. Minimum Size Limits for an ALF.** An ALF must be economically feasible. Consistent with HUD Handbook 4600.1, CHG-1, the minimum size for an ALF or SEH is five units.

**h. Missing Exhibits.** If an application is missing six or more exhibits, the application is considered substantially deficient and the application will be considered non-responsive to the NOFA, making the application ineligible for review. As the applicant, please review the content of the zip files that you want to send with your application prior to attaching them to the application. When reviewing attachment zip files please open each file and scroll down to the bottom to ensure that the file is the last version of the file that you completed and is the file that you want the HUD reviewers to review. As the applicant, if you are attaching files that are not zipped, attach them to the application and then open them up to make sure the files are the last version that you want the HUD reviewers to review. Applicants are reminded that they can check the manifest of their submitted application by logging onto Grants.gov using their user name and password. The manifest contains the name of files and the size of the file that was received by Grants.gov. Inadequate memory on your computer may affect your ability to attach files to the application and process them for submission. Refer to Section IV.B, Content and Form of Application Submission for further information.

**3. Program Requirements.** Applicants must meet the following program requirements outlined below in this NOFA. The program requirements are:

**a. Residual Receipts.** Applicants must have a residual receipt account separate from the Reserve for Replacement account, or agree to establish this account as a condition for getting an award.

**b. Compliance.** Applicants must comply with your Loan Agreement, Capital Advance Agreement, Regulatory Agreement, Housing Assistance Payment contract, Project Rental Assistance Contract, Rent Supplement or Loan Management Set-Aside (LMSA) contract, or any other HUD grant or contract document.

**c. HUD-2530.** If selected, Applicants must file a form HUD-2530 for all construction contractors, architects, consultants, and service provider organizations under direct contract with you that will be engaged under this NOFA within 30 days of execution of the grant award.

**d. HUD's Uniform Physical Conditions Standards.** Your project must meet HUD's Uniform Physical Conditions Standards at 24 CFR part 5, subpart G. Based on the most recent REAC physical inspection report the project must have a satisfactory rating as evidenced by a score of 60 or better; or if the project received a score less than 60, it must have a HUD-approved schedule repair plan for the development. Additionally, the project must not have any uncorrected and outstanding Exigent Health and Safety violations. Finally, the project must not have a management review with a rating of .minimally satisfactory or unsatisfactory with open and unresolved findings.

**e. Supportive Services Plan.** Applicants must develop and submit a Supportive Services Plan (SSP), which should detail the services and coordination of the supportive services to be offered in the ALF or the SEH by the appropriate state or local organization(s), as well as the expected sources of funds for those supportive services. (See Section IV.B. below for information regarding what must be in the SSP). You must submit one copy of your SSP to each appropriate

state or local service funding organizations well in advance of the application deadline, for appropriate review on whether the proposed supportive services are well designed to meet the needs of the elderly, frail elderly and persons with disabilities who will reside in the project. The state or local service provision organization(s) must return the SSP to Applicant with appropriate comments and a letter of intent or MOU t, which must be included with the application that is submit to HUD.

**f. Service-Enriched Housing (SEH) Requirements.** If an applicant is seeking a grant for SEH, you are to make available supportive services to assist the residents in carrying out activities of daily living, and may do so through licensed or certified third party service providers. As set forth in the statute, (12 U.S.C. 1701q-2(g), as amended by P.L. 111-372 (Jan. 4, 2011)) and any requirements set forth in this subsection below, SEH must:

(1) Include the position of a service coordinator, which may be funded as an operating expense of the property, further described in Section III.E.3.n.;

(2) Provide separate dwelling units for residents, each of which contains a full kitchen and bathroom;

(3) Include common rooms and other facilities appropriate for the provision of supportive services to the residents of the housing; and

(4) Provide residents with control over health care and supportive services decisions, including the right to accept, decline, or choose such services, and to have the choice of provider. In addition to the above requirements, the SEH must following ONE of the following options below:

- a) Enhanced Service Coordinator - The role of the enhanced service coordinator will assess residents with identifying, accessing and coordinating services; monitor services; and build partnership and communication with servicer providers.
- b) Wellness Nurse - This option would employ a Service Coordinator and a Wellness Nurse to support the SEH. Through this pairing the two position will
  - a. Function as an interdisciplinary team.
  - b. Provide health education and health monitoring
  - c. Serve as a liaison between primary care and other providers
  - d. Nurse may perform nursing duties such as assessments and medication assistance.
- c) Home Care/Personal Care- In addition to the positions of the enhanced Service Coordinator and Wellness Nurse the SEH would employ, contract, or through a partnership with a home care or personal care aides.
- d) Partnership with Health Care Entity- This option would combine the above subparagraphs along with a partnership with a local health care entity to provide primary care services or behavioral health care to the SEH. This partnership can serve as the residents' primary care or an enhancement to their existing primary care service.

**g. ALF Licensing Requirements.** If an applicant is seeking a license as an ALF, you must submit, with your application, an agreement to pursue the appropriate ALF licensing in a timely

matter. Applicants must **ALSO** submit the SSP to the appropriate organization(s), which license(s) ALFs in your jurisdiction (See Section III.E.2.e for submission of support letter by the licensing agency).

(1) The licensing agency (ies) must review and approve that the ALF and proposed supportive services are consistent with local statutes and regulations, and are well designed to meet the needs of frail elderly persons and people with disabilities who will reside in the ALF portion of your project.

(2) Your ALF must be licensed and regulated by the state (or if there is no state law providing such licensing and regulation, by the municipality or other subdivision in which the facility is located). Each assisted living unit must include its own kitchen, bathroom, bedroom, living/dining area (1 bedroom unit) or kitchen, bathroom, bedroom/living/dining area (efficiency unit) and must meet the state and/or local licensing, building, zoning, and other requirements for an ALF.

**h. Occupancy Requirements for ALF.** Your ALF must be available to qualified elderly persons, frail elderly persons, and persons with disabilities, consistent with the rules and payment plans of the state, which need and want the supportive services in order to remain independent and avoid premature institutionalization. Your SEH should be available to qualified elderly persons, frail elderly, and persons with disabilities.

(1) Residents must be tenants or residents of the multifamily project and must comply with the requirements applicable to the project. Therefore, additional rent cannot be charged over what is charged to residents in any non-ALF or non-SEH portion of the project. All admissions to the ALF or SEH portion of the project must be administered through the applicable project admissions office.

(2) Persons accepted into the ALF must sign an admissions agreement, the admissions agreement will become an addendum to the applicable project lease.

(3) At a minimum, the ALF must provide room, board, and Continuous Protective Oversight (CPO). CPO involves a range of activities and services that may include such things as awareness by management and staff of the occupant's condition and location as well as an ability to intervene in a crisis for ALF occupants on a 24-hour basis. Such requirements include:

- Independent Occupants. For independent occupants, requirements include awareness by management and staff of the occupant's condition and whereabouts as well as the availability of assistance for the occupants as needed;
- Dependent Occupants. For dependent occupants, requirements include supervision of nutrition, assistance with medication and continuous responsibility for the occupants' welfare; and
- Residents moving into an ALF unit must agree to accept as a condition of occupancy the board and services required to comply with state and local laws and regulations.

**i. Meal Requirements for ALF.** Your SSP should outline how the meals will be provided to residents of the ALF and whether the meals will be provided through the facility or by a third party. If the facility is a licensed ALF, the ALF must provide three meals per day, and must follow the state or local meal requirements, if more stringent.

(1) Residents whose apartments have kitchens must take at least the number of meals a day provided by the facility, per their mandatory meals requirement, or as required by state or local rules, if more stringent. If the facility does not have a mandatory meals plan, then state and local rules govern.

(2) Residents, in ALF projects that are constructed without kitchens in their units, must take such meals as required by their mandatory meals agreement, if applicable, or by the state's mandated requirements if more stringent (e.g., two meals, two snacks daily).

(3) The meal plan must accommodate residents with special needs diets for health and safety reasons (e.g. soft foods, diabetic diet, etc.) and for religious beliefs and practices (e.g. Kosher, Halal, vegetarian, etc.). ALF management must coordinate meal requirements with the needs of residents who are out part of the day (e.g., in day care). Meal programs must not be operated at a profit by the project owner.

**j. Admissions.** Priority admissions for ALF or SEH units are as follows:

(1) Current residents desiring an ALF or SEH unit and meeting the program requirements (no resident can be required to accept an ALF or SEH unit);

(2) Qualified individuals or families needing ALF or SEH services that are already on the project's waiting list;

(3) Qualified individuals or families in the community needing ALF or SEH services wanting to be added to the project's waiting list;

4) Qualified non-elderly persons with disabilities needing supportive services are eligible to occupy these units on the same basis as elderly persons, as may be allowed per the applicable HUD Regulatory Agreement, except for Section 202 capital advance projects, which are limited to elderly persons age 62 and over.

**k. Waiting Lists.** The management of the project must set up a separate waiting list for ALF or SEH units. ALF units must be for eligible residents who meet the admissions/discharge requirements as established for assisted living by state and local licensing or HUD frailty requirements under 24 CFR 891.205, if more stringent.

**l. Declaration of Restrictive Covenants.** All project owners participating in the ALCP must provide a Declaration of Restrictive Covenants (DRC) upon receipt of a grant under this program. The DRC will be recorded with the land to retain the low income character of the housing and to maintain the project (including the ALF or SEH) as a moderate-, low-, or very

low-income facility (as appropriate) for 20 years beyond the current 40- to 50-year term of the mortgage loan or capital advance.

**m. Service Coordination.** The ALCP requires service coordination for linking residents of ALF or SEH housing to available services in the community. All projects funded under this NOFA must have sufficient service coordination in place to ensure that services meet licensing requirements, meet the needs of the residents, and are available to residents on an ongoing basis.

The application must describe your service coordination planned efforts. (See Section IV.B. of this NOFA). The service coordination description needs to show evidence on the form SF424, that funding for service coordination is provided by other sources. In any jurisdiction or neighborhood that receives funding for service coordination for either the same geographic area or the same population, for ROSS Service Coordinators, Public Housing Family Self-Sufficiency, Housing Choice Voucher Family Self-Sufficiency, HOPE VI Revitalization, Choice Neighborhoods, Elderly/Disabled Service Coordinators, HUD-VASH, Family Unification Vouchers, Multi-Family Service Coordinators, Continuum of Care program and/or other special use housing assistance with services or service coordination, HUD encourages coordination so that shared resources can be leveraged to avoid duplication of services and to improve access and service delivery for participating families.

(1) The ALF or SEH must be staffed either directly or indirectly as a result of your coordination with local agencies, depending on state regulations or local requirements. These service coordinators may also serve non-ALF or non-SEH residents of the project or other eligible households in the local community on a time available and appropriate fee basis.

(2) If you are a Section 202 PRAC project owner, you can pay for the service coordinator out of PRAC funds. (Owners of Section 202/PRAC projects are reminded that they may include a PRAC payment of up to \$15/unit/month not to exceed 15 percent of the total program cost, consistent with 24 CFR 891.225(b)(2) to cover part of the cost of meals and/or supportive services for residents of the ALF or SEH.

(3) If your property has available Section 8 operating funds or excess income (i.e. .project funds.), not needed for critical project expenses, you can pay for the service coordinator out of these funds. Owners may submit requests to use Section 8 operating funds or excess income pursuant to instructions in Housing's Management Agent Handbook 4381.5, REVISION-2, CHANGE-2, Chapter 8 and Housing Notice H 02-14. HUD field staff may approve use of these project funds at any time, consistent with current policy. For more information, please review the NOFA for Service Coordinator in Multifamily Housing.

(4) The ALF or SEH housing may cater to the special needs of residents depending on their condition or diagnosis, such as Alzheimer's disease. If the ALF or SEH caters to special needs residents, the design/environment of such facilities must accommodate those needs, e.g., dementia special care unit. However, such specialized services must be licensed or certified by the state or locality.

For further guidance on service coordinators, please refer to Handbook 4381.5 REV-2,

CHANGE-2, Chapter 8, .The Management Agent's Handbook, which is also available through HUD's Client Information and Policy System (HUDCLIPS) - Housing database on HUD's website at <http://www.hud.gov/offices/adm/hudclips/>.

(5) Training for ALF and SEH staff is an eligible project cost under existing operating procedures.

For further information on ALFs, please refer to Handbook 4600.1, CHG-1, Mortgage Insurance for Residential Care Facilities, Chapter 13. This Handbook and recent ALF program Notices are accessible through HUDCLIPS on HUD's website at: <http://www.hud.gov/offices/adm/hudclips/>

**n. Separation of Income and Expenses.** The ALF or SEH operation must be part of the project owner's management organization; however, some or all of its functions may be contracted out. The ALF or SEH housing budget must be a two-tiered structure that has board and supportive service income and expenses maintained separately and independently from the regular income and expenses of the applicable project. The two components of costs are:

(1) Charges/payment for board, (not including rent for the unit) which may be on a sliding scale or any other equitable fee system; and

(2) Charges/payment for necessary supportive services, which may include a combination of resident fees, Medicaid and/or other third party payments.

**o. Other HUD Grants or Funds.** If selected under this NOFA, Applicants must notify HUD of any other HUD grants or funds that you are applying for that relates to any aspect of the rehabilitation or construction of the ALCP project.

**p. Energy Efficiency Standards.** Owners are required to build to a higher standard by incorporating components of sustainable design. At a minimum, energy efficiency strategies and water conservation appliances and fixtures must be incorporated in the design, construction, and operation of all projects.

(1) Energy Efficiency Products and Appliances. All projects must purchase and install ENERGY STAR-labeled products and appliances when new products are installed or older obsolete products or appliances are replaced as part of the scope of work. For more information on Energy Star appliances and products, please see [www.energystar.gov](http://www.energystar.gov).

(2) Water Conservation Fixtures. Installation of water-conserving fixtures is required for the conversion when new products are installed or older obsolete products are replaced. Water Conservation fixtures are resource efficient plumbing and appliances such as low flow showerheads and faucet and high efficiency toilets. The materials used in the conversion should be either the most current Water Sense product or a greater water efficiency product. More information is available at [http://www.epa.gov/oaintrnt/water/more\\_info.htm](http://www.epa.gov/oaintrnt/water/more_info.htm).



**q. Prohibition Against Lobbying Activities.** The Byrd Amendment prohibits ALCP recipients of federal contracts, grants, or loans from using appropriated funds for lobbying activities. (Refer to Section III.C. of the **General Section** for further instructions regarding this requirement.)

**r. Economic Opportunities for Low and Very Low-Income Persons (Section 3).** Applicants must comply with Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u (Economic Opportunities for Low and Very Low-Income Persons) and the implementing regulations at 24 CFR part 135. Applicants must ensure that training, employment, contracting and other economic opportunities shall, to the greatest extent feasible, be directed toward low and very low-income persons, particularly those who are recipients of government assistance for housing and to business concerns which provide economic opportunities to low and very low-income persons in the area in which the proposed project will be located.

To comply with Section 3 requirements you are hereby certifying that you will strongly encourage your general contractor and subcontractors to participate in local apprenticeship programs or training programs registered or certified by the Department of Labor's Office of Apprenticeship, Training, Employer and Labor Services or recognized State Apprenticeship Agency. To receive up to two (2) points, you must submit, under Exhibit 3(j), a description on how you plan to incorporate the Section 3 requirements into your proposed project with goals for expanding training and employment opportunities for low and very-low income (Section 3) residents as well as business concerns. Refer to Section III.C.4.d of the General Section for more information on Section 3.

**s. Affirmatively Furthering Fair Housing.** Section 808(e)(5) of the Fair Housing Act imposes a duty on HUD to affirmatively further the purposes of the Fair Housing Act in its housing and urban development programs. Accordingly, HUD requires recipients of HUD funds, including those awarded and announced under HUD's FY2013 funding notices, to take affirmative steps to further fair housing. Your application must include a discussion of how the proposed will affirmatively further fair housing. See Section III.C.5 of the General Section for additional AFFH information and requirements.

See the instructions for Exhibit V.d. of this announcement for the specific requirements under this NOFA.

#### **4. Non-discrimination and Other Requirements**

**a. Fair Housing and Other Civil Rights Laws.** Refer to Section III.C.4. of the **General Section** for additional requirements and information regarding non-discrimination and other Requirements, including, but not limited to, compliance with the requirements of Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title II and III of the American with Disabilities Act of 1990, the affirmative fair housing marketing requirements of section 24 CFR 200.600, Subpart M and the implementing regulations at 24 CFR part 108, which requires that the project be marketed to those least likely to apply, including those who are not generally served by the agency administering the program, and other applicable federal, state,

and local laws prohibiting discrimination and promoting equal opportunity, including affirmatively furthering fair housing, and other certifications listed in the application.

**b. Federal Physical Accessibility Requirements.** Applicants must comply with the accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and any applicable provisions of Title II and Title III of the Americans with Disabilities Act and applicable Fair Housing Act design and construction requirements for all portions of the development physically affected by this proposal. Activities or programs must be held in accessible locations in accordance with Section 504 of the Rehabilitation Act of 1973 and any applicable provisions of Title II and Title III of the Americans with Disabilities Act and whether on-site or off-site to ensure that individuals with disabilities receive the benefits and services of the program or activity.

**c. Section 232 of the National Housing Act.** For ALF, applicants must comply with Section 232 (b) of the National Housing Act as applicable.

**d. Davis-Bacon requirement and the Contract Work Hours and Safety Standards Act.** Applicants must comply with the Davis-Bacon requirements and the Contract Work Hours and Safety Standards Act as applied to this program. Davis-Bacon does not apply statutorily to the ALCP; however, the Department has administratively determined that Davis-Bacon standards and overtime rates, in accordance with the Contract Work Hours and Safety Standards Act, will be adhered to in any ALCP conversion grant program in which the total cost of the physical conversion to an ALF or to SEH (and including any additional renovation work undertaken at the same time) is \$500,000 or more (this includes ALCP grant funds, owner funds, or any third party funds loaned or granted in support of the conversion or other renovation for the project associated with this grant); **and** in which the ALF or SEH portion of the project is 12 units or more.

**e. Ensuring the Participation of Small Business, Small Disadvantaged Businesses, and Woman-Owned Businesses.** HUD is committed to ensuring that small businesses, small disadvantaged businesses, and woman-owned businesses participate fully in HUD's direct contracting and in contracting opportunities generated by HUD's financial assistance. (Refer to the General Section for further instructions regarding this requirement.)

**f. Executive Order 13166, Improving Access to Persons with Limited English Proficiency (LEP).** ALCP applicants who receive funding must take reasonable steps to ensure meaningful access to their programs and activities to persons with limited English proficiency by providing materials and information in languages other than English that are common in the community, if speakers of these languages are found in significant numbers and come into frequent contact with the program. These could include providing materials and information in languages other than English and making applications and other materials available in languages other than English. To aid recipients, HUD published *Final Guidance to Federal Financial Assistance Recipients: Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons* (LEP Guidance) in the Federal Register on January 22, 2007 (72 FR 2732). For assistance and information regarding LEP obligations, go to [http://www.justice.gov/crt/lep/guidance/HUD\\_guidance\\_Jan07.pdf](http://www.justice.gov/crt/lep/guidance/HUD_guidance_Jan07.pdf).

**g. Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations.** HUD has undertaken a review of all policies and regulations that have implications for faith-based and community organizations, and has established a policy to provide full and equal access to grassroots faith-based and other community-based organizations. (Refer to the **General Section** for specific instructions regarding this requirement.)

**h. Accessible Technology.** The Rehabilitation Act Amendments of 1998 apply to all electronic information technology (EIT) used by an ALCP recipient for transmitting, receiving, using, or storing information to carry out the responsibilities of the ALCP awards. (Refer to Section III.C. of the **General Section** for specific instructions regarding this requirement.)

**i. Effective Communication.** Applicants obtaining federal financial assistance from HUD shall take appropriate steps to ensure effective communication with persons with disabilities, including steps to ensure that all notices and communication are effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and HUD regulations at 24 CFR 8.6 and Title II and III of the American with Disabilities Act, as applicable.

**j. Participation in HUD-Sponsored Program Evaluation.** As a condition of the receipt of ALCP funds, successful applicants are required to cooperate with all HUD staff or contractors performing HUD-funded research and evaluation studies.

**k. OMB Circulars and Government-wide Regulations Applicable to Financial Assistance.** ALCP applicants are subject to the Administrative Requirements of OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations; OMB Circular A-122 (24 CFR 230), Cost Principles for Non-Profit Institutions; the administrative requirements of 24 CFR Part 84; and the procurement requirements of 24 CFR 84.44. (Refer to the **General Section** for additional information on this requirement).

**l. Environmental Requirements.** Your ALCP application is subject to the National Environmental Policy Act of 1969 and applicable related federal environmental authorities. (See 24 CFR part 50, as applicable). An environmental review will be completed by HUD before awarding any grant under this program. ALCP projects are ‘critical actions’ for purposes of 24 CFR part 55 and must comply with requirements applicable to ‘critical actions’, including floodplain management review requirements, if proposed to be carried out in the 500-year floodplain.

**m. Most Integrated Setting Appropriate.** Projects must be administered in the most integrated setting appropriate to the needs of qualified persons with disabilities, as required by 24 CFR 8.4(d). This means that programs or activities must be offered in a setting that enables individuals with disabilities to interact with persons without disabilities to the fullest extent possible. Projects cannot be designed to offer regimentation in daily activities, lack of privacy, policies limiting visitors, or limits on one’s ability to manage their own activities of daily living or participate in community activities. Further, projects cannot subject individuals with

disabilities to rules that do not apply to other residents, such as rules restricting their use of housing or their ability to interact with individuals without disabilities.

Please carefully review the General Section for any Additional Nondiscrimination and Other Requirements.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

##### **A. Electronic Application Submission.**

Applications under this NOFA must be received electronically through the Federal website Grants.gov, unless a waiver of this requirement is granted in accordance with the instructions below. The procedures for electronic submission of applications are contained in HUD's General Section posted to [www.Grants.gov](http://www.Grants.gov).

**1. Waiver Requests.** Applicants that are unable to submit their application electronically in accordance with 24 CFR 5.110 must seek a waiver of the electronic grant submission requirement. You must submit a waiver request no later than 15 days before the application deadline date. Waiver requests may be submitted by mail, fax, or email, and must be on the applicant's letterhead and signed by an official with the legal authority to request a waiver from the Department. Waiver requests must meet the following requirements:

- Mailed Requests. A mailed request must be sent to Carol J. Galante, Assistant Secretary for Housing—Federal Housing Commissioner, Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, DC 20410-8000.
- Faxed Requests. Send faxed requests to (202) 708-3104. This is not a toll-free number.
- Electronic Mail Requests. Send email requests to [Aretha.M.Williams@hud.gov](mailto:Aretha.M.Williams@hud.gov)
- Timely Receipt Requirements for Applicants Receiving a Waiver of Electronic Submission. You must submit an original and four copies of your completed ALCP application to HUD by the deadline date, if applicants requested and received a waiver of the electronic submission requirement. Applicants receiving waiver approval to submit a paper application must follow the instructions in the approval notification regarding where to submit the application and the number of copies required. All paper applications granted a waiver must be submitted to HUD Headquarters at the address above no later than 4:00 p.m. eastern time on the deadline date. All applications delivered to HUD Headquarters go through a screening process. The screening service closes at 5:00 p.m. eastern time and is only available Monday through Friday and not on Federal holidays. There is no grace period. HUD will not accept paper applications from applicants that did not receive a waiver.

**2. Multiple Applications.** Owners may not submit multiple applications for the same elderly housing development in a single year. HUD will only accept one ALCP application per project.

Therefore, if HUD receives multiple applications, it will consider only one application for the same elderly housing project. The decision on which application to consider for funding will be the first unique application for the project based upon the date and time stamp of the notification of validation by Grants.gov. If an applicant submits multiple copies of the same application, HUD will review the last application that meets the timely receipt requirements as stated in the General Section.

**3. Technical Assistance.** Before the ALCP application deadline date, HUD staff will be available to provide you with general guidance and technical assistance. HUD staff cannot provide assistance in preparing your application. For technical support for downloading the ALCP application or submitting the application, call the toll free Grants.gov Customer Support line at 1-800-518-GRANTS (this is a toll-free number) or send an email message to support@grants.gov. The customer support center is open twenty-four hours a day, seven days per week, except federal holidays.

**4. HUD Website.** Additional information or documents is available on HUD's website at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

**5. Webcast.** HUD will provide technical assistance and training through an online webcast for potential applicants. For more information about the date and time of the broadcast, you should contact your local HUD Office or go to HUD's web site at: <http://www.hud.gov/webcasts/index.cfm>.

**B. Content and Form of Application Submission.** There are eleven required exhibits under the ALCP, including prescribed forms and certifications. In cases where your articles of incorporation and bylaws have NOT changed since the project was originally approved by HUD, your signature on the SF424 signifies that you are self-certifying to that effect - that the documents on file with HUD are current and sufficient. Exhibits for which self-certification of currency is possible are Exhibits 2(a) and (b).

In addition to the relief of paperwork burden, you will not have to submit certain information and exhibits you have previously prepared. See individual item descriptions, below to identify such items. An example of such an item may be the FY2011 Annual Financial Statement. Your application must include all of the information, materials, forms, and exhibits listed below (Please see the General Section for instructions on how to submit third party and other documents such as Articles of Incorporation; by-laws; copies of original plans; evidence of financial commitment; letter(s) from zoning officials; etc.).

Attachment file names must not be longer than 50 characters and must not contain spaces or special characters. Applications will be rejected by Grants.gov if applicants fail to follow these instructions. Detailed submission instructions, including file naming requirements, are contained in the General Section.

## **1. Programmatic Application Requirements**

**a. Exhibit I - Application Summary for the Assisted Living Conversion Program.**

Submission of completed Form HUD92045.

**b. Exhibit II - Nonprofit Status.** Evidence as an applicant, you are a private nonprofit organization or nonprofit consumer cooperative and have the legal ability to operate an ALF or SEH program, per the following:

(1) Articles of Incorporation, constitution, or other organizational documents, or self-certification of these documents if there has been no change in the Articles since they were originally filed with HUD; and

(2) Bylaws, or self-certification of bylaws, if there has been no change in the bylaws since they were originally filed with HUD.

**c. Exhibit III - Community Support.** A description of community support for your ALCP project:

(1) A description of your links to the community at large and to the minority and elderly communities in particular; and

(2) A description of your efforts to involve elderly persons, minority elderly persons, persons with disabilities, minority persons with disabilities and persons with limited English proficiency in:

(a) The development of the application;

(b) The development of the ALF or SEH operating philosophy;

(c) Review of the application prior to submission to HUD; and

(d) Whether or not you intend to involve eligible ALF or SEH residents in the operation of the project.

(3) A description of your involvement in your community's Consolidated Planning processes including:

(a) An identification of the lead/facilitating agency(ies) that organizes and/or administers the process;

(b) A listing of the Consolidated Plan areas in which you participate; and

(c) The level of your participation in the process, including active involvement with any neighborhood-based organizations, associations, or any committees that support programs and activities that enhance projects or the lives of residents of the projects, such as the one proposed in your application.

As an applicant, if you are not currently actively involved, describe the specific steps you will take to become active in the Consolidated Planning processes. (Consult the local HUD office for the identification of the Consolidated Plan community process for the appropriate area.)

(4) A description of how the assisted living facility or SEH will implement measures that will result in assisting residents to age in place with an improved living environment.

(5) Policy Priority: HUD has selected the policy priority .Capacity Building and Knowledge Sharing for this NOFA. To receive one (1) point for this policy priority, refer to Section V.A.1.and Rating Factor 1.

**d. Exhibit IV - Evidence of Occupancy.** Evidence that your project has been occupied for at least five years prior to the date of this application to HUD.

**e. Exhibit V - Market Analysis.** A market analysis of the need for the proposed ALF units, including information from both the project and the housing market containing:

(1) Evidence of need for the ALF or SEH by current project residents:

(a) A description of the demographic characteristics of the elderly residents currently living in the project, including:

- i. The current number of residents;
- ii. Distribution of residents by age, race, and sex;
- iii. An estimate of the number of residents with frailties/limitations in activities of daily living;
- iv. An estimate of the number of residents in need of assisted living services (i.e., the number of frail elderly as defined by this NOFA) or service-enriched housing services (i.e. the number of elderly with functional limitations); and
- v. An estimate of the number of residents who have limited English proficiency, and

(b) A description of the services currently available to the residents and/or provided on or offsite; and what services are lacking.

(2) Evidence of the need for ALF or SEH units by very low-income elderly and households members with disabilities in the market area including:

(a) A description of the trend in elderly and persons with disabilities population in the market area and household change;

(b) Data on the demographic characteristics of the very low-income elderly in need of assisted living services (age, race, sex, household size, and tenure); and

(c) Extent of residents with frailty/limitations in existing federally assisted housing for the elderly (HUD and Rural Housing Service); and an estimate of the very low-income elderly and persons with disabilities in need of assisted living taking into consideration any available state or local data.

(3) The current market study must be specific to the type of project and units being proposed in the application.

(4) A description of the extent, types, availability, and cost of alternate care and services that are available locally, such as home health care; adult day care; housekeeping services; meals programs; visiting nurses; on-call transportation services; health care; and the providers of such supportive services who address the needs of the local low income population.

(5) A description of how information in the community's Consolidated Plan was used in documenting the need for the ALF or SEH (covering items in c. above). As the applicant, you should also describe the specific steps you plan to undertake in affirmatively furthering fair housing to:

(a) Remedy discrimination in housing;

(b) Promote fair housing rights and fair housing choice; and

(c) Affirmatively market properties to those least likely but eligible to apply.

See Section III.C.4.b. of the General Section for a further discussion on affirmatively furthering fair housing.

**f. Exhibit VI - Physical Construction.** A description of the physical construction aspects of the ALF or SEH conversion, including the following:

(1) How the applicant proposes to carry out the physical conversion (including a timetable and relocation planning). Completion of the Logic Model will assist in completing your response to this Exhibit.

(2) A short narrative describing the proposed conversion plan and the modifications. The narrative should include the number of units, special design features, community and office space/storage, dining and kitchen facility (if applicable) and staff space, and the physical relationship to the rest of the project. The narrative also must include a brief description of the necessary repairs/renovations that are needed in relation to the actual physical conversion. Applicants must also describe how this design will facilitate the delivery of services in an economical fashion in the most integrated setting appropriate to the needs of the participating residents with disabilities and accommodate the changing needs of the residents over at least the next 10 years.

(3) A description of how the project will incorporate energy and water efficiency standards. Refer to Section III.C.3.p. of this NOFA and the General Section for further guidance.



(4) A copy of the original plans for all units, and other areas of the development to be included in the conversion.

(5) A description of the conversion must clearly address how the units will conform to the accessibility requirements of Section 504, the Fair Housing Act, and the American with Disabilities Act, as applicable. (For example, all door openings must have a minimum clear opening of 32 inches; and, all bathrooms and kitchens must be accessible to and functional for persons in wheelchairs.)

(6) Architectural sketches of the conversion to a scale of 1/4 inch to one foot that indicate the following:

- (a) All doors to be widened to meet the standards;
- (b) Typical kitchen and bathroom reconfiguration: show all wheelchair clearances, wall reinforcing, grab bars, and elevations of counters and work surfaces;
- (c) Bedroom/living/dining area modification, if needed;
- (d) Any reconfigured common space;
- (e) Added/reconfigured office and storage space;
- (f) Monitoring stations; and
- (g) Kitchen and dining facility (if applicable).

All architectural modifications must meet Section 504, Fair Housing Act, and ADA requirements as appropriate.

(7) A budget showing estimated costs for materials, supplies, fixtures, and labor for each of the items listed above in Section IV.B.6.f, items (1) through (7).

(8) Include firm financial commitment letters with specific dollar amounts from appropriate organization(s) for conversion needs (within the scope of this conversion NOFA) which will be supported by non-HUD funding.

(9) A description of any relocation of current tenants including a statement that:

- (a) Identifies all tenants to be moved temporarily to another unit within the development OR from the development during the period that the physical conversion of the project is underway.
- (b) Indicates the estimated cost of temporary relocation payments and other related services, and the basis for the estimate;

- (c) Indicates the source of funds to be used to pay relocation costs.
- (d) Identifies the staff organization that will carry out the relocation activities; and
- (e) Indicates temporary relocation will not extend beyond one year. If it takes more than one year to return the tenant to his or her previous unit or location, the grantee must pay permanent relocation benefits immediately. This assistance would be in addition to any assistance the person has already received for temporary relocation and may not be reduced by the amount of any temporary relocation assistance. Receiving permanent relocation benefits does not mean that the resident has lost the right to return to the project or unit.
- (f) Indicate in the relocation plan for residents who are temporarily relocated during the conversion that do not need or seek ALF services.
- (g) Indicates that all persons occupying units to be converted have been issued the appropriate required General Information Notice and advisory services information (receipt also required) at the time the application is submitted. Attach a copy of the General Information Notice that was sent. (See HUD Handbook 1378 for further guidance regarding General Information Notices.)

**NOTE:** If any of the relocation costs are from sources other than the ALCP grant, applicants must provide evidence of a firm financial commitment of these funds. When evaluating applications, HUD will consider the total cost of proposals (i.e., cost of conversion, temporary relocation, service coordinator, and other project costs).

(10) Section 3 Requirements. Address how training, employment, contracting and other economic opportunities will be directed to low- and very low-income persons that receive government assistance for housing and to business concerns that provide economic opportunities to low- and very-low-income persons.

**g. Exhibit VII - Retrofit or Renovation Work.** A description of any retrofit or renovation that will be done at the project (that is separate and distinct from the conversion, i.e., third party funds or other available project funds). With such description, include as part of your application submission firm commitment letters from third party organizations in specific dollar amounts that will cover the cost of any work outside the scope of this NOFA.

**h. Exhibit VIII - Evidence of Permissive Zoning.** A letter from the local zoning official indicating evidence of permissive zoning. Also, show that the modifications to include the ALF or SEH into the project as proposed are permissible under applicable zoning ordinances or regulations.

**i. Exhibit IX - Supportive Services Plan.** A supportive services plan (SSP), a copy of which must be submitted to the appropriate state and/or local agency as instructed in Section III.C.

above. For those applicants needing to contact state Medicaid offices, a list is provided on the Internet at <http://www.cms.gov/>.

Applicants must submit a Supportive Services Plan (SSP) for the services and coordination of the supportive services that will be offered in the ALF or SEH to the appropriate state or local organization(s), which are expected to fund or provide those supportive services. The plan must also describe the common space and/or office space available or planned to provide sufficient service space. You must submit one copy of your SSP to each appropriate state or local service organizations well in advance of the application deadline, for appropriate review. The state or local organization(s) must return the SSP to you with appropriate comments and an indication of the commitment for services, which you will then include with the application you submit to HUD.

Applicants must ALSO submit the SSP to the appropriate organization(s) that license ALFs in your jurisdiction. The licensing agency(ies) must approve your plan, and must also certify that the ALF and the proposed supportive services identified in your SSP, are consistent with local statute and regulations and well designed to serve the needs of the frail elderly and people with disabilities who will reside in the ALF portion of your project.

The **SSP** must include:

(1) A description of the supportive services needed for the residents that the ALF or SEH is expected to serve. The SSP should also indicate how the applicant will make other appropriate efforts to ensure that residents are adequately informed of the services options available to promote resident independence and quality of life.

**(a) For ALFs** - As an applicant, if you are applying as an ALF, your SSP must include:

- i. A description of the supportive services needed for the residents of the ALF, as they relate to state ALF requirements. This includes at least (3) meals and such other supportive services required locally or by the state. Examples of both mandatory and optional services (which will vary from state to state) are: two meals and two snacks or three meals daily; 24-hour protective oversight; personal care; housekeeping services; personal counseling; and transportation. The narrative should also include a brief description of the common spaces available to provide the intended services.
- ii. A description of how you will provide the supportive services to those who are frail or have disabilities including an explanation of how the service coordination role will facilitate the adequate provision of such services to ALF residents and how the services will meet the identified needs of the residents. Also indicate how you intend to fund the service coordinator role.
- iii. A description of the operation of your ALF. Please include:
  - o General operating procedures;
  - o How will the ALF promote the autonomy and independence of the frail elderly and persons with disabilities;

- What the service coordination function will do and the extent to which this function already exists, or will be augmented, or new;
  - ALF staff training plans; and
  - The degree to which and how, the ALF will relate to the day-to-day operations of the rest of the project.
- iv. The total monthly individual rate for board and supportive services. List the total and components of the total fee for the items required by state or local licensing for the ALF. Provide a list of the appropriate rate for any optional services you plan to offer to the ALF.
- v. List the amount and who will pay for any board and supportive services, not otherwise reimbursed by state Medicaid programs. For example, include such items as:
- Meals by sponsors - \$20
  - Housekeeping services by the City government - \$30
  - Personal care by State Department of Health - \$60
  - Service paid for by state program - \$40
  - Fees paid by tenants - \$83

The amounts and commitments from both tenants and/or providers must equal the estimated amounts necessary to cover the monthly rates for the number of people expected to be served. If you include tenant fees in the proposal, list and show any proposed scaling mechanism. All amounts committed/collected must equal the annualized cost of the monthly rates calculated by the expected percentage of units filled.

- vi. A support/commitment letter from EACH supporting agency, as described in paragraph Section III.E.2.e., above for the planned meals (if applicable) and supportive services listed in the application.

**NOTE ON EXISTING COMMITMENTS:** A self-declaration of existing commitments and/or submission of an existing commitment letter(s) is not an indication of support by the appropriate agency. The appropriate agency must indicate in the letter their review of the SSP taking into consideration the inclusion of the proposed ALCP units under the existing funding commitment.

- vii. A letter from the appropriate organization that license ALFs in your jurisdiction. The licensing agency(ies) must approve your plan, and must also certify that the ALF and the proposed supportive services identified in your SSP, are consistent with local statute and regulations and well designed to serve the needs of the frail elderly and people with disabilities who will reside in the ALF portion of your project. The support letter from the governmental agency must include the following:
- Confirmation that the appropriate agency has reviewed the SSP plan and provided the applicant with their appropriate comments.
  - Acknowledgement of the proposed ALF units.
  - Their approval or the conditions of approval of the proposed ALF.]

**NOTE:** Submission of an existing license or operating certificate is not an indication of support by the appropriate licensing agency. The appropriate licensing agency must indicate in the letter their review of the SSP taking into consideration the inclusion of the new ALF units under the existing license or operating certificate.

- viii. A description of your relevant experience in arranging for and/or delivering supportive services to frail residents. The description should include any supportive services facilities owned/operated; also describe your past or current involvement in any project-based programs that demonstrates your management capabilities. The description should also include data on the facilities and specific meals and/or supportive services provided on a regular basis, the racial/ethnic composition of the populations served, if available, information and testimonials from residents or community leaders on the quality of the services, and indicate the number of years of experience in arranging for and/or delivering support services to frail residents or elderly persons with functional limitations.
- ix. Policy Priority Points: HUD has selected the Policy Priority. “Using Housing as a Platform for Improving Quality of Life, “ for this NOFA. To receive one (1) point for this policy priority refers to Section V.A.c.6, Rating Factor 3: Soundness of Approach.

**(b) For Service-Enriched Housing-** As an applicant, if you are applying for Service-Enriched Housing, your SSP must include:

- i. A description of the supportive services needed for the residents that the SEH is expected to serve. The SSP should include plans on how the project plans to implement, manage, and evaluate the SEH portion of the project. The SSP should also outline the licensed or certified third party service providers who are expected to provide the supportive services available in the SEH. A description of how what option the SEH would implement in Section III.E.3.f.
- ii. A Memorandum of Understanding (MOU) or support letter between the applicant and an Aging Services Network agency; the state’s Money Follows the Person, 1915c Medicaid waiver program, or a comparable Medicaid service program; or other similar service providers expected to provide supportive services to residents. The MOU or letter of intent must include:
  - Evidence that the organization/agency has the capacity to follow through on its commitment to deliver services to the residents.
  - The scope services to provided, the frequency, role and responsibilities of parties involved, funding, terms and conditions, and any eligibility requirements (i.e. income limitations, functional impairments) for SEH residents.
  - If entering into a MOU with the service provider, the MOU must be signed by the person with the authority to commit the organization or agency. The MOU should also detail the extent to which the service coordinator and the

service provider agency/organization will work together to ensure the availability and efficiency of delivering supportive services to the SEH residents.

There must be a letter from **EACH** participating organization listed in the Supportive Service Plan. See NOTE ON EXISTING COMMITMENTS above in Section 1.a.vi. These letters should be aligned with goals and objectives of your SEH operation plan.

- A description of how the residents will be informed in a relevant and timely manner of: The services available to them;
- Their right to accept, decline, or choose such services and to have the choice of provider;
- The identity of, and relevant information for, all agencies providing any services to residents and how those Agencies or organizations shall provide residents with information regarding all procedures and requirements to obtain services, any charges or rates for the services, and the rights and responsibilities of the residents related to those services.
- 

A description of how you will provide the supportive services to those who have a functional limitation (i.e., on or off-site, or combination of on or off-site), including an explanation of how the service coordination role will facilitate the adequate provision of such services to SEH residents, and how the services will meet the identified needs of the residents. The description should also include how you intend to fund the service coordinator and a description of how residents will be made aware of the availability, identity, contact information, and role of the service coordinator.

- v. A description of the operation of your SEH. Address:
  - a. General operating procedures;
  - b. The goals and objectives as well as the anticipated outcomes, and the actions or steps necessary to achieve the goals and objectives.
  - c. How will the SEH promote the autonomy and independence of elderly persons with functional limitations?
  - d. Identify the continuous activities for securing new sources of assistance to ensure the long-term provision of supportive services.
  - e. What the service coordination function will do and the extent to which this function already exists, or will be augmented, or new;
  - f. SEH staff training plans; and

- g. The degree to which and how, the SEH will relate to the day-to-day operations of the rest of the project.
- vi. Provide the projected average monthly cost for supportive services, other than those services covered by Medicaid and/or private insurance. List the appropriate rate for any additional services you plan to offer to the SEH residents.
- vii. List the amount and who will pay for any board and supportive services, not otherwise reimbursed by state Medicaid programs or by private insurance. A description of your relevant experience in arranging for and/or delivering supportive services to frail residents. The description should include any supportive services facilities owned/operated; also describe your past or current involvement in any project-based programs that demonstrates your management capabilities. The description should also include data on the facilities and specific meals and/or supportive services provided on a regular basis, the racial/ethnic composition of the populations served, if available, information and testimonials from residents or community leaders on the quality of the services, and indicate the number of years of experience in arranging for and/or delivering support services to frail residents or elderly persons with functional limitations.
- viii. Policy Priority Points: HUD has selected the Policy Priority. “Using Housing as a Platform for Improving Quality of Life, “for this NOFA. To receive one (1) point for this policy priority refers to Section V.A.c.6, Rating Factor 3: Soundness of Approach.

**NOTE ON MEALS: For ALFs and SEH providing meals,** the meal plan must include accommodations for those residents needing special diets for health and safety reason (e.g. soft foods, diabetic diet, etc.) and for religious beliefs and practices (e.g. Kosher, Halal, vegetarian, etc.)

Policy Priority Points: HUD has selected the Policy Priority “Using Housing as a Platform for Improving Quality of Life” for this NOFA. To receive one (1) point for this policy priority, refer to Section V.A.c.6, Rating Factor 3: Soundness of Approach.

**j. Exhibit X - Project Resources.** A description of your project's resources:

(1) A copy of the most recent project Reserve and Replacement account statement, and a Reserve for Replacement analysis showing plans for its use over the next five years, and any approvals received from the HUD field office to date.

(2) Annual Financial Statement (AFS). If your FY2011 AFS was due to REAC, more than 120 days BEFORE the deadline date for this application, in the interest of reducing work burden, only include the date it was sent to REAC. If the AFS was due to REAC 120 days or less from the deadline date of this application, you MUST include a paper copy of your AFS in the application. See Section IV.B. of this NOFA for information on addresses to submit paper applications.

**i. Exhibit XI - Forms and Certifications.** The electronic application package and electronic application instructions for this NOFA contain all forms required for submitting the ALCP application. The following exhibits, forms, certifications, and assurances are required.

(1) Form HUD-92045, Multifamily Housing Assisted Living Conversion Program Application Summary Sheet.

(2) Form SF24, Application for Federal Assistance, includes your DUNS number and your response to the question as to whether you are delinquent on any federal debt, and if you are in compliance with Executive Order 12372, (a certification that you have submitted a copy of your application, if required, to the State agency (Single Point of Contact/ (SPOC) for state review). Please refer to the **General Section** for instructions in submitting this form. Indicate in box 15, Descriptive Title of Applicant's Project, if you are applying for conversion of an assisted living facility or service-enriched housing.

(3) SF424 Supplement, Survey for Ensuring Equal Opportunity for Applicants (.Faith Based EEO survey (SF-424SUPP). on Grants.gov). The information on this form will not be considered in making funding decisions; however, it will assist the federal government in ensuring that all qualified applicants have an equal opportunity to compete for federal funding.

(4) Form HUD424CB, Grant Applications Detailed Budget (HUD Detailed Budget Form. on Grants.gov).

(5) Form HUD424CBW, Grant Application Detailed Budget worksheet.

(6) Form HUD2880, Applicant/Recipient Disclosure/Update Report (HUD Applicant Recipient Disclosure Report on Grants.gov), including Social Security and Employment Identification numbers. A disclosure of assistance from other government sources received in connection with the project.

(7) Form HUD2991, Certification of Consistency with the Consolidated Plan for the jurisdiction in which the proposed ALF will be located. The certification must be made by the unit of general local government if it is required to have, or has, a complete Plan. Otherwise, the certification may be made by the state, or by the unit of general local government if the project will be located within the jurisdiction of the unit of general local government authorized to use an abbreviated strategy, and if it is willing to prepare such a Plan.

All certifications must be made by the public official responsible for submitting the plan to HUD. The certifications must be submitted by the application deadline date herein set forth. The Consolidated Plan regulations are published in 24 CFR part 91.

(8) Standard Form LLL, Disclosure of Lobbying Activities, if applicable. A disclosure of activities conducted that may influence any federal transactions.

(9) Form HUD96010, Program Outcome Logic Model.



(10) Certification of Consistency with Sustainable Communities Planning and Implementation, (HUD2995), if applicable. A certification that applicants are working with communities that have received Preferred Sustainability Status under FY2010/2011 Sustainable Communities Regional Planning Grant Program and/or the FY2010/2011 HUD funded Challenge Grant Program. This certification is required if you want to be considered for Preferred Sustainable Communities Status Bonus Points. Please visit, [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/sustainable\\_housing\\_communities/sustainable\\_communities\\_regional\\_planning\\_grants](http://portal.hud.gov/hudportal/HUD?src=/program_offices/sustainable_housing_communities/sustainable_communities_regional_planning_grants) for more information.

(11) HUD96011, Third Party Documentation Facsimile Transmittal. (Facsimile Transmittal Form on Grants.gov). This form must be used as the cover page to transmit third party documents and other information as described in the General Section as part of your electronic application submittal (if applicable).

### C. Receipt Dates and Time

**1. Application Deadline. The application deadline is 11:59:59 p.m. eastern time on November 18, 2013. Applications must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date.**

The application deadline for receipt of HUD applications via Grants.gov is 11:59:59 p.m. eastern time on the date identified in this program NOFA. Applications must be received by Grants.gov by the deadline to meet the timely receipt requirements contained in the General Section. Received means that the application has been successfully uploaded to the Grants.gov server and the applicant has received confirmation of successful submission to Grants.gov. Applicants should be aware that hitting the sign and submit button to transmit the application does not mean the application has been uploaded successfully to Grants.gov. Only when the upload is completed is the application date and time stamped by the Grants.gov system and then processed for validation. An application that has been rejected by Grants.gov is not deemed to have been received by Grants.gov. (Please see the FY2013 General Section for timely receipt requirements including what to do if the application is rejected by Grants.gov and HUD's grace period policy. As in the past, HUD encourages applicants to submit their applications early and with sufficient time to address any issues that might affect the applicant's ability to have an application successfully uploaded, received and validated by Grants.gov.

**WARNING:** As of August 15, 2012, attachment filename characters are **VALIDATED** and **ENFORCED**. Applicants are now limited to using the following characters in all attachment file names. Valid file names may only include the following UTF-8 characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, period. If applicants use any other characters when naming their attachment files their applications will be rejected. Applicants are advised to use the Grants.gov "Track My Application" capability on the Grants.gov website. Applicants can track the status of their application by entering the Grants.gov application tracking number provided on the confirmation page when an application is successfully uploaded to the Grants.gov system. HUD advises applicants to print the confirmation page and retain it for their records and to track their application online through validation. HUD also advises applicants to review the manifest reflecting the application received at Grants.gov.

**2. Limited Time for Correction of Rejection Errors.** An applicant will not be provided additional opportunities to correct rejection errors beyond the grace policy. See the FY2013 General Section for timely receipt requirements including what to do if the application is rejected by Grants.gov and HUD's grace period policy. As with any electronic system, applicants may experience issues when attempting to submit their application, which do not permit the uploading of the application to Grants.gov. Such issues can be due to firewall and virus protection software that the applicant has placed on their system or network; proxy and cache settings; internet traffic; limitation on the size of the files attempting to be transmitted, established at the applicant's site or by the applicant's internet provider; Grants.gov servers experiencing busy traffic; or any number of issues. Therefore, HUD strongly advises applicants to submit their applications at least 48 hours prior to the deadline so that assistance can be provided. Assistance may require diagnosing an applicant's particular issues. An applicant that does not follow HUD's advice increases the applicant's risk of not being able to meet the timely receipt requirements. A submission attempt less than the recommended 48 hours before the deadline does not allow the time needed to research the reason for the problem or to work with the applicant in overcoming the uploading difficulty. In addition, HUD staff cannot provide assistance or contact Grants.gov on your behalf after HUD business hours. The Grants.gov help desk is open seven days a week, 24 hours a day, except federal holidays. Grants.gov does periodic system maintenance that may render the site unavailable, and those dates are listed on the Grants.gov website well in advance of the scheduled maintenance period. Applicants are advised to take those dates into account when planning to submit their application.

**3. Grants.gov Application Processing Steps and Notifications.** For a complete description of the Grants.gov Application Processing Steps and Notifications refer to the 2013 General Section IV.C.3.

#### **D. Late Applications.**

(1) Applications received by Grants.gov after the program NOFA deadline date or applications that do not meet the requirements of HUD's grace period policy will be considered a late application and will not be considered for funding. Applicants should pay close attention to the grace period policy and the timely receipt instructions, as they can make a difference in whether HUD will accept the application for funding consideration.

(2) HUD will not consider application information submitted by facsimile as part of the application, if received by HUD after the published deadline date, unless directed by HUD under the terms of Section V.B.2., Corrections to Deficient Applications. There is no grace period for submission of facsimile transmissions, as the facsimile system is not part of Grants.gov. Please take into account the transmission time required for facsimile documents related to your application. Every time you submit an application, you must also refax all the documentation, making sure that you use the form HUD96011, Facsimile Transmittal, as the first page of each document you fax.

**E. Intergovernmental Review.** This funding opportunity is subject to Executive Order 12372 "Intergovernmental Review of Federal Programs." ALCP applicants are subject to the Executive

Order 12372 process. (Refer to Section IV.D. of the **General Section** for instructions on the intergovernmental review process.) To determine if your state has designated a State Point of Contact (SPOC), please go to [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

## **F. Funding Restrictions**

1. This program does **NOT** cover the cost of meals and supportive services. These items must be paid through other sources (e.g., a mix of resident fees and/or third party providers). Evidence of third party commitment(s) must be included as part of the application. The supportive services program must promote independence and provide personal care assistance based on individual needs in a home-like environment. In accordance with Section 504 of the Rehabilitation Act of 1973 and HUD's regulations at 24 CFR 8.4(d), the project must deliver services in the most integrated setting appropriate to the needs of qualified individuals with disabilities.

2. This program does **NOT** allow permanent displacement of any resident living in the project at the time the application was submitted to HUD. HUD will only provide temporary relocation costs for current tenants if they must vacate their unit while conversion work is underway. Temporary relocation costs include increases in rent, reconnection of telephones, moving costs, and appropriate out-of-pocket expenses. See HUD Handbook 1378 and the Uniform Relocation Act (URA) for further guidance regarding relocation costs.

3. ALCP grants funds are to be considered the **TOTAL** amount of funds that the Department will provide for the conversion of the project. Due to **limited** funds available, amendment funds will **NOT** be provided; the applicant should consider the total cost of the conversion and foresee any increases that may occur during the conversion. Otherwise, any costs over and above the award amount are the responsibility of the owner.

4. Applicants will not be awarded multiple grant funds in the same fiscal year for the same elderly housing development.

**5. Ineligible Activities.** You may not use funds available through this NOFA to:

- a. Add additional dwelling units to the existing project.
- b. Pay the costs of any of the necessary direct supportive services needed to operate the ALF;
- c. Purchase or lease additional land.
- d. Rehabilitate (see definition at 24 CFR 891.105) the project for needs unrelated directly to the conversion of units and common space for assisted living.
- e. Use the ALCP to reduce the number of accessible units in the project that are not part of the ALF or SEH.
- f. Permanently displace any resident out of the project (permanent relocation is prohibited under this program).

g. Pay management fees.

h. Cover the cost of activities or repairs not directly related to the conversion of the units and common space that will be used for ALF or SEH portion of the project. (i.e., if an applicant is applying to convert 24 units on two floors of a 5-story elderly housing development and the inspection by the Fire Marshal reveals that sprinklers must be installed in the entire building, ALCP funds will be used only to install sprinklers for the 24 units on the 2 floors requested in the application. The cost to install sprinklers in the remaining units must be paid out of other resources. This also includes items such as landscaping, lobby upgrades, entrance canopies, and other such items not directly related to the conversion of the units or common space.)

i. Pay for activities or repairs on previously ALCP funded conversion activities. (i.e., if an applicant was awarded an ALCP grant in previous fiscal years and is applying to make repairs on a commercial kitchen that was previously constructed with ALCP funds, those repairs and or activities must be paid out of other resources.)

## **F. Other Submission Requirements**

**1. Address for Submitting Applications.** Applications must be submitted electronically through the [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp) website, unless the applicant receives a waiver from the electronic submission requirement. For **Application and Submission Information**, refer to Section IV. of the **General Section** for additional information on application submission requirements.

### **2. Electronic Delivery**

**a.** The Grants.gov web site offers a simple, unified application process. Applicants need to complete the registration steps contained in the General Section to successfully submit an application.

**b. Electronic Signature.** ALCP applications submitted through Grants.gov constitute submission as an electronically signed application.

## **V. APPLICATION REVIEW INFORMATION**

### **A. Criteria**

**1. Policy Priorities.** HUD encourages applicants to undertake specific activities that will assist the Department in implementing its policy priorities that will help the Department achieve its strategic goals for FY2013. This NOFA supports the HUD policy priorities, “Capacity Building and Knowledge Sharing” and “Using Housing as a Platform for Improving Other Outcomes”. Refer to Section 1.B. of the General Section for a full discussion of HUD’s policy priorities. In order to receive priority-funding status, the HUD96010\_Logic\_Model must include at least one

set of outputs and outcomes for each of the above-mentioned policy priorities. The specified policy priority output and outcomes are identified in the rating factors.

**2. Rating Factors.** HUD will rate ALCP applications that successfully complete technical processing using the Rating Factors set forth below and in accordance with the above application submission requirements identified in Section IV.B. The maximum number of points an application may receive under this program is 100 plus 4 bonus points as described in the General Section and below in this Section.

**a. Rating Factor 1: Capacity of the Applicant and Relevant Organizational Staff (10 Points)**

This factor addresses your capacity to carry out the conversion in a timely, cost-conscious and effective manner. It also addresses your experience providing the proposed supportive services you intend to make available at the ALF or SEH for elderly residents, especially in such areas as meals, service coordination, 24-hour staffing, and on-site health care. Submit information responding to this factor in accordance with Application Submission Requirements in Sections IV. B. Exhibits VI, VII, XI of this NOFA.

In rating this factor, HUD will consider the extent to which your application demonstrates your ability to carry out a successful conversion of the project and to implement the plan to deliver the supportive services on a long-term basis, considering the following:

**(1) Supportive Service Experience (8 points).** Describe your experience in providing or arranging for supportive services either on-site or in partnership with a third party service provider for those who are frail or have functional limitations.

**(2) Policy Priority: Capacity Building and Knowledge Sharing.** (2 points) HUD has selected Capacity Building and Knowledge Sharing as a policy priority. To receive 2 policy priority points for this policy priority, applicants must provide a description of the activities that will strengthen the capacity of the ALCP project along with establishing partnerships with state and local governments and nonprofit agencies in order to enhance the ability of the project to identify and meet the challenges of the frail elderly, persons with disabilities, and elderly persons with functional limitations. The description should also provide how the application will establish knowledge sharing between the partnerships and establish place-based approaches that will encourage ongoing communications.

(a) In order to receive status consideration, your HUD96010\_Logic\_Model must include the following output:

- Participate in information sharing sessions or seminars with ALF or SEH staff, residents, state or local government agency on aging in your jurisdiction, and your non-profit partners to address the challenges and/or solutions of serving ALF residents, with a least two sessions/seminars per annum.
- The corresponding outcome must be the number of new strategies implemented as a result of the information sharing sessions or seminars.

## **b. Rating Factor 2: Need/Extent of the Problem (20 Points)**

This factor addresses the extent to which the conversion is needed by the categories of elderly persons and persons with disabilities that the ALF or SEH is intended to serve. The application must include evidence of current needs among project residents and needs of potential residents in the housing market area for such persons including economic and demographic information on very low-income, frail, elderly, and persons with disabilities and information on current assisted living resources in the market area.

The factor also addresses your inability to fund the repairs or conversion activities from existing financial resources. In making this determination, HUD will consider the project's financial information. Submit information responding to this factor in accordance with Application Submission Requirements in Sections IV.B. Exhibit IV.1, 2, and 5 of this NOFA.

In evaluating this factor, HUD will consider:

**(1) Need Within Project (9 points).** The need for assisted living among the elderly and disabled residents of the project taking into consideration those currently in need and the depth of future needs given aging in place.

**(2) Need Within Market Area (7 points).** The need for assisted living among very-low income elderly persons and persons with disabilities in the housing market area. 50% or greater of the very-low income elderly persons and persons with disabilities of the market area who are in need of assisted living services or long-term care services (7 points), between 49-30% (5 points), 29-11% (2 points), and 10% and below (0 points).

**(3) Financial Need (3 points).** Insufficient funding for any needed conversion work, as evidenced by the project's financial statements and specifically the lack of excess Reserve for Replacement dollars. If the available Reserve for Replacement are less than 10 percent of the total funds needed = 9 points; if the available Reserve for Replacement are 10-50 percent of need = 5 points; and, if the available Reserve for Replacement are 51 percent or more of the total funds needed = 0 points). (NOTE: Available funds include any excess Reserve for Replacement funds (over \$1000/unit) in Project Accounts that are not approved for another use at the time of application to HUD under this NOFA are considered available funds and must be applied toward the cost of conversion activities.

**(4) Connection with Consolidated Plan (1 point).** The Department will provide 1 point to those applications, which establish a connection between the proposed ALF or SEH and the community's Consolidated Plan, or other planning document that analyzes fair housing issues and is prepared by a local planning or similar organization.

## **c. Rating Factor 3: Soundness of Approach (50 Points).**

This factor addresses the quality and effectiveness of your proposal in addressing the proposed conversion; effectiveness of service coordination and management planning and the meals and supportive services which the ALF or SEH intends to provide, whether the jurisdiction in which the ALF or SEH is located has taken successful efforts to remove regulatory barriers to

affordable housing; whether you will incorporate energy efficiency and/or Green Design and Building in the design and operation of the ALF or SEH ; provide training, employment, contracting and other economic opportunities to low- and very low-income persons; the extent to which you have evidenced general support for conversion by participating in your community's Consolidated Planning Process; and whether you have involved the residents in the planning process. Submit information responding to this factor in accordance with Application Submission Requirements in Sections IV.B. Exhibits VI.2 and IX.1, 2, and 9 of this NOFA. In evaluating this factor, HUD will consider the following:

**(1) Timeframe and Feasibility (9 points)**

- a. **Timeframe (4 points)** The timeframe planned for carrying out the physical conversion of the development to the ALF or SEH. Timeframe for completion of the project in 9 months or less (4 points), completion in 13 months (3 points), completion in 18 months (2 points), and completion in more than 18 months (0 points).
- b. **(Feasibility (5 points).** The extent to which the proposed ALF or SEH physical design is feasible as it relates to the existing project and whether the cost proposed are reasonable (ALF or SEH design is feasible= 5 points; ALF or SEH is partially feasible= 3 points; and ALF or SEH design is not feasible = 0 points).

**(2) Meeting Physical Needs of Residents (10 points).** The extent to which the proposed ALF or SEH physical design will meet the special physical needs of frail elderly persons, persons with disabilities, or elderly persons with functional limitations (ALF or SEH design: meets needs = 10 points; ALF or SEH design partially meets needs = 5 points; and ALF or SEH design does not meet needs = 0 points).

**(3) Management/Operational Plan Related to Supportive Services (10 points).** The extent to which the proposed management and operational plan ensures that the provision of meals (as applicable) and supportive services will be accomplished upon completion of the conversion. For ALFs, this will also include the extent to which the proposed plan ensures receipt of license for the operation of the facility upon completion. (Consider ALF or SEH design/management plan: meets needs of management operations = 10 points; ALF or SEH design/management plan partially meets needs of management operations = 5 points; and ALF or SEH design/management plan does not meet needs of management operations = 0 points.)

**(4) Supportive Services Meeting Needs of Residents (9 points).** The extent to which the proposed supportive services meet the anticipated needs of the frail elderly, persons with disabilities residents, and residents with functional limitations, as applicable (does meet = 8 points; partially meets needs = 4 points; and, does not meet needs = 0 points); and

**(5) Service Coordination (9 points).** The extent to which the service coordination function is addressed and explained as augmented or new, and addresses the ongoing procurement of needed services for the residents of the ALF or SEH (does meet = 7 points, partially meets = 4 points, does not meet = 0 points).

**(6) Training and Employing Low-Income Persons (1 point).** To the greatest extent feasible, describe how you propose to provide opportunities to train and employ low- and very low-income persons in the project area; and how you plan to award contracts to business concerns, which provide economic opportunities to low- and very low-income persons and people with disabilities in the project area.

**(7) Policy Priority: Using Housing as A Platform for Other Outcomes (2 point).** HUD has selected Using Housing as A Platform for Other Outcomes as a policy priority. To receive 1 policy priority point for the policy priority, applicants must provide a description that addresses using housing as a platform to improve the resident's quality of life. In this description there should be specifics on how you plan on improving the resident's quality of life through providing services other than those required by the ALCP grant program and/or to those not directly served by the ALCP units (i.e. healthcare or wellness programs and increasing access to public benefits). This description should also indicate plans to collaborate with public, private, non-profit, and community and or faith-based organizations to improve health outcomes of residents and measurements of the outcomes of the related activities.

(a) In order to receive status consideration, your HUD96010\_Logic\_Model must include the following output: Collaborating with local or national community health organizations to create quarterly mobile health screening events that may serve both ALCP residents, other project residents, and/or the community at large (i.e. diabetes, cardiovascular diseases, cancer screenings, and/or glaucoma.)

The corresponding outcome will be the number of ALF residents who participated in the quarterly mobile health screening events.

(b) In order to receive status consideration, your HUD96010\_Logic\_Model must include the following output: The number of outreach activities coordinated per year to increase the awareness and access to public benefits (such as SSA, SSI, Medicaid, and other social services) that may serve both ALCP residents, other project residents, and/or the community at large.

The corresponding outcome will be the number of ALF residents who are receiving increased public benefits as the result of the outreach activities.

#### **d. Rating Factor 4: Leveraging Resources (10 Points).**

This factor addresses your ability to secure other community resources that can be combined with HUD's grant funds to achieve program purposes. For the ALCP to succeed, you must generate local funding for the necessary supportive services to operate the ALF or SEH. HUD also encourages local funding for some of the necessary conversion work, or other work needed in the project (e.g., general modernization) which is NOT specifically linked to the ALF.

Submit information responding to this factor in accordance with Application Submission Requirements in Section IV.B. Exhibits VII.5 through 7 of this NOFA.



(1) **For ALF's. Commitments for Funding Meals and Supportive Services (4 points).** The extent to which there are commitments for the funding needed for the supportive services planned for the ALF and that the total cost of the estimated budget of the ALF is covered excluding Medicaid funds. (90 percent or more of the funding commitment covers total projected cost of the budget = 4 points; 89-80 percent= 3 points, 79-65 percent= 2 points 64-40 percent = 1 points; less than 40 percent = 0 points).

(2) **For SEH's. Letters of Support and or a MOU. (4 points).** The extent to which the letters of support or MOUs are submitted by health and service agencies that provide long term care supportive services (i.e. long-term care is to assist people with support services such as activities of daily living ). Letters of support and a MOU submitted with application (4 points); letters of support only (2 points)

(2) **Past Performance (2 points).** The extent to which your past performance provides evidence of commitments for funding for meals and supportive services.

(3) **Leveraging the Cost of Conversion (2 points).** The extent to which local organizational support is firmly committed to providing at least 50 percent of the total cost of ALF or SEH physical conversion (consider 50% or more = 2 points, 20-49.9 percent = 1 point, and under 20 percent = 0 points).

(4) **Local Organizational Support for Additional Repair or Retrofit. (2 points).** The extent to which local organizational support is firmly committed to providing funds for additional repair or retrofit necessary for the project NOT specifically directed to activities eligible under this NOFA (funds firmly committed = 2 points, funds not committed = 0 points).

**e. Rating Factor 5: Achieving Results and Program Evaluation (10 Points).**

This factor reflects HUD's goal to embrace high standards of ethics, management, and accountability. This factor emphasizes HUD's commitment to ensure that promises you make in the application are kept; and to ensure performance goals with outcomes are established and are met (refer to Section V.B. of the General Section for more detail). Outcomes may include the extent to which your project will implement practical solutions that will result in assisting residents in achieving independent living and an improved living environment, as well as the extent to which the project will be viable absent HUD funds but rely more on state, local, and private funds; for example, some of the possible outcomes maybe avoidance of placement into long-term care facility, reduction in the number of placements into long-term care facility, or number of residents being hospitalized. Submit information responding to this factor in accordance with Application Submission Requirements in Section IV.B. Exhibit X.9 of this NOFA. Applicants must complete Form HUD-96010, Program Outcome Logic Model in responding to this Rating Factor. HUD will evaluate the Logic Model in accordance with the matrix provided in Attachment 1 to the General Section. The Logic Model will be used to evaluate whether the physical conversion and services actually improve the health and quality of

life of the resident by measuring the ALCP's project capacity building efforts to meet the needs of the residents; the project's ability to establish partnerships and communications with state and local governments and nonprofit agencies; the number of reductions in hospitalizations; and other evaluating factors that will ensure the performance goals of the ALCP project.

**(1) Benefit to Residents (5points).** Describe the extent to which residents will benefit from the conversion of the units; and how the converted units will result in ALF or SEH residents being able to age in place.

**(2) Practical Solutions (3points).** Describe the extent to which your ALF or SEH will implement practical solutions that will result in assisting residents in achieving independent living and improved living environment.

**(3) Promoting Autonomy and Independence (2 points).** Describe the extent to which the ALF's or SEH operating allows for the independence of the frail elderly persons or elderly persons with functional limitations or persons with disabilities it is intended to serve and prevents unnecessary homelessness or institutionalization (is fully addressed = 2 points, .no. or not addressed = 0 points).

**f. Bonus Points (2 bonus points).** Two bonus points may be awarded to applicants that are working with communities that have received Preferred Sustainability Status under the HUD FY2010/2011 Sustainable Communities Regional Planning Grant Program and/or the FY2010/2011 HUD-funded Sustainable Communities Challenge Grant Program, as described in the General Section.

## **B. Reviews and Selection Process**

**1. Compliance.** The ALCP will fund the highest scoring applications among those applications that meet all the requirements outlined in this NOFA as well as the threshold requirements listed in III.C.2 of the **General Section**.

**2. Review for Curable Deficiencies.** Applicants should ensure that your application is complete before submitting it to HUD electronically via Grants.gov. If you received a waiver of the electronic submission requirement, applicants must submit an original and four copies to HUD. Submitting fewer than the original and four copies of the application is not a curable deficiency and will cause your application to be considered non-responsive to the NOFA and returned to you.

HUD will screen all applications received by the deadline for curable deficiencies. With respect to correction of deficient applications, HUD may not, after the application deadline date and consistent with HUD's regulations in 24 CFR part 4, subpart B, consider any unsolicited information an applicant may want to provide. HUD may contact an applicant to clarify an item in the application or to correct curable deficiencies. Please note, however, that HUD may not seek clarification of items or responses that improve the substantive quality of a response to any rating factors. In order not to unreasonably exclude applications from being rated and ranked,

HUD may contact applicants to ensure proper completion of the application and will do so on a uniform basis for all applicants. A curable deficiency is a missing Exhibit or portion of an Exhibit that will not affect the rating of the application. In each case, under this NOFA, HUD will notify you in writing by describing the clarification or curable deficiency. Applicants must submit clarifications or responses to curable deficiencies in accordance with the information provided by the HUD within 14 calendar days of the date of HUD notification. (If the due date falls on a Saturday, Sunday, or federal holiday, your correction must be received by HUD on the next day that is not a Saturday, Sunday, or federal holiday.) If the deficiency is not corrected within this time period, HUD will reject the application as incomplete, and it will not be considered for funding. The following is a list of the deficiencies that are considered curable in ALCP applications:

**List of Curable Exhibits**

- Application Summary
- \*Articles of Incorporation, or certification of Articles of Incorporation
- \*Bylaws, or certification of bylaws
- Evidence of occupancy for at least five years
- Original project plans
- Relocation Plan
- Evidence of Permissive Zoning
- Form HUD424CB, Grant Applications Detailed Budget (.HUD Detailed Budget Form on Grants.gov)
- Form HUD424CBW, Grant Application Detailed Budget worksheet
- Form HUD2880, Applicant\_Recipient Disclosure\_Update Report (HUD Applicant Recipient Disclosure Report on Grants.gov)
- Form HUD2991, Certification of Consistency with the Consolidated Plan
- Standard Form\_LLL, Disclosure of Lobbying Activities, if applicable
- HUD96011, Third Party Documentation Facsimile Transmittal. (.Facsimile Transmittal Form on Grants.gov) (For use with electronic applications as the cover sheet to provide third party documentation.)

HUD will notify Applicants in writing if your application is missing any of the exhibits listed above and you will have 14 days from the date of the HUD notification to submit the information required to cure the noted deficiencies. The information to cure the deficiencies must be submitted to HUD by facsimile using the fax form that was contained in the application package that you downloaded from grants.gov and used to submit your application to HUD. Please be sure to use the same application package as each package contains a unique embedded ID number that HUD uses to match faxes to applications. If the number on the facsimile transmittal cover sheet does not match your application, HUD cannot match the submitted deficiency cure items to your application. If you submitted multiple applications, HUD will match the fax to the last submitted application that was received and validated by Grants.gov in accord with the timely submission requirements stated in the FY2013 General Section. **The exhibits identified by an asterisk (\*) must be dated on or before the application deadline date.** If not dated before the application deadline date, the application will not be given further funding consideration and rejected from the competition.

After the completeness review, HUD staff will review your application to determine whether the application meets the threshold requirements.

**3. Threshold Review.** Only those ALCP applications that meet all threshold requirements will be technically reviewed. HUD will reject applications that do not pass threshold requirements. (See Section III.C.2. above for threshold requirements).

**4. Technical Processing.** After threshold review is completed, only those ALCP applications that met all threshold requirements will be technically reviewed. HUD will either rate or technically reject at the completion of the technical review process.

**5. Appeal Process.** Upon rejection of an ALCP application, HUD must send a letter to the Owner outlining all reasons for rejection. The Owner has 14 calendar days from the date of the letter to appeal the rejection. If the Owner submits an appeal, which causes the rejection to be overturned, the application will be rated, ranked, and submitted to the selection panel for consideration. If the Owner does not appeal or does appeal but the rejection is not overturned, the application will remain rejected.

**6. Review Panels.** HUD will establish panels to review all eligible applications that have passed threshold.

**6. Rating of Applications.** All applications are either rated or technically rejected at the end of technical review. If your application meets all program eligibility requirements after completion of technical review, it will be rated according to the rating selection factors in Section V.A. above of this NOFA. HUD reserves the right to reduce the cost of items not deemed reasonable. HUD will NOT reject an ALCP application based on technical review without notifying you of that rejection with all the reasons for the rejection, and providing you an opportunity to appeal. You will have 14 calendar days from the date of HUD's written notice to appeal a technical rejection to HUD Headquarters. HUD staff will make a determination on an appeal before finalizing selection recommendations.

**7. Ranking and Selection Procedures.** Applications submitted in response to this NOFA that are eligible, pass threshold and receive a rating score of 75 points (or more) are eligible for ranking and selection.

**a.** HUD Headquarters will be responsible for the application review process and the technical processing of applications

**b.** After the application review and technical processing and rating, HUD Headquarters will select one or more applications based upon the rating and ranking, beginning with the highest rated application nationwide.

**c.** HUD will notify unsuccessful applicants by mail, within 30 days of the announcement of the awards.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

**1. The Grant Agreement.** The Grant Agreement, and the Form HUD-1044, signed by both the Recipient and Grant Officer shall serve as the authorizing award documents.

**2. Adjustments to Funding.** HUD will not fund any portion of your application that is not eligible for funding under specific program statutory or regulatory requirements; does not meet the requirements of this notice; or may be duplicative of other funded programs or activities. HUD will only fund eligible portions of your application.

**3. Applicant Debriefing.** All requests for debriefing must be made in writing and may be requested during the 120-day period, beginning 30 days after the awards for assistance under this NOFA are publicly announced. Submit requests to HUD Headquarters

Catherine Brennan, Director  
Office of Housing Assistance and Grant Administration  
Department of Housing and Urban Development  
451 Seventh Street, SW, Washington, DC 20410-8000.

Materials provided to you during your debriefing will include the final scores you received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which assistance was provided or denied. Information regarding debriefings is found in the General Section.

**B. Administrative and National Policy Requirements.** See Section III.C, of this NOFA and the **General Section**.

## C. Reporting

**1. Progress Reporting.** Recipients of funding under this program NOFA shall submit a progress report every six months after the effective date of the Grant Agreement. Every six months owners must report their progress in attaining the goals and objectives they proposed in their ALCP Logic Model that was included in their application. Each semi-annual report must identify any deviations (positive or negative) from outputs and outcomes proposed and approved by HUD, by providing the information in the reporting TAB of the approved Logic Model. Information regarding the Logic Model may be found in the General Section of the NOFA. Training on the FY2013 Logic Model is at HUD's website at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/training/odgm\\_otraining](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/training/odgm_otraining). Scroll down the page until you come to the FY 2013 General Section and Logic Model Training archived webcast session.

### **2. Transparency Act Reporting: Recipient Reporting to Meet the Requirements of the Federal Funding Accountability and Transparency Act of 2006, as amended.**

**a. Prime Grant Awardee Reporting.** Prime recipients of HUD financial assistance are required to report certain subawards in the federal government wide website [www.frs.gov](http://www.frs.gov) or its successor system.

Starting with awards made October 1, 2010, prime financial assistance awardees receiving funds directly from HUD are required to report subawards and executive compensation information both for the prime award and subaward recipients, including awards made as pass-through awards or awards to vendors, if (1) the initial prime grant award is \$25,000 or greater, or the cumulative prime grant award will be \$25,000 or greater if funded incrementally as directed by HUD in accordance with OMB guidance; and (2) the sub-award is \$25,000 or greater, or the cumulative subaward will be \$25,000 or greater. For reportable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the Central Contractor Registration (CCR) system, the prime recipient is not required to report this information. The reporting of award and subaward information is in accordance with the requirements of Federal Financial Assistance Accountability and Transparency Act of 2006, as amended by section 6202 of Public Law 110-252, hereafter referred to as the Transparency Act and OMB Guidance issued to the Federal agencies on September 14, 2010 (75 FR 55669) and in OMB Policy guidance. The prime awardee will have until the end of the month plus one additional month after a subaward or pass-through award is obligated to fulfill the reporting requirement. Prime recipients are required to report the following information for applicable subawards. This information will be displayed on a public government website pursuant to the Transparency Act.

- (i) Name of entity receiving award;
- (ii) Amount of award;
- (iii) Funding agency;
- (iv) North American Industry Classification System (NAICS) code for contracts/CFDA program for financial assistance awards;
- (v) Program source;

- (vi) Award title descriptive of the purpose of the funding action;
- (vii) Location of the entity (including Congressional district);
- (viii) Place of Performance (including Congressional district);
- (ix) Unique identifier of the entity and its parent; and
- (x) Total compensation and names of top five executives.

For the purposes of reporting into the FFATA Sub-award Reporting System (FSRS) reporting site, the unique identifier is the DUN and Bradstreet Universal Numbering System (DUNS) number the entity has obtained from Dun and Bradstreet, and for Prime awardees the DUNS number registered in the Central Contractor Registration as required by HUD regulation 24 CFR 5.1004.

**b. Prime Grant Awardee Executive Compensation Reporting.** Prime awardees must also report in the government wide website the total compensation and names of the top five executives in the prime awardee organization if:

- More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and
- Compensation information is not readily available through reporting to the Securities Exchange Commission (SEC).

**c. Subaward Executive Compensation Reporting.** Prime grant awardees must also report in the government wide website the total compensation and names of the top five executives in the subawardees if:

- More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and
- This required compensation information is not readily available through reporting to the Securities Exchange Commission (SEC). For applicable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the Central Contractor Registration (CCR) system, the prime recipient is not required to report this information.

**d. Transparency Act Reporting Exemptions.** The Transparency Act exempts any sub-awards less than \$25,000 made to individuals and any sub-awards less than \$25,000 made to an entity whose annual expenditures are less than \$300,000. Subawards with a cumulative total of \$25,000 or greater are subject to subaward reporting beginning the date the subaward total award amount reaches \$25,000. The Transparency Act also prohibits reporting of any classified information. Any other exemptions to the requirements must be approved by the Office of Management and Budget.

**NOTE:** For the purposes of FFATA reporting requirements, prime grant awardee, prime grant award, or grant award, includes awardees of, and awards for, capital advances for the Section 202 Housing for the Elderly and Section 811 Housing for Persons with Disabilities programs.

### **3. Compliance with Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417), hereafter referred to as “Section 872.”**

Section 872 requires the establishment of a government wide data system – the Federal Awardee Performance and Integrity Information System (FAPIIS) - to contain information related to the integrity and performance of entities awarded federal financial assistance and making use of the information by federal officials in making awards. OMB is in the process of issuing regulations regarding federal agency implementation of section 872 requirements. A technical correction to the General section may be issued when such regulations are promulgated.

HUD’s terms and conditions to its FY2013 awards will contain requirements related to meeting Section FFATA and Section 872 requirements.

**4. Federal Financial Report, SF425 reports on utilization of grant funds.** ALCP grantees are required to report financial status using the SF-425 Federal Financial Report with each progress report submission. (If the program uses another financial status report through its systems then you can note that system report. LOCCS is draw report not the full financial status report.)

## **VII. AGENCY CONTACTS**

**For Further Information and Technical Assistance,** Applicants should contact the HUD Multifamily Hub in your geographical area. For a list of HUD Multifamily Hub Offices, see HUD’s Web site at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

Applicants may contact Katina Washington or Aretha Williams, Director, Grant Policy and Management Division, at (202) 708-3000, for questions regarding the ALCP grant award process. This is not a toll-free number. Ms. Washington can be reached by email at [Katina.X.Washington@hud.gov](mailto:Katina.X.Washington@hud.gov) and Ms. Williams can be reached by email at [Aretha.M.Williams@hud.gov](mailto:Aretha.M.Williams@hud.gov). If you have a hearing or speech impairment, you may access the telephone number via TTY by calling the Federal Relay Service at 800-877-8339.

## **VIII. OTHER INFORMATION**


**A. Paperwork Reduction Act.** The information collection requirements in this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number **2502-0542**. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a valid OMB control number. Public reporting burden for the collection of information is estimated to average 56 hours per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and reporting data for the application, semi-annual reports, and final report. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.



**B. Environmental Impact.** A Finding of No Significant Impact with respect to the environment has been made for this notice, in accordance with HUD regulations at 24 CFR part 50 that implement Section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The Finding of No Significant Impact for this notice is available to the public on HUD's website at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/fundsavail](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail) under the listing for this program NOFA.

**C. Appendix.** Appendix 1 provides a list of HUD Multifamily Hub Offices. Appendix 1 is located at HUD's web site at <http://www.hud.gov>.

Date: August 16, 2013



Carol J. Galante  
Assistant Secretary for Housing—  
Federal Housing Commissioner

[FR- 5700-N-17]