

**U.S. Department of Housing and Urban Development
Office of Community Planning and Development**

Special Attention of:

All HOPWA Renewal Grantees
All CPD Field Office Directors

Notice CPD-06-06
Issued: May 15, 2006
Expires: May 15, 2007

Cross Reference:
24 CFR Part 574 -- Housing Opportunities For
Persons With AIDS (HOPWA)

Subject: Standards for Fiscal Year 2006 HOPWA Permanent Supportive Housing Renewal Grant Applications

I. Purpose

This Notice provides guidance for the renewal of HOPWA Permanent Supportive Housing grants.

II. Background

Under the Department's Fiscal Year (FY) 2006 Appropriations Act, the Department is required to renew all expiring HOPWA competitive grants that provide permanent supportive housing (PSH) and meet program requirements. Under this Notice, the Department is defining the process to be used to approving renewal PSH funding. Importantly, to determine that the primary activity of the expiring grant is permanent supportive housing, HUD will consider that at least 51% of the grant funds are used to undertake program activities that provide permanent supportive housing to eligible persons, including the direct housing costs and other related service costs. The term permanent housing is defined as *housing in which the eligible person has a continuous legal right to remain in the unit* and the term supportive housing means that activities *provide eligible persons with ongoing supportive services through qualified providers*. HUD will renew previously funded competitive PSH grants that meet the program requirements specified below. Applications will be reviewed on a pass/fail threshold review for eligible activities and budget line funding requests. To assist in developing an approvable renewal request, grantees should review their current grant's HUD approved budget and logic model for use as a guide in preparing the renewal application.

The purpose of this new procedure is to simplify the process and expedite grant awards. In addition, this process will enable a level of dialogue to negotiate an approvable request. Under this Notice, renewal grantees will be able to clarify discrepancies and any other concerns with the application and submit any identified missing elements in an application.

Please provide the Office of HIV/AIDS Housing with a letter of your intent to apply either by fax at (202) 708-9313 or through an email c/o HOPWA@hud.gov as soon as practicable after receiving this Notice. This will help HUD to collaborate with grantees in submitting an approvable request for renewal funding. Your email or faxed letter of intent should be signed by the Executive Director or an authorized representative of the grantee and be

sent to both HUD Headquarters, Office of HIV/AIDS Housing **and** to the HUD field office for your area.

III. Eligibility for Permanent Supportive Housing Renewal Grant

Eligible Applicants and Project Sponsors

To be eligible for renewal, the project must provide permanent supportive housing to eligible persons under an expiring HOPWA grant and meet the threshold requirements established under this Notice. In providing permanent supportive housing grantees must maintain evidence that the client has a continuous legal right to remain in the unit or property and have access to ongoing supportive services provided through qualified providers. Grant files must include a copy of the standard lease form or occupancy agreement used for residents of the project. The lease or occupancy agreement must be for a term of at least one year and must also be automatically renewable upon expiration, except on reasonable prior notice by either the tenant or the landlord. Failure to maintain this project documentation of the client's lease or occupancy agreement will constitute a grant default, which may result in grant sanctions.

Grants that have successfully demonstrated permanent supportive housing efforts and expire **between** October 1, 2005, and March 31, 2007, are eligible for renewal under this Notice. It is anticipated that the applications that are selected as eligible renewal projects based on this review will continue providing their approved program activities under a new grant agreement for an additional three years. The start date for the new grant agreement is expected to immediately follow the expiration date of the existing grant for continuity of service. If justified, an adjustment to these dates could be negotiated to shorten or lengthen an existing grant period. Note: If a grant agreement expired before October 1, 2005, the project is not eligible for renewal. A new grant application could be submitted through the standard HOPWA SuperNOFA competition, such as the 2006 competition that was published in the Federal Register on March 8, 2006. If a grant agreement will expire after March 31, 2007, it is expected that renewal funding for a PSH grant would be addressed in a future HOPWA Notice.

To be eligible as a renewal grant, the existing HOPWA competitive project must be operating in a manner that meets program requirements. This is demonstrated by having a record of solid grant performance and no existing unresolved grant management issues. HUD will also consider any evidence of poor performance up to the date of the public announcement of awards under this Notice. Examples of poor performance may include: a significant delay in program implementation; a significant number of vacant planned housing units; untimely filing and inaccurate and/or incomplete annual performance reports with HUD; unresolved actions pending under a HUD Notice of default on a current grant; or significant citizen complaints, which have not been addressed with justified reasons and remain unresolved. Further evidence of weak performance is also evident if more than 50 percent of the previously awarded grant remains unexpended as of the publication date of this Notice. In such a case, the grantee may justify and negotiate an appropriate implementation schedule, such as a one-time one-year extension of the current grant agreement to provide for continued use of these funds.

To the maximum extent possible, the renewal project should retain the same program design elements and continue with the same project sponsors, as documented in the prior HOPWA grant agreement approved by HUD. If a nonprofit organization is being added as a new project sponsor, or if a sponsor's legal status has changed, e.g. due to merger or other action, the organization must satisfy the nonprofit requirements established in the definition for an eligible nonprofit organization found in 24 CFR 574.3 and submit the required information in Section VIII .D. under the Organizational Capacity Narrative. HUD will consider the merits for changing a project sponsor as sufficient if the new sponsor evidences the capacity to enhance project operations or improve responsiveness in the provision of housing and/or supportive services to program beneficiaries. Examples for changing a project sponsor may include:

- a higher level of grant management skills
- a higher degree of financial management and efficiency
- a capacity for stronger program service delivery
- the prior project sponsor is no longer in operation
- need for significant improvement in project staffing competency
- need to address unresolved monitoring or audit findings
- a merger with another entity
- loss of non-profit status

HUD must also be advised of any significant changes in staffing or other indications of changes to a project sponsor's capacity to carry out program activities, including correcting any monitoring or audit findings on the organization's activities. HUD reserves the right to not select a project involving a change in sponsors where an adequate justification is not provided, the capacity shown is too limited, or there are serious questions on the merits of this change.

In the case of a housing facility, appropriate housing operating costs may be requested. The permanent supportive housing facilities that included costs for acquisition, new construction or rehabilitation in the prior or original grant, will be eligible to continue receiving funding for reasonable level of operating costs associated with these housing projects over the term of the renewal grant.

Renewal projects must clearly address the permanent supportive housing need of eligible persons as the main focus of the grant. If you are proposing to continue some level of emergency or transitional housing assistance, the plan must include linkages to the provision of permanent supportive housing and show that the permanent supportive housing activity is the primary activity of the grant, i.e. covering more than half of the funding request. For eligible persons who will also receive supportive services, such as case management services, the program must be designed to enhance access to other needed services, that are available in existing mainstream resources including healthcare, AIDS drug assistance, and other services funded through the Ryan White CARE Act, or through other federal, state, local, or through private funding. To the extent possible, HUD encourages renewal grantees to incorporate mainstream resources into their project plans to maximize the benefit of HOPWA grant resources and to show these efforts where possible as leverage commitments.

IV. Ineligible Competitive Grants

If a HOPWA competitive grant has expired prior to federal FY2006, the grantee would not be eligible under this notice but could consider applying as an applicant under the Department's SuperNOFA announcement. For this Notice, the definition of an expired grant is one that has terminated **prior** to October 1, 2005, and for which no extension was requested by the grantee and approved by HUD.

In prior years, HUD solicited and approved some competitive grants for special HUD-specified purposes. For example, in FY2005 HUD solicited funding for HOPWA Special Projects of National Significance (SPNS) grants that were awarded for transitional housing demonstration projects, and provided on a one-time basis only, as detailed in the NOFA for that competition. These projects and others that have a main focus on emergency or transitional housing or non-housing activities do not provide permanent supportive housing and, therefore, **are not** eligible for renewal under the criteria for a permanent supportive housing project.

V. Eligible Permanent Supportive Housing Activities

The housing programs seeking renewal funding must provide on-going forms of housing support over three years, such as tenant-based rental assistance and short-term rent, mortgage, and utility (STRMU) payments. These supportive housing activities establish or maintain stable permanent housing, reduce the risks of homelessness, and improve eligible persons' access to health care and other needed support. Permanent supportive housing activities may also help maintain the beneficiary's current residence, establish a new residence, or provide operating costs for housing facilities, and costs for leasing of housing facilities. Related project costs are also eligible to assist beneficiaries of these housing projects, such as costs for supportive services, and housing information services. Housing information services and permanent housing placement services may also be used in order to assist beneficiaries in moving to other permanent housing, such as outplacement to independent living arrangements, homeownership, or other on-going forms of housing assistance that do not involve HOPWA funding. In some prior years, some housing placement costs were included in other budget line items, and these can be identified and realigned to this appropriate BLI.

Eligible activities with their standards and limitations may be found in the HOPWA regulations at 24 CFR 574.300-340. A copy of the regulations may be downloaded from <http://www.hud.gov/offices/cpd/aidshousing/lawsregs/index.cfm>.

VI. Ineligible Activities

In applying for a Renewal project the following activities are ineligible:

- Acquisition, new construction, rehabilitation costs, or costs involving new housing facility sites, such as operating costs or leasing for new facilities are ineligible. If you are interested in undertaking additional capital development activities, or significantly expanding your HOPWA activities (beyond the allowance in this Notice), the applicant should consider competing for funding under the FY2006 NOFA or seeking other support, where available.

- Resource identification activities to establish, coordinate, and develop housing assistance resources, and/or technical assistance for community residence activities are ineligible for a renewal project.
- An additional BLI for data collection on project outcomes is ineligible. Activities such as, collecting performance data and reporting to HUD, are required as a central grants management function, which is an eligible administrative cost, and subject to the limitation on those costs.
- Healthcare costs, including any costs for medications, are ineligible under this notice.
- HOPWA funds **cannot** be used for personal items such as:
 - clothing;
 - property taxes and condominium fees;
 - furniture;
 - grooming;
 - personal vehicle maintenance and repairs;
 - financial assistance and consumer credit payments;
 - entertainment activities;
 - pets; and
 - other non-housing-related costs.

VII. Funding Restrictions

Limitations on Maximum Grant Amounts

All renewal grants will be funded up to 100% of the grant's current HUD-approved Budget Line Item (BLI) funding levels. HUD reserves the right to decrease BLIs if it is determined that the number of persons/units assisted (housing outputs) is substantially less than the amount agreed upon in the current executed grant agreement.

In limited situations an applicant may request to increase a BLI if there is evidence of serious extenuating circumstances, such as a substantial increase in housing costs due to a change in the fair market rent that involves a commitment of additional HOPWA resources needed to continue the housing support for current beneficiaries, or for recovery costs due to related facility or unit damage in an area covered by a Presidentially declared natural disaster. The applicant is required to submit a narrative to justify the funding increase. HUD reserves the right to negotiate with the grantee and to adjust requests under this paragraph to address the extenuating circumstance and project purposes.

In the case of a permanent supportive housing project in which acquisition, new construction, or rehabilitation of a housing facility was a major component of the original HOPWA-funded project, a reasonable amount of funding for operating costs for the housing facility may be requested to continue operations of this facility over the next three-year grant period. The amount requested must be based on the current cost of operating the housing facility

or a housing facility of a similar type and size. However, the request may not exceed the limit on maximum funding for program activities established in this section. HUD reserves the right to negotiate with the grantee and to adjust requests under this paragraph to the scale of projects of similar size and purpose.

Administrative costs for grantees and project sponsors include necessary funding for data collection and reporting to HUD. No supplemental funds are added on this matter as a separate BLI. HUD expects that grantees will ensure strong program management that results in accurate reporting of housing outputs and client outcomes, as required by the program.

The request for Renewal funding must be consistent with the limitations on maximum grant amounts:

- The maximum amount for program activities that directly benefit eligible persons is no more than \$1,300,000. The request for program activity costs must include the amounts for continuing a previously approved project at about the same level of housing provided in the previous grant and as agreed upon under the signed grant agreement.
- The maximum amount for program activities for the supportive services BLI is no more than 35 percent of the maximum grant amount for program activities costs (i.e., not more than \$455,000 over a three-year period), excluding costs for permanent housing placement activities, which can be addressed as a separate BLI. Note: Costs for staff engaged in delivering the supportive service is part of the supportive service activity BLI and should not be listed as operating cost or “other” cost in the application’s proposed budget.
- The maximum amount for grant administrative costs of the grantee is subject to the limit on administrative costs of three percent of the amount requested for project activities in your application for renewal (a maximum of \$39,000).
- The maximum amount for grant administrative costs for project sponsors is subject to the limit on administrative costs of seven percent of the amount requested for project activities to be conducted by project sponsors in your application (a maximum of \$91,000 if all program activities are carried out by sponsors).
- The total for the maximum grant amount is \$1,430,000 subject to applicable limitations in this section.

VIII. Application Submission Requirements

Required Application Submission forms and Content

The following is a list of the forms and narratives that are required for the submission of a complete application for renewal funding.

- HOPWA application budget summary and detailed project budget and housing outputs form HUD-40110-B, (Revised 1/2006)
- Logic Model form HUD-96010, (Revised 2/2006)
- current effort and program evaluation narrative, (3 double spaced pages)
- achieving new results narrative, (2 double spaced pages)
- documentation of leveraging for renewal projects, (chart or list)
- organizational capacity narrative and proof of non-profit status, (2 double spaced pages, for new project sponsors or if the current project sponsor has undergone a significant organizational change)

Application Headings and Page Numbering

HUD recommends that the renewal application be presented in narrative pages of 12 point typeface that include a footer with pages numbered per the following example: (page) 1 of 12. In addition to the footer, the narrative responses should include a header providing the name of the applicant or the project.

Application Forms and Technical Assistance

In addition to the narrative, please complete the HOPWA Application Budget Summary form HUD-40110-B (Revised 1/2006). This form will provide a summary of the total budget for this project, the annual HOPWA amounts to be used in each of the three years of operation, and description budget by project sponsor of the HOPWA funds to be used by each sponsor.

Further please update and complete a Logic Model form HUD-96010 (2/2006) to illustrate plans for the use of HOPWA and other resources, identify the major project activities and related housing output plans, identify the logical client outcomes (including the required HOPWA program outcomes), and other project goals. Similar to the other HOPWA competitive grants, your Logic Model responses should address the following project management questions:

- How many households were served with each type of housing assistance?
- How many units in housing facilities were provided?
- How many non-housing facilities were developed?
- What is the dollar value of leveraging to support development activities and what percentage of the total grant does leveraging represent?
- Who are the clients? (Include standard HOPWA data on client demographics, such as income at entry, ethnicity, and age.)
- How many clients received medical care by the end of each year?

- How many households were served with case management, permanent housing placement, housing information, education, job training, and employment services?
- What is the cost per housing activity delivered? (Annual cost per unit by type of housing activity)
- What is the number of rental units rehabilitated that comply with Energy Star Standards?
- What is the sum of all alternative care savings?
- What is the client outcome for stable housing/rate of success for housing activity? The total number of households divided by the total number of households served equals the percent of stabilized “Return On Investment” (ROI).
- What is the ROI comparison with other housing cost? Compare the cost of HOPWA activities for housing and support services with the value of maintaining a person in the community and avoiding placement into a long-term care facility or hospital or use of other subsidy.

Applicants are required to download and complete the Application Budget Summary, the Detailed Project Budget and Housing Outputs form HUD-40110-B (Revised 1/2006) and the Logic Model from <http://www.hud.gov/offices/cpd/aidshousing/programs/index.cfm>.

HUD staff will be available to provide general guidance and technical assistance regarding this Notice of policy requirements before Friday, June 23, 2006. Note: HUD staff are permitted to assist in advising a renewal applicant on how to successfully submit their application.

IX. Application Narratives

A. Report on Current Effort and Program Evaluation Narrative

On no more than 3 double-spaced pages provide an overview of the accomplishments of your current HOPWA grant, including:

1. A comparison between project housing outputs and operating benchmarks, as approved in the grant agreement, with the actual current accomplishments for your project compared to that planned for the expiring grant-operating period. For example, if the original grant application stated an estimated 12 households would be assisted each year, the comparison should show:
 - the actual number of households assisted, including the number of households assisted by each type of housing component (outputs) and any related development benchmarks for undertaking the activity;
 - the outcome status of the assisted households, as known, for example on stable housing arrangements, and improved access to care is shown in the development and use of a individual housing service plan with related information on how that plan was implemented and support continued;

- if some housing support (such as use of STRMU funds) were for temporary arrangements, how the recipients households reduced risk of homelessness and improved access to care;
 - how stable housing was maintained, if provided by some other source; and
 - how access to healthcare and/or supportive services were undertaken and coordination with other mainstream programs were improved.
2. If the project had some unsuccessful results in helping clients or was unable to track the housing status of some clients, please describe the situation and the program's plan of action for addressing these types of unstable housing situations in the new grant period.

B. Achieving New Results Narrative

On no more than 2 double-spaced pages describe the plan for continuing the project over the next 3-year period, include:

1. A description of how the project will continue to provide permanent supportive housing through the use of HOPWA and/or other funding resources to provide housing outputs at about the level of the current grant.
2. Address the evaluation plan or method to be used for collecting data on HUD program measures, to evidence achievement of the project's goals and objectives and to establish a current baseline for assessing your planned efforts to achieve stable housing outcomes, reduced risks of homelessness and improved access to care.

C. Documentation of Leveraging for Renewal Projects

If the use of leveraged resources were an essential part of your existing grant with HUD, i.e. needed to operate as an eligible PSH grant, the renewal application must show leveraged resources from other state, local, federal, or private sources, which include commitments to continue this level of project support.

- If your project will rely on other state, local, federal, or private resources to provide the permanent housing or supportive services portion of your project, you must ensure that the other resources will continue to be available for that purpose throughout the commitment period noted in the application for renewal funding. Failure to use committed resources as documented and approved by HUD will constitute a grant default, which may result in grant sanctions
- New commitments of leveraged funds must also be utilized to provide permanent supportive housing to eligible persons for the planned annual outputs.

The applicant must document the commitment of leveraged resources by providing a list or chart for the commitments with the following information: the name and address of the organization(s) providing the commitment(s), note if the organization will serve as a project sponsor; the type of commitment (applicant or third party cash resources, non-cash resources, volunteer time, contribution of a building, contribution of lease-hold interest); the dollar value of the commitment; and the organization's authorized representative's name, title, and contact information.

The value of donated land, buildings and equipment are one-time only and **cannot** be claimed as leveraging by more than one selected project (e.g., the value of donated land, buildings or equipment claimed in 2003 as leveraging **cannot** be claimed as leveraging by that project in the 2006 renewal cycle, unless the donated resource was donated as a lease for an allotted period of time and at the expiration of the donated lease the donator decides to re-donate that lease for an additional allotted period of time). Other HOPWA funds, such as formula allocations, **may not** be used as a leveraging resource. You may also describe a plan for how the project will continue to operate in future years, with a decreased reliance on any leveraged federal resources. The Department will periodically monitor the use of your commitments by requiring the collection of information in annual progress reports to establish that the leveraged resources are being used, as committed, in undertaking the project. Attempts to falsify commitment funds or failure to maintain and produce letters of commitment upon request could lead to the termination of the awarded grant.

Note: If the Renewal application does not request funding for supportive services, the grantee is obligated to continue to utilize other sources to provide a reasonable level of supportive services similar to those previously provided in order to be eligible as a PSH project.

D. Organizational Capacity Narrative

If a new project sponsor is added to the Renewal request, or a significant organizational change has occurred for an existing sponsor, the organizational capacity narrative is required along with the submission of the organization's nonprofit status and statement pertaining to the organization's HIV/AIDS mission. On no more than two double-spaced typed pages per new project sponsor, the Organizational Capacity Narrative must describe the project sponsor's ability in conducting program activities. The capacity statement must address the extent of the project sponsor's past organizational experience and knowledge: in serving persons with HIV/AIDS and their families; in programs similar to those proposed in the application; in monitoring and evaluating program performance and disseminating information on project outcomes; and in achieving the purpose for which funds were provided, as measured by expenditures and measurable progress in operating the project.

Note: HUD reserves the right to reject an application if there is a change in project sponsorship and the new sponsor does not provide evidence of sufficient capacity to manage the project (using a standard similar to the NOFA criteria used for other competitive HOPWA grants, i.e. 14 of 20 points in an assessment by HUD).

X. Application Review and Approval Information

To the degree of available funding under the Department's FY2006 HOPWA appropriation, the Department will select for funding all renewal requests from applicants, which meet program requirements consistent with this Notice. If eligible applicants are approved for renewal and the total approved funding for all eligible applicants is greater than the amount made available by this Notice, HUD will fair share funds and allocate awards to each based on a pro-rata reduction to their approved requests. HUD will also review requests and adjust funding consistent with funding restrictions found in Section VII, where needed. These actions will help to ensure that all eligible and performing Renewal grants receive funding and continue operation.

Rating New Project Sponsors

If a project sponsor is being added to an existing project, or a sponsor's legal status has changed due to a merger or other action, HUD will conduct a substantive review based on the requirements for changing or adding a project sponsor established in Section III and the project sponsor's capacity requirements in Section VIII. If a proposed sponsor fails to meet the conditions established for adding a sponsor or fails to demonstrate sufficient capacity, the sponsor will be ineligible to receive program funds. HUD will rate the proposed new project sponsor in the following way:

- In regards to new project sponsor(s), HUD will consider the organization's present and past experience and knowledge: in serving low-income persons with HIV/AIDS and their families; in activities similar to those proposed in the application; in monitoring and evaluating program performance and disseminating information on project outcomes; and in achieving the purpose for which funding is provided, as measured by expenditures and measurable progress in operating similar project activities. Measurable progress is defined as: meeting performance benchmarks in program development and operation; meeting project goals and objectives (such as, the number of persons assisted was comparable to the number projected in the application); submitting timely performance reports; and expending funding as outlined with no outstanding audit or monitoring issues.
- In reviewing the elements of organizational capacity as stated above, HUD will rate the proposed sponsor on the basis of 20 points, with a minimum of 14 points required for selection of a new sponsor as eligible in demonstrating sufficient capacity. HUD will consider the extent to which the proposal demonstrates the new project sponsor's organizational capacity, and will award 16 to 20 points to those with direct, extensive, clear, and satisfactory experience. A moderate score of 10 to 15 points will be awarded to new sponsors with direct but not as extensive experience or where the experience covers most but not all of these items. If the experience is limited and/or indirect, on some of the items or if only limited or no information is provided, 2 to 9 points will be awarded. A new sponsor with unresolved management issues affecting your HOPWA proposal will be scored at

the lowest level, 1 point. If this element is not addressed, 0 points will be awarded. HUD's Community Planning and Development staff will conduct the review.

XI. Application Submission

Application Due Date

Renewal applications are due to HUD no later than 5:00 PM on Friday, June 23, 2006. As noted, HOPWA grant recipients that intend to apply for renewal funding are asked to fax or email a letter of intent as soon as practicable after receiving this Notice.

Delivery and Receipt Procedures

The following procedures apply to the delivery and receipt of the HOPWA renewal applications in HUD Headquarters and field offices. Carefully and completely read the following instructions. HUD's delivery and receipt policies are:

(1) HUD will not accept or consider any applications sent by facsimile. (2) Hand delivered packages by courier services must be received at HUD Headquarters and should also be received by HUD field offices no later than 5 p.m., Monday through Friday, except federal holidays. HUD urges applicants to consider sending packages by courier service to HUD Headquarters to use Federal Express (FedEx) or United Parcel Service (UPS) because both have access to the Headquarters building. Note: If the courier service is not granted access to the building due to security or other reasons, the package will be determined not delivered and not accepted by HUD. HUD will not take responsibility for ensuring that staff is available to receive packages and will not breach security measures to accept an undeliverable package. Proof of timely submission of an application sent to HUD via a delivery service, other than the United States Postal Service, will be evidenced by a delivery service receipt indicating the application was delivered to a courier service at least 24 hours prior to the application deadline of 5:00 PM; and, if applicable, if through no fault of the applicant, the delivery could not be made on or before the application due date.

(2) Packages may be mailed using the United States Postal Service (USPS). Mailed applications will be considered as being timely submitted if they are received at the designated HUD headquarter location (including the room number specified for receipt) by the due date. An application would also be timely if received not later than 15 days after the due date and time, and the application shows a postmark of having been delivered to the postal facility for mailing at least 24 hours prior to the application deadline of 5:00 PM local time on the application due date. If the Postal Service does not normally postmark large packages, the proof of timely submission shall be USPS Form 3817 (Certificate of Mailing) or a receipt from the Postal Service which contains the post office name, location, date and time of mailing as no other proof of timely submission will be accepted for the use of the United States Postal Service to submit your application.

(3) Complete applications including the required number of copies must be submitted to the appropriate offices. Mail applications to HUD Headquarters at the following address:

U.S. Department of Housing and Urban Development
HOPWA Program
451 7th Street, SW, Suite 7251
Washington, DC 20410.

(4) The addresses for the local HUD field offices are found at the following web site: <http://www.hud.gov/local>. For all packages sent to the HUD field offices, include the HOPWA program name in the address. To facilitate the review of your application, one copy must be sent to HUD Headquarters and a second copy must be sent to the local servicing HUD field office.

VI. Information Collection Summary

Each year, HUD strives to improve the procedure for submitting a grant application request. As part of streamlining efforts (Public Law 106-107), HUD began making considerable changes to the format and presentation of its funding Notices, which have been enhanced further for FY2006. HUD is continually striving to ensure effective communication with HUD program funding recipients and potential funding recipients. HUD has been posting pertinent documents related to these efforts on its website. HUD encourages you to visit the Department's website on an ongoing basis to keep abreast of the latest developments. HUD's website address for information on this initiative is <http://www.hud.gov/offices/adm/grants/egrants/egrants.cfm>. Information on grant streamlining can be found at <http://www.hud.gov/offices/adm/grants/pl-106107.cfm>. HUD continues to welcome comments and feedback from applicants and other members of the public on how HUD may further improve the HOPWA funding process.

The information collection requirements contained in this document have been approved by the Office of Management and Budget under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and are assigned the OMB control number of 2506-0133 (exp. 07/31/2007).