



ASSISTED LIVING CONVERSION PROGRAM (ALCP)

A Component of the Housing Security
Plan for Older Americans



HOUSING SECURITY PLAN

For lower-income seniors who need more intensive services than provided in traditional housing for the elderly

To provide lower-income seniors with an affordable option to nursing homes

NOTICE OF FUNDING AVAILABILITY (NOFA)

- The NOFA announces the availability of ALCP grant funds.
- The funds are available for the physical conversion of eligible multifamily assisted housing projects or portions of projects to assisted living facilities (ALF).



NOFA

Posted- January 24, 2011

Application Deadline- March 29, 2011

Submission via Grants.gov unless a waiver is granted.

Paper applications must submitted by the deadline date.



PURPOSE OF ALCP

To provide private nonprofit owners of an eligible multifamily development with a grant to convert some or all of the dwelling units in the project into an Assisted Living Facility (ALF) for the frail elderly.



Assisted Living Conversion Program (ALCP)

Provides funding for the physical costs of converting some or all of the units of an eligible multifamily development into an ALF.

- Includes unit configuration and the remodeling of common and service space



Program Description

Assisted-Living Facilities (ALFs) are designed to accommodate frail elderly and people with disabilities who need certain support services to live independently.

Assisted Living defined in Section 232(b)(6) of the National Housing Act (12 U.S.C. 1715w)



Program Description

- Some Examples of the Support Services are:
 - » Personal Care
 - » Transportation
 - » Meals
 - » Housekeeping
 - » Laundry



DEFINITIONS

Frail Elderly

An individual 62 years of age or older who is unable to perform at least 3 activities of daily living (ADL).

ADL are defined by 24 CFR 891.205

Authority

- Authorized by Section 202(b) of the Housing Act of 1959 (12 U.S.C. 1701 q-2)
- Consolidated Appropriations Act of 2010 (Pub. L. 111-117)



FY 2010 FUNDING AMOUNT

Appropriation =

\$39.6 million

Total Available =

\$30 million

FY 2010 Changes

National Competition- No longer
Geographical Allocations

Headquarters will be responsible for the
application review and the selection
process.



ELIGIBLE APPLICANTS

Only private nonprofit owners of eligible multifamily assisted housing developments specified in Section 683(2) (B), (C), (D), (E), (F), and (G) of the Housing and Community Development Act of 1992 (Pub. L. 102-550 approved October 28, 1992).



INELIGIBLE APPLICANTS

Owners of developments designed specially for people with disabilities.

Owners of Section 232 developments.

Property management companies and agents of property management companies.

Limited Dividend Partnerships



INELIGIBLE APPLICANTS (Cont'd)

Nonprofit Public Agencies.

Owners of hospitals or other health-related facilities which are considered to be charitable organizations.

INELIGIBLE APPLICANTS (Cont'd)

Owners of an existing insured or privately owned Assisted Living Facility.

Owners of commercial structures.



ELIGIBLE PROJECTS

- Section 202 Direct Loan
- Section 202 PRAC
- Section 515

ELIGIBLE PROJECTS

- Projects with project-based Section 8 rental assistance.
- Section 221(d)(3)
- Section 236



ELIGIBLE CONVERSION ACTIVITIES

Conversion funds are limited ONLY to those activities specifically needed to convert the number of units and related space for the Assisted Living Facility.



ELIGIBLE CONVERSION ACTIVITIES (cont'd)

**Retrofitting to meet Section 504
requirements**

ELIGIBLE CONVERSION ACTIVITIES (cont'd)

- Examples are items such as addition of:
 - Upgrading accessible units with moveable cabinetry, accessible appliances, sinks, bathrooms and kitchen fixtures, closets, hardware, and grab bars, widening of doors, elevator upgrades, physical or mechanical upgrades to meet local codes, sprinkler systems, addition of hallway railings, and the addition of medication storage and workstations.

ELIGIBLE CONVERSION ACTIVITIES

(cont'd)

- **Retrofitting to add, modify and/or outfit common space, office for ALF staff, and central kitchen or dining facility.**
- **Retrofitting to upgrade a regular unit to an accessible unit for a person with disabilities who displaced by the conversion.**
- **Temporary Relocation.**

ELIGIBLE CONVERSION ACTIVITIES (cont'd)

- **Consultant, architectural, and legal fees.**
- **Vacancy Payments**
- **Any excess Residual Receipts and Reserve for Replacement funds in project accounts that are not approved for another use at the time of application to HUD under this NOFA are considered available funds and must be applied toward the cost of conversion activities.**



THRESHOLD REQUIREMENTS

- **Be an eligible applicant.**
- **DUNS Requirement**
(Instructions for obtaining a number can found at www.hud.gov/offices/adm/grants/duns.cfm)
- **Do not request more funds than advertised**
- **An active registration with the Central Contractor Registration**
- **You must provide commitment and funding support letters from the appropriate funding organization and the appropriate licensing agency**



THRESHOLD REQUIREMENTS (cont'd)

- **Comply with applicable statutory requirements to the project specified in 202(b) and statutory requirements under Section 232(b)(6)**
- **Meet the minimum size limit for an ALF of five units**

THRESHOLD REQUIREMENTS (cont'd)

- **If granted a waiver of the electronic submission requirements, you must follow the instructions in the approval notification**
- **A substantially deficient application (missing six or more exhibits) will be considered non-responsive and ineligible for review.**



PROGRAM REQUIREMENTS

- Have a residual receipt account
- Compliance with your Loan Agreement, Capital Advance Agreement, Regulatory Agreement, HAP Contract, PRAC Contract, Rent Supplement contract, LMSA contract or any other HUD grant or contract document



PROGRAM REQUIREMENTS

(cont'd)

- **If selected, file form HUD-2530 within 30 days of execution of grant agreement**
- **Meet HUD's Uniform Physical Conditions Standards** (24 CFR part 5, subpart G)
- **Submit an agreement to pursue licensing in a timely manner**



PROGRAM REQUIREMENTS

(cont'd)

- **Meals and Supportive Services-** Develop and submit a Supportive Services Plan (SSP) for the services and coordination of the supportive services which will be offered in the ALF to the appropriate state or local organization(s) which are expected to fund the supportive services



PROGRAM REQUIREMENTS

(cont'd)

- **Licensing Requirements-** The SSP must be submitted to the appropriate licensing agency within the ALF jurisdiction. The licensing agency must approve the SSP and must certified that the ALF are consistent with state and local laws and regulations. ALF must be licensed and regulated by the state and/or local agency.



PROGRAM REQUIREMENTS

(cont'd)

Occupancy Requirements- ALF must be available to qualified elderly persons; frail elderly persons; and persons with disabilities who need and want supportive services.

- ALF residents must be residents of the multifamily project and comply with the requirements applicable to the project.



PROGRAM REQUIREMENTS

cont'd

Occupancy Requirements (cont'd)

The ALF must provide room, board, and continuous protective oversight (CPO). CPO involves a range of activities and services, for example, awareness by management and staff of resident's well-being. Anyone moving into an ALF unit must agree to accept the board and services required for complying with state and local law and regulations.



PROGRAM REQUIREMENTS (cont'd)

Meal Requirement

The facility must offer three meals daily.

- Residents with or without kitchens in unit, must adhere to the meal requirement imposed by the ALF, state, or local government.
- The meal plan must accommodate residents with special needs diets for health and safety reasons and for religious beliefs and practices (e.g. Kosher, Halal, vegetarian, etc).



PROGRAM REQUIREMENTS (ALF Admissions)

- **Current residents have priority.**
- **Qualified persons on waiting list have second priority**
- **Qualified individuals or families in the community needing ALF service wanting to be added to the project's waiting list**

PROGRAM REQUIREMENTS (ALF Admissions)

- Qualified disabled non-elderly persons needing assisted living services are eligible to occupy the ALF units on the same basis as elderly persons (except for Section 202 PRACS)
- Project must maintain two waiting lists - one for regular units and one for ALF units



PROGRAM REQUIREMENTS

- **Owners must agree to a Declaration of Restrictive Covenants (DRC) which will be recorded with land (use agreement) to maintain the moderate, low, or very low-income housing for least 20 years beyond the current mortgage loan or capital advance agreement.**

PROGRAM REQUIREMENTS (Service Coordination)

- ALCP requires service coordination is for ALFs.
- Projects funded under this NOFA must have sufficient service coordination in place to ensure that services are complying with licensing requirements and are available ongoing basis for residents.



PROGRAM REQUIREMENTS

- ALF operation must be part of the project owner's management organization. Some function may be contracted out. Budget structure of the ALF must be a two-tiered system.

PROGRAM REQUIREMENTS

- Other HUD grants or funds
 - If selected, you must notify HUD or any other HUD grants or funds that you are applying for that relate to any aspect of the rehabilitation or construction of the ALCP for which you have been awarded funds under this NOFA.

PROGRAM REQUIREMENTS

- Energy Efficiency Standards
- All project must purchase and install ENERGY STAR-labeled

PROGRAM REQUIREMENTS

(cont'd)

- Comply with the requirements of
 - Fair Housing Act, EO 11063, Title VI of the Civil Rights Act, the Age Discrimination Act
 - Section 3 of the Housing and Urban Dev Act of 1968
 - Section 232 of the National Housing Act, as applicable, UFAS, Section 504 of the Rehab Act of 1973

PROGRAM REQUIREMENTS

(Non-discrimination and Other Requirements)

- **Section 504 Rehabilitation Act of 1973**
- **Fair Housing Act**
- **Executive Order 11063**
- **Title VI of the Civil Rights Act**
- **Age Discrimination Act of 1975**
- **24 CFR 200.600, Subpart M**
- **24 CFR part 108**



PROGRAM REQUIREMENTS

(Non-discrimination and Other Requirements cont'd)

- Uniform Federal Accessibility Standards (UFAS)
 - <http://www.access-board.gov/ufas/ufas-html/ufas.htm>
- Section 232 of the National Housing Act
- Davis-Bacon Requirements and Contract Work Hours and Safety Standards Act

OTHER REQUIREMENTS

- Executive Order 13166
- Executive Order 13279
- Accessible Technology
- Executive Order 13202
- OMB Circulars
- Environmental

Application and Submission Information

Applications:

<http://www.grants.gov/index.jsp>

NOFA INFORMATION CENTER
(1-800-483-8929)

Assistance:

Grants.gov Contact Center Phone

1-800-518-4726 or email: support@grants.gov



Application and Submission Information

- Applications must be received electronically
 - Unless a waiver of this requirement is granted
 - Procedures for electronic submission published in HUD's General Section on June 7, 2010.



Application and Submission Information

Multiple applications may not be submitted for the same elderly housing development.

Technical assistance will be available before the ALCP application deadline date by HUD staff.

Additional information or documents is available on HUD's website at <http://www.hud.gov/offices/adm/grants/fundsava il.cfm>



SUBMISSION REQUIREMENTS

There are eleven exhibits are required along with the application and other prescribed forms and certifications.



SUBMISSION REQUIREMENTS

(cont'd)

Exhibit I

Application Summary for the Assisted Living
Conversion Program (Form HUD-92045)

Exhibit II

Evidence of nonprofit status and legal ability
to operate an ALF program



SUBMISSION REQUIREMENTS

(cont'd)

Exhibit III

Community Support

Exhibit IV

Evidence of Occupancy

Exhibit V

Evidence of need for project



SUBMISSION REQUIREMENTS (cont'd)

Exhibit VI

Narrative of the physical construction aspect of the ALF conversion.

Exhibit VII

Description of Retrofitting or renovations

Exhibit VIII

Zoning



SUBMISSION REQUIREMENTS

(cont'd)

Exhibit IX

Supportive Services Plan

Exhibit X

Project's Resources

SUBMISSION REQUIREMENTS (cont'd)

Exhibit XI

Form HUD-92045, Multifamily Housing Assisted Living Conversion Program Application Summary Sheet

Form SF-424, Application for Federal Assistance

Form SF-424 Supplement, Survey for Ensuring Equal Opportunity for Applicants

Form HUD-424-CB, Grants Applications Detail Budget

SUBMISSION REQUIREMENTS

(cont'd)

**Form HUD-424-CBW, Grant Application Detailed
Budget Worksheet**

**Form HUD-2880, Applicant/Recipient
Disclosure/Update Report**

**Form HUD-2991, Certification of Consistency with
the Consolidated Plan**

SF-LLL, Disclosure of Lobby Activities

SUBMISSION REQUIREMENTS (cont'd)

Form HUD-96010, Program Outcome Logic Model

**Form HUD-2990, Certification of Consistency with
RC/EZ/EC-II Strategic Plan**

**Form HUD-96011, Third Party Documentation Facsimile
Transmittal**

SUBMISSION REQUIREMENTS

(cont'd)

The application deadline for receipt of application via Grant.gov is 11:59:59 on March 29, 2011.

Applications must be received by deadline in order to be considered.



SUBMISSION REQUIREMENTS

(cont'd)

Received means that the application has been successfully uploaded to the Grants.gov server

Applicants should be aware that hitting the “sign and submit” button does not mean the application has been successfully uploaded to Grants.gov.



SUBMISSION REQUIREMENTS

(cont'd)

Applicants are encouraged to submit their applications early and with sufficient time to address any issues that might affect the applicant's ability to have an application successfully uploaded and received by Grants.gov.

Late Applications not accepted after deadline date or that do not meet the requirements of the grace period policy.

SUBMISSION REQUIREMENTS

FUNDING RESTRICTIONS

Costs of meals and supportive services are not covered

This program does NOT allow permanent displacement

Applicants will not be awarded multiple grant funds

SUBMISSION REQUIREMENTS

FUNDING RESTRICTIONS

Additional units

Pay the cost of any of the necessary
supportive services

Purchase or lease additional
land

SUBMISSION REQUIREMENTS

FUNDING RESTRICTIONS

- Rehabilitate project for items not related to ALF
- Reduce number of accessible units already in project
- Permanently relocate resident out of project

SUBMISSION REQUIREMENTS

FUNDING RESTRICTIONS

Increase management fee

Cover the cost of activities not directly
related to the conversion of the units and
common space

OTHER SUBMISSION REQUIREMENTS

- Electronic Delivery
 - www.grants.gov/apply
 - Early Registration
 - Electronic signature

OTHER SUBMISSION REQUIREMENTS

Waiver of Electronic Submission address to:

David H. Stevens, Assistant Secretary for Housing/Federal
Housing Commissioner

U.S. Department of Housing and Urban Development

451 7th Street S.W., Room 9100

Washington, DC 20410

OTHER SUBMISSION REQUIREMENTS

- Waiver must show cause and be submitted at least 15 days prior to the deadline date.
- Waiver approval will identify how many copies of the application to submit and where.

RATING AND RANKING OF APPLICATIONS

- Approvable applications rated according to the Rating Criteria in NOFA

RATING FACTORS

Capacity of Applicant - 20pts.

Need/Extent of Problem -20pts.

Soundness of Approach -40pts.

Leveraging Resources -10pts.

Achieving Results and Program

Evaluation - 10pts.

RC/EZ/EC-II – 2 bonus pts.

Factor #1 – CAPACITY OF APPLICANT 20 points

The practicality of your plan and timetable to carry out the physical conversion (9 points)

Past experience in providing or arranging for supportive services on or off site (10 points)

Your organization is a “grassroots” organization (1 pt)

Factor #2 – NEED/EXTENT

20 points

The need for assisted living among the elderly and disabled residents of the project (7 pts)

The need for assisted living among very-low income elderly and disabled persons in the housing market area (3 pts)

Factor #2 – NEED/EXTENT (CONT'D)

Inability to fund conversion from existing financial resources (9 points)

Connection between ALF & community's Analysis of Impediments (1 point)

Factor #3 – SOUNDNESS OF APPROACH - 40 points

The extent the proposed ALF design will meet the special physical needs of frail elderly or persons w/disabilities (10 pts)

The extent to which the ALF 's proposed management and operational plan ensures that the provision of meals and services will be accomplished over time (10 pts)

Factor #3 – SOUNDNESS OF APPROACH 40 points (cont'd)

Extent proposed supportive services meet the anticipated needs of the frail elderly and disabled residents (7 points)

The extent to which service coordination function is addressed (7 points)

Factor #3 – SOUNDNESS OF APPROACH

40 points (cont'd)

- Steps taken which support State and local efforts in streamlining processes and procedures that eliminate redundant, statutes, regs and codes which impede the availability of affordable housing (2 pts)
- Energy Efficiency and Green Development (2 pts)

Factor #3 – SOUNDNESS OF APPROACH

40 points (cont'd)

- Section 3 - To the greatest extent feasible, describe how opportunities to train and employ low- and very low-income persons in the project area will be provided
(2 points)

Factor #4 – LEVERAGING RESOURCES (10 points)

- **Extent there are commitments for the funding needed for the meals and supportive services (5 points)**
- **Extent of local organization support firmly committed to provide 50% of the total cost of conversion (3 points)**

Factor #4 – LEVERAGING RESOURCES

10 points (cont'd)

- Extent of local organization support committed to providing funds for additional repairs or retrofit (2 points)

Factor #5 – ACHIEVING RESULTS AND PROGRAM EVALUATION (10 points)

Extent the conversion timetable reflect the length of time it will take to convert units and how the converted units will benefit the residents as they age in place (4 points)

Factor #5 – ACHIEVING RESULTS AND PROGRAM EVALUATION

10 points (cont'd)

- **Extent facility will implement practical solutions for improved living conditions (2 points)**
- **Viability of project absent HUD funds (2 points)**
- **Extent the operating philosophy promotes the autonomy and independence (2 points)**

Factor #6 – RC/EZ/EC-II

2 Bonus Points

- The project is located in RC/EZ/EC-II area as described in the General Section of the SuperNOFA (2 bonus points)

Suggestions for Preparing Your Application

- Read program NOFA including General Section
- Register early
- Assess the residents need for the ALF

Suggestions for Preparing Your Application

- **Make contact with State and local service providers and licensing agency(ies)**
- **Locate plan of original design**
- **Identify architect**

Suggestions for Preparing Your Application

- Obtain documents from other organizations and governmental agencies ASAP
- Write crisply
- Be brief
- Showcase the strengths of your organization

Suggestions for Preparing Your Application

- **Keep HUD's Rating Factors in mind**
- **Application should be complete, accurate, and well organized**
 - Make sure every exhibit is included with accurate info**
 - Make sure every document has the required dates**

Suggestions for Preparing Your Application

Submit early to meet the receipt and validation requirements by the November 5, 2009 deadline date

- <http://www.grants.gov/>

CONTACTS

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