

- Regional organizations serve a "regional area" such as the Southwest or Northeast. The regional organization's operational boundaries need not conform precisely to the typically accepted definition of a particular area.

- Multi-state organizations serve two or more states. The states need not be contiguous and the operational boundaries of the organization need not precisely conform to State boundaries.

(2) Civil Rights Compliance

The organization may have no outstanding finding of a violation of: Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and regulations pursuant thereto (24 CFR Part 1); the Fair Housing Act (42 U.S.C. 3601-19); Executive Order 11063, as amended by Executive Order 12892 and HUD regulations (24 CFR Part 107); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and regulations issued pursuant thereto (24 CFR Part 8); Title II of the Americans with Disabilities Act of 1990 and applicable regulations at 28 CFR Part 36); the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and regulations issued pursuant thereto (24 CFR Part 146); Executive Order 11246 and all regulations issued pursuant thereto (41 CFR Chapter 60-1); and Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and regulations pursuant thereto (24 CFR Part 135).

II. Application Process

A. Submitting an Application Package

The signed original and one signed copy of the application information must be submitted in a sealed envelope addressed to Emelda P. Johnson, Deputy Assistant Secretary for Single Family Housing, U.S. Department of Housing and Urban Development, 451 7th Street SW., Room 9282, Washington D.C. 20410. Envelopes should be clearly marked, "Housing Counseling Application". Applicants should retain a copy of the application for their records. Where the application requests submission of existing legal or corporate documents, send only a copy—not the original document.

Applications must be physically received by no later than the date stated above in the "Dates" section. Applicants have the option of submitting their response to sections B 4-9 below after receiving preliminary approval. In that case, the first phase of the application must be submitted within five working days of publication of this Notice. HUD will respond by telephone within two working days of receipt of the first

phase. The second phase of the application must then be received by the date stated above in the "Dates" section of this Notice. HUD recommends a one-step application process in the interest of timeliness and efficiency for the applicant but is making the two-step option available in conformance with previous practice.

The above stated application deadline is firm as to its date and hour. In the interest of fairness to all applicants, the Department will treat as ineligible for consideration any application that is received after the deadline. Applicants should take this policy into account and make early submission of their materials to avoid any risk of loss of eligibility brought about by unanticipated delays or other delivery-related problems.

Facsimile (FAX) applications are not acceptable and will not be reviewed.

B. Application Content

Applicants must submit an application following the format prescribed in forms HUD-9900C and HUD-9900D to HUD by the date and time stated above. After review and approval of this application, HUD will send the applicant a letter stating that the organization is recognized as a HUD-approved housing counseling agency with a copy of HUD's standard approval certificate. The following sections of this Notice state the submission requirements for each portion of the application package.

All application materials should be on 8.5x11" paper and should be typewritten or produced using other methods of wordprocessing. For identification purposes, assure that the name and complete address of the applicant appear on the top or bottom of each page. Use the outline format specified below and do not deviate or add or skip sections. Applicants should ensure that submitted materials are clear and concise.

National, regional, or multi-state organizations seeking HUD approval as a housing counseling agency must submit the following information as part of their application package:

(1) Transmittal Letter

In the transmittal letter, or cover sheet, to the application, clearly list the following information about the applicant:

- Official name of organization;
- Acronym, if any, for official name;
- Address of main office; (If the applicant will use a location other than the main office for counseling coordination activities, please indicate this address as well.)

- Main office telephone and FAX number. Also, toll free 800 # if applicable;

- Name and title of chief operating officer;

- Counseling program administrator's name and title;

- The name, title, and telephone number of the person to contact regarding the organization's application.

The cover sheet or transmittal letter should be signed and dated by the person authorized by the applicant's governing body to submit this application. Beneath the signature and date, type the signer's name and title and affirmatively state that this person is authorized to submit the application.

(2) Executive Summary

Provide a one page summary of the organization's proposed housing counseling plan and describe how this plan meets the housing needs and problems of the organization's targeted population. Also note how the organization's resources will enable it to implement its plan.

(3) Type of Organization

- National Organizations: Note the number of the States where housing counseling services will be provided. State the number of offices (main, branch, or affiliate) where these services will be provided.

- Regional Organizations: State the name of the region where services will be provided. Note the number of the States which are included in the organization's region. State the number of offices (main, branch, or affiliate) where these services will be provided.

- Multi-State Organizations: List the names of the States where housing counseling services will be provided. For each state, list the number of offices (main, branch, or affiliate) where these services will be provided.

(4) Community Base

- Describe the applicant's experience and record of achievement in housing counseling during the past year. This experience should be specific to the communities where the organization proposes to offer housing counseling services.

- List the following information for all affiliates or branch offices:

- Official Name.
- Address, including ZIP code.
- Mailing address (if different).
- Telephone and FAX number (if a toll free number is available please note that number as well).
- Name, title, and telephone number of the person in charge of the housing counseling program.