

GENERAL INSTRUCTIONS FOR PREPARING APPLICATION: Please submit your application using the attached format, indexed and tabbed accordingly. The Application includes:

1. The Table of Contents which serves as a checklist for you to identify the submission page for the exhibit/portion of the exhibit in the order in which the application is to be assembled.
2. The Rating Factors for rating your application and the criteria necessary to receive bonus points.
3. The Application Contents identified by the Part of the application and the relevant exhibits. Parts 2 and 3 include exhibits related to the rating criteria and bonus points. All required forms are included in the section pertaining to the specific exhibits. **(NOTE: Information relating to the Phase I Environmental Site Assessment, Exhibit 4(d)(vi) must be obtained from the local HUD Office.)**
4. Attachments
 1. Letter Requesting SHPO/THPO Review
 2. Choosing An Environmentally Safe Site (found on www.hud.gov)
 3. Supplemental to Choosing An Environmentally Safe Site
5. The Application Evaluation for you to provide HUD with comments and suggestions about the Application.
6. The Acknowledgment of Application Receipt you will receive with the date that HUD received your application and whether or not your application will receive further consideration.

Before preparing your application, you should carefully review the requirements of the Regulations (24 CFR Part 891) and general program instructions in Handbook 4571.3 REV-1, Section 202 Capital Advance Program for Housing the Elderly or Handbook 4571.2, Section 811 Capital Advance Program for Housing Persons with Disabilities. 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, fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.)