

APPLICATION SUBMISSION INSTRUCTIONS

A. Application Content and Organization.

1. The first page of your application is the **HOPE VI Demolition Application Checklist**.
 - a. Use the left side of the Checklist to make sure that all elements of the application are included.
 - b. HUD will use the right side of the Checklist to screen the application for completeness.

Please make sure that the HOPE VI Demolition Application Checklist is on the very top of your application. No transmittal letter is requested.
2. The next page is the **HOPE VI Demolition Application Receipt (HUD-2993-A)**. This form serves both as an acknowledgement that HUD received your application, but also as a fax transmittal for the checklist above if HUD has found deficiencies in your application.
 - a. Print or type the name and address of the person that should receive the receipt in the box provided and provide all of the information requested above the line.
 - b. HUD will record the date received, ordinal assigned, and application number.
 - c. After HUD has screened the application for completeness, it will either:
 - i. Fax the receipt to the fax number listed on the Receipt indicating that no deficiencies have been found, or
 - ii. Fax the receipt to you with the HOPE VI Demolition Checklist and a letter, if necessary, indicating the missing documentation. HUD will not notify you of deficiencies by telephone. **It is very important that the fax number listed on the Application Receipt is correct so that it gets to the right person on your staff.**
3. The **Application for Federal Assistance (HUD-424)** and **Applicant Assurances and Certifications (HUD-424-B)** are the next pages of the application. You will find a copy of these in this HOPE VI Application and on the HOPE VI Website.
4. Attach **Exhibits A through G** next. Provide the narrative and attachments in the order presented. **PLEASE DO NOT PROVIDE ANY INFORMATION THAT IS NOT REQUESTED IN THIS APPLICATION.** Extraneous material hinders application review, does not improve an application, and may obscure important information. The HOPE VI Budget form needed for Exhibit E and the Housing