

**GENERAL INSTRUCTIONS FOR PREPARING APPLICATION:** The application must be submitted using the attached Application format and **MUST BE INDEXED AND TABBED ACCORDINGLY.** The Application includes:

1. The Table of Contents which identifies the order in which the application is to be assembled. It also serves as the application checklist by providing you with a space for identifying the submission page for the exhibit or portion of the exhibit.
2. The Rating Factors which identify how your application will be rated.
3. The Application Contents identified by the Part of the application and the relevant exhibits. Parts I through V include exhibits related to the rating criteria. Part VI includes all the necessary forms and certifications.
4. The Application Evaluation for you to provide HUD with comments and suggestions about the Application Kit.
5. The Acknowledgment of Application Receipt you will receive with an indication of the date that HUD received your application and whether or not your application will receive further consideration.

**NOTE:** If you apply for any program under the Department's SuperNOFA, you need only submit one original signed Form HUD-424 and one set of original signatures for other standard forms and certifications; as long as you submit copies of these documents in any additional application you submit. Your application should identify the program for which you submitted the original signature for these standard forms and certifications.

If there is a discrepancy between the information provided in this kit and the information published in the SuperNOFA, the SuperNOFA prevails.

**The application deadline date for the Assisted Living Conversion Program is July 10, 2003.**

Before preparing your application, you should carefully review the requirements of the NOFA. Note: Section 1001 of Title 18 of the United States Code (Criminal Code and Criminal Procedure, 72 Stat. 967 shall apply to all information supplied in the application submission). (18 U.S.C. 1001, among other things, provides that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious,