must be clearly identified (including the exhibit subparts), and the application assembled in the order listed below. After the entire application is assembled, applicants should:

(a) Mark each exhibit with an appropriately numbered tab; and

(b) Number every page of the application sequentially.

(2) All reviews will be based on the application submission.

(B) Application Submissions

All applications must include the following exhibits:

- (1) Exhibit 1 consists of two documents that are printed in this **Federal Register** as appendices to this NOFA. The documents may be removed from the **Federal Register** or photocopied (do not re-type), and signed by the official authorized to act on behalf of the applicant. The two documents are:
- (a) SF-424—Application for Federal Assistance (published as Appendix A to this NOFA); and
- (b) Applicant Certifications (published as Appendix B to this NOFA).
- (2) Exhibit 2. Provide on not more than one page the number of persons in the jurisdiction who are living on the streets. Describe the methodology used to obtain that number and the date(s) of relevant data collection.
- (3) Exhibit 3. On not more than five pages:
 - (a) Describe:
- (i) A coordinated plan, including a description of each activity for which funding is being requested, for aggressive outreach to homeless persons living on the streets, intensive needs assessments, connection to existing community resources and, if necessary, providing additional housing and services; and
- (ii) How this plan fits within the jurisdiction's current system for reaching out and accommodating the housing and service needs of these persons;
- (b) In the format shown below, provide a chart with the total grant amount requested for the activities described above and for grant administration, with a breakdown of grant amount by activity. (The request may not exceed two years of Innovative Project funding.) The amount requested for grant administration may not exceed 5 percent of the subtotal for all other activities;

Activities	Amount requested
1	

Activities	Amount requested
2	
6. Total Request	

(c) Provide a time schedule for carrying out the activities, from beginning to end, noting expected number of days from execution of the grant agreement for achievement of significant milestones;

(d) Estimate the number of homeless persons to be assisted (with Innovative Project funding) over the life of the

project (i.e., up to two years); and
(e) List the resources, if any, that will
be contributed to the project from
States, local governments, and the
private sector (including nonprofit
organizations, foundations, and
communities), and information on the
status of any such resources that are
essential to the financial feasibility of
the project.

(4) Exhibit 4. Describe on not more than two pages the relevant past experience (e.g., conducting aggressive outreach) of the organization(s) that will implement the proposed activities in carrying out these types of activities.

(5) Exhibit 5. Describe on not more than three pages:

- (a) The demonstrated willingness and capacity of the applicant and other organizations involved in the project to work cooperatively with all relevant entities to design and implement an innovative program for helping homeless persons move from the streets; and
- (b) The extent to which the existing systems, both public and private, for homelessness assistance would benefit from additional resources to implement a coordinated plan for aggressive outreach to homeless persons living on the streets, and to carry out intensive needs assessments.
- (6) Exhibit 6. If changes in a jurisdiction's policy or procedure are necessary to provide sufficient flexibility and resources to implement and sustain the proposed activities, submit a statement of commitment from the jurisdiction to make such changes.
- (7) Exhibit 7. Applicants that are private nonprofit organizations must submit:
- (a) Documentation showing that the applicant is a certified United Way member agency: or
- (b) A copy of the organization's Internal Revenue Service (IRS) ruling

providing tax-exempt status under Section 501(c)(3) of the IRS Code of 1986, as amended; and a certification on letterhead stationery from the Executive Director of the organization stating that the organization has a functioning accounting system that meets the criteria listed below or that the organization has designated a qualified entity (include the name and address in the documentation) to maintain a functioning accounting system that meets the criteria below. The certification must attest that the organization's accounting system provides for the following:

(i) Accurate, current and complete disclosure of the financial results of each federally-sponsored project;

(ii) Records that identify adequately the source and application of funds for federally-sponsored activities;

(iii) Effective control over and accountability for all funds, property and other assets;

(iv) Comparison of outlays with budget amounts;

(v) Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the use of the funds for program purposes;

(vi) Written procedures for determining the reasonableness, allocability and allowability of costs;

(vii) Accounting records including cost accounting records that are supported by source documentation.

(C) Clarification of Application Information

In accordance with the provisions of 24 CFR part 4, subpart B, HUD may contact an applicant to seek clarification of an item in the applicant's application, or to request additional or missing information, but the clarification or the request for additional or missing information shall not relate to items that would improve the substantive quality of the application pertinent to the funding decision.

(D) Environmental Review

Selection of an application for funding does not imply HUD approval of any particular property for use in the project. HUD will complete an environmental review with respect to particular properties, to the extent required under 24 CFR part 50, at the time the recipient proposes particular properties for use under the program. The recipient may not commit HUD or local funds for acquisition, leasing or physical development activities under the program until it receives HUD approval of the property.