

factors. This limitation does not include other required information, such as your audit and commitment letters, which must be included in the appendix. If you are a consortium, you are permitted up to 10 additional pages total to address the capacity and soundness of approach of your individual consortium members if they are different. Make certain that you number all pages sequentially and insert tabs marking each factor. Except for the narrative statements addressing the five rating factors, forms, certifications, assurances, and requested appendices, any other information that is submitted will not be considered. For example, commitments letters will be considered, but not counted against the page limitations; however, general expressions of support will not be considered. Any information beyond the above-noted 60–70 page limitations for the five rating factors will not be reviewed in the rating and ranking process.

In order to receive full consideration for funding, you should assemble your application according to the following checklist to ensure that all of the required items have been submitted.

_____ HUD-424, Application for Federal Assistance (signed by the authorized representative of the organization eligible to receive funds)
 _____ HUD-424B, Applicant Assurances and Certifications
 _____ Table of Contents
 _____ Evidence of Non-Profit status
 _____ Consortium Agreement, if applicable.

Narrative Statement Addressing: (See page limitations above.)

_____ Factor 1—Capacity of the Applicant and Relevant Organizational Staff
 _____ Factor 2—Need/Extent of the Problem
 _____ Factor 3—Soundness of Approach

_____ Factor 4—Leveraging Resources
 _____ Factor 5—Achieving Results and Program Evaluation

Evaluation Plan—Logic Model form

Forms, Certifications and Assurances

_____ HUD 424C, Budget Summary for Competitive Grant Programs
 _____ HUD 424CB, Grant Application Detailed Budget
 _____ SF-LLL, Disclosure of Lobbying Activity, as applicable
 _____ HUD-2880, Applicant/Recipient Disclosure/Update Report
 _____ HUD-2990, Certification of Consistency with the RC/EZ/EC Strategic Plan
 _____ HUD-2993, Acknowledgment of Application Receipt

Appendices

_____ Recent audit, if available.
 _____ A copy of your code of conduct and a narrative description of the methods you will use to ensure that all officers, employees and agents of your organization become aware of your code of conduct.
 _____ Leveraging documentation—written commitment letters.
 _____ Survey of potential affiliates, if applicable.

VII. Corrections to Deficient Applications

The General Section of the SuperNOFA provides the procedures for corrections to deficient applications.

VIII. Environmental Requirements

The provisions contained in section 305(c) of the Multifamily Housing Property Disposition Reform Act of 1994, Environmental Review, implemented in the Environmental Review regulations at 24 CFR part 58, are applicable to properties assisted with SHOP funds. All SHOP assistance

is subject to the National Environmental Policy Act of 1969 and related federal environmental authorities. SHOP grant applicants are cautioned that no federal or non-federal funds or assistance which limits reasonable choices or could produce a significant adverse environmental impact may be committed to a project until all required environmental reviews and notifications have been completed by a unit of general local government, tribe or state and until HUD approves a recipient's request for release of funds under the environmental provisions contained in 24 CFR part 58. Notwithstanding the preceding sentence, in accordance with section 11(d)(2)(A) of the Housing Opportunity Extension Act of 1996 and HUD Notice CPD-01-09, an organization, consortium or affiliate receiving SHOP assistance may advance non-grant funds to acquire land prior to completion of an environmental review and HUD's approval of a request for release of funds and environmental certification. Any advances to acquire land prior to such approval are made at the risk of the organization, consortium or affiliate and reimbursement from SHOP funds for such advances will depend on the result of the environmental review.

IX. HUD Reform Act of 1989

The provisions of the HUD Reform Act of 1989 that apply to this NOFA are explained in the General Section of the SuperNOFA at Section XI.

X. Authority

The funding made available under this program section of the SuperNOFA is authorized by section 11 of the Housing Opportunity Program Extension Act of 1996 (42 U.S.C. 12805 note) (the "Extension Act").

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