
SUBMISSION REQUIREMENTS FOR A SECTION 202
CAPITAL ADVANCE FOR SUPPORTIVE HOUSING FOR THE ELDERLY

PART I - GENERAL APPLICATION REQUIREMENTS

- EXHIBIT 1: Form HUD-92015-CA, Application for Section 202 Supportive Housing Capital Advance
- EXHIBIT 2: Evidence of Legal Status of each Nonprofit or Consumer Cooperative Sponsor:
- a. Articles of Incorporation, constitution or other organizational documents
 - b. By-laws
 - c. IRS Tax Exemption Ruling (this must be submitted by all Sponsors, including churches)
 - d. Sponsor's Conflict of Interest Resolution, duly certified by an officer, (which includes a current list of officers and directors by title and the beginning and ending dates of each person's term)
- EXHIBIT 3: CHAS Certification
- EXHIBIT 4: Executive Order 12372 (SPOC) Certification
- EXHIBIT 5: Standard Form 424, Application for Federal Assistance
- EXHIBIT 6: Standard Form LLL, Disclosure of Lobbying Activities, if applicable
- EXHIBIT 7: Project Data on Occupancy Displacement and Real Property Acquisition; including a description of all persons, businesses and nonprofit organizations by race/minority group (Form HUD-40087)
- EXHIBIT 8: Sponsor Certifications

PART II - SPONSOR'S ABILITY TO DEVELOP AND OPERATE
THE PROJECT

- EXHIBIT 9: Description of purposes and activities, community ties, and minority support and how long it has been in existence (include any additional related information)
- EXHIBIT 10: Description of rental housing and/or medical facilities sponsored, owned and operated by Sponsor including a description of experience in providing housing and/or medical facilities to the elderly and/or families and minorities
- EXHIBIT 11: Description of experience with programs other than housing (including its provision of services) that demonstrates the Sponsor's management capabilities and experience, including a description of the Sponsor's experience in serving the elderly and/or families and minorities
- EXHIBIT 12: Description of experience in contracting with minority and women-owned businesses, including amounts awarded
- EXHIBIT 13: Certified Board resolution, acknowledging responsibilities of sponsorship, long-term support of the project(s), willingness of Sponsor to assist the Owner to develop, own, manage and provide appropriate services in connection with the proposed project, and that it reflects the will of its membership. Also, the Sponsor's willingness to fund the Minimum Capital Investment
- EXHIBIT 14: List of applications submitted under current Section 202 and Section 811 NOFAs and a list of all funded projects which have not finally closed
- EXHIBIT 15: Form HUD-2880, Applicant/Recipient Disclosure/Update Report including Social Security Numbers or Employee Identification Numbers

TO BE SERVED AND SUITABILITY OF SITE

- EXHIBIT 16: Evidence of need for supportive housing. A description of the category or categories of elderly persons the housing is intended to serve and evidence demonstrating sustained effective demand for supportive housing for that population in the market area to be served
- EXHIBIT 17: Evidence of site control and permissive zoning
- a. Evidence of site control (e.g., deed, option, etc.)
 - b. Evidence of permissive zoning
- EXHIBIT 18: Narrative description of site and area surrounding the site, characteristics of neighborhood, how the site will promote greater housing opportunities for minorities, and any other information that impacts on the suitability of the site for the elderly
- EXHIBIT 19: Map showing site location and racial composition of neighborhood with area of racial concentration delineated

PART IV ADEQUACY OF PROVISION OF SUPPORTIVE SERVICES
AND OF THE PROPOSED FACILITY

- EXHIBIT 20: Provision of supportive services and proposed facility
- a. Detailed description of the supportive services proposed to be provided to the anticipated occupancy
 - b. Form HUD-92013E, Supplemental Application Processing Form - Housing for the Elderly
 - c. Description of public or private sources of assistance expected to fund proposed services
 - d. The manner in which such services will be provided and how the services will meet the identified needs of residents

- e. Narrative of how the building design including a description of any special design features and community space, and how the design will facilitate the delivery of services in an economical fashion and accommodate the changing needs of the residents over the next 10-20 years
- f. Description of how project will promote energy efficiency and, if applicable, innovative construction or rehabilitation methods or technologies to be used that will promote efficient construction.