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**HOME Investment Partnerships Program**

**(HOME)**

 **Application**

**HOME INVESTMENT PARTNERSHIPS PROGRAM**

**APPLICATION**

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1. **APPLICATION INSTRUCTIONS**
2. **INTRODUCTION**

The City of Great Falls has a HOME Program available through the Planning and Community Development Department. The Program is designed to serve very low, low and moderate income persons at or below 80% of area median income for Cascade County. Funds for this program are provided through the U.S. Department of Housing and Urban Development.

The HOME Investment Partnerships Program (HOME) is a Gap Funding Program. When applying for HOME funds, the applicant should have secured other sources of funding before applying for funds. Applications for funds must be in conformance with the housing priorities in the City’s approved 2020 – 2024 Consolidated Plan and the approved Annual Action Plan. The current plans outline the City’s mission of improving and growing the community’s affordable housing stock through building, buying, and rehabilitating affordable housing for rent or homeownership including direct assistance to low income first-time homebuyers.

1. **ELIGIBLE APPLICANTS**
2. Community Housing Development Organizations (CHDOs). CHDOs must be City designated or recertified CHDOS at the time of application in order to be eligible to apply as a CHDO.
3. Nonprofit entities
4. For-profit entities (corporations)
5. **FEDERAL HUD REGULATIONS**
6. **Period of affordability:**  Period of affordability refers to the length of time HOME assisted units must remain affordable. Deed restrictions or covenants running with the land or other approved mechanisms will ensure the period of affordability, depending on the amount of HOME funds invested per unit in the project. After the required affordability period, the property may be sold without HOME restrictions.
7. **Homeownership Programs:** Every HOME funded homeownership program is subject to requirements that involve property standards and resale/recapture options. Refer to HOME Program regulations for specific requirements. The following table outlines the period of affordability for homeownership projects.

|  |  |
| --- | --- |
| **Homeownership assistance** | **Minimum period of affordability in years** |
| Under $15,000 | 5 |
| $15,000 to $40,000 | 10 |
| Over $40,000 | 15 |

1. **Rental Housing Programs:** Every HOME funded rental housing project must comply with requirements to ensure that the housing is occupied by low or very low income families, and that rents remain affordable throughout the period of affordability. Refer to HOME Program regulations for specific requirements for occupancy and rent limits. The following table outlines the period of affordability for rental housing projects.

|  |  |
| --- | --- |
| **Housing Activity** | **Minimum period of affordability in years** |
| Rehabilitation or acquisition of existing housing per unit amount of HOME funds; $15,000 | 5 |
| $15,000 to $40,000 | 10 |
| Over $40,000 or rehabilitation involving refinancing | 15 |
| New construction or acquisition of newly constructed housing | 20 |

1. **2021-2022 HUD Low to Moderate Income Guidelines for the City of Great Falls**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number in Household** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **80% AMI** | $39,800 | $45,450 | $51,150 | $56,800 | $61,350 | $65,900 | $70,450 | $75,000 |
| **50% AMI** | $24,850 | $28,400 | $31,950 | $35,500 | $38,150 | $41,200 | $44,050 | $46,900 |
| **30% AMI** | $14,950 | $17,050 | $19,200 | $21,300 | $23,050 | $24,750 | $26,450 | $28,150 |

\*\* New income guidelines are expected in June 2022. All grant recipients will be required to update any forms used to collect beneficiary information whenever new income guidelines are made available.

1. **List of Eligible Activities**: Each project must be an Eligible HOME Activity according to 24 CFR Part 92.
2. **List of Ineligible HOME Activities**
3. Provide project reserve accounts, except as provided in §92.206(d)(5), or operating subsidies.
4. Provide tenant-based rental assistance for the special purposes of the existing section 8 program, in accordance with section 212(d) of the Act.
5. Provide non-federal matching contributions required under any other Federal program.
6. Pay delinquent taxes, fees or charges on properties to be assisted with HOME funds.
7. Pay for any cost that is not eligible under §§92.206 through 92.209. Anything else identified as ineligible according to 24 CFR Part 92.
8. **City of Great Falls’ HOME Goals and Priorities**
	1. The City will focus on improving and growing the community’s affordable housing stock through the following:
		1. Building new affordable housing
		2. Acquisition for affordable housing
		3. Rehabilitating housing for affordable rentals or homeownership
	2. 15% CHDO Set-aside to be utilized by a certified CHDO for the purpose of increasing affordable housing stock in the City of Great Falls

## D. APPLICATION GUIDELINES

1. **HOME Application**: Provide an eligible HOME proposal that serves the goal of affordable housing to very low, low and moderate-income residents in the City of Great Falls. Please complete and submit the HOME Application, a Budget, a Performance Schedule, Floor Plans, Environmental Review Documents, plus relevant attachments.

## Funding Request Restrictions:

1. **Minimum Grant Request: $10,000**
2. **Submission Guidelines**

**All applications must follow the formatting described below or be subject to penalty points:**

1. Separate applications for each project requesting funds shall be submitted;
2. Applications must be typewritten and the fillable form completed with additional information attached as requested;
3. All sections and narrative questions must be labeled, page numbering is encouraged;
4. Maps and larger sections must be shrunk to fit onto an 8 ½ x 11” paper;
5. All checklistsprovided must be completed;
6. Page limits listed on the checklist must be followed, additional pages may not be forwarded to the Municipal Grant Committee for review;
7. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
8. The following required documents must be attached:

Non-profit applications: verification of 501(c)3 status; agency organizational chart; most recent agency operating budget; most recent audit or if not available the most recent 990 financial statement; copy of by-laws; current board list.

1. Project Timeline: describes when the project will occur with specific dates and times
2. All applications shall be **complete**, approved, and signed by the Board of Directors, the Executive Director, or other Responsible Person.
3. All applicants must be registered at https://sam.gov/SAM/ at the time of APPLICATION SUBMISSION so a search can be conducted regarding debarment from receiving federal funds. There is no cost for registration. The entity’s legal name, address, and DUNS number must match the information provided on the application for funding. If registering or updating on https://sam.gov/SAM/, the applicant must OPT-IN for public view.

## Review Process AND SCORING

1. **Review Process**

The Grant Review Team will consist of members from the Municipal Grant Committee. The Grant Review Team will review and score all applications based on the scoring categories. The Grant Review Team’s recommendation will be given to the City Manager and City Commissioners for vote and approval.

**2**. **Scoring Categories and Point Distribution**

 Applications will be rated and ranked on the basis of their responses to the application elements.

1. Project Description………………………………………………………........10 points
2. Need for the project and HOME funds……...………………………..…...….30 points
	* + - 1. 15 points – how it will meet the identified needs outlined in the Annual Action Plan.
				2. 10 points – the number of individuals/households served
				3. 5 points – how the applicant assessed the need in the community
3. Project management…………………………………………………..............25 points
	* + - 1. 10 points – previous experience working with HOME funding
				2. 10 points – plan for implementation and ensuring eligibility
				3. 5 points – proven history of construction/development management
4. Readiness to proceed………………………………………………….……....15 points
5. Project budget…………………………………………………........................15 points
6. Partnership/Collaboration/Outreach……….………...........................................5 points
7. **RESERVATION OF RIGHTS**

The City of Great Falls reserves the right, at its sole discretion, to award all, a portion, or none of the available HOME funding, and may reject any and all proposals based on the quality and/or merits of the proposals, or when it is determined to be in the public interest to do so. Furthermore, the City may extend deadlines and timeframes, as needed.

The City of Great Falls reserves the right to substantiate any applicant’s qualifications, financial information, capability to perform, funding availability, as well as past HOME performance.

The City of Great Falls reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best interest of the City to do so.

## Post Award and Sub-Recipient Criteria

All awards are subject to the City’s receipt of its HOME appropriation from the U.S. Department of Housing and Urban Development. All awards are subject to pre-contract negotiations with the recipient.

The City of Great Falls is committed to monitoring the performance of grant recipients to ensure that Federal funds are used appropriately and in a manner to maximize low and moderate income public benefit. Grant recipients include Town/City departments, divisions, outside social service agencies, non-profit organizations and local businesses. Monitoring each grant recipient ensures that the goals and objectives identified within the City’s Annual Action and Consolidated Plans are met. Copies of the monitoring reports are kept in the Planning and Community Development Office.

Recipients that do not comply with the Post-Award and Sub-Recipient Criteria listed below will forfeit their award of HOME funds. The forfeited funds will be then returned to the HOME program for reallocation.

* HOME recipients shall not incur any costs or obligate any HOME funding until an agreement between the City and the recipient is executed, an environmental review is complete, and a Notice to Proceed (NTP) has been given.
* HOME recipients shall ensure recognition of the role of the City of Great Falls in providing funding for their projects.
* All recipients must provide the following insurances:
	+ Commercial General Liability Insurance of $1,000,000 with the City listed as an additional insured
	+ Worker’s Compensation Insurance
	+ Unemployment Insurance
	+ Automobile Liability
* HOME recipients will be required to maintain accurate records documenting targeted populations and/or areas being served by the program or project. HOME recipients will provide quarterly reports to the City demonstrating the above eligibility requirements are being satisfied. The HOME recipient must collect and track data elements associated with the program/project requesting funding.
* Recipients will be asked to provide a final summary reporting all accomplishments and outcomes to be provided to HUD and the public. This includes a description of the impact or outcomes of the program or project. Quarterly updates may be requested and must be provided. If requested, funded recipients must comply.
* Payments: Invoices or requests for payment for work that has been completed will be paid on a quarterly basis or at project completion; *backup information substantiating the invoice is required*.

**HOME INVESTMENT PARTNERSHIP PROGRAM**

**II. HOME APPLICATION**

1. **COMPLETE APPLICATION CHECKLIST**

**Your guide to a complete submittal:**

[ ]  **Is the program/project eligible as defined in 24 CFR Part 92?**

[ ]  **Are match funds or in-kind services documented and available?**

[ ]  **Can the developer fund the project? City awards are paid as a reimbursement.**

[ ]  **Are you able to meet all Davis Bacon Labor requirements if applicable?**

[ ]  **Have you completed your Affirmative Fair Housing Marketing Plan?**

*Must complete HUD Affirmative Fair Housing Marketing Plan (AFMP)*

**Please submit each section of the application:**

[ ]  **A. HOME Application Checklist – this page,** *limit 1 page*

[ ]  **B. HOME Application Cover Page,** *limit 1 page*

[ ]  **C. HOME Application Worksheet ,** *limit 3 pages, plus any relevant attachments*

[ ]  **D. HOME Application Narrative,** *limit 6 pages*

[ ]  **E. Project Budget: Revenues and Expenditures,** *attached separately,* *limit 2 pages*

*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*

[ ]  **F. Performance Schedule,** attached separately, *limit 1 page*

*Performance Schedule must outline the project construction timeline and occupancy milestones.*

[ ]  **G. Floor Plans and Specifications,** *attached separately, shrunk to fit on an 8.5 x 11 page*

[ ]  **H. Environmental Review Checklist and Documents,** *documents attached*

[ ]  **I. Neighborhood Market Assessment,** *documents attached*

**Required documents for non-profit organizations:**

[ ]  **Verification of 501(c)3 or 6 Status**, *limit 1 page*

[ ]  **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*

[ ]  **Most Recent Agency Operating Budget *Summary***, *limit 1 page*

[ ]  **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement

[ ]  **Agencies By-laws**

[ ]  **Complete list of Board Members**

|  |  |
| --- | --- |
| **Signature of the Executive Authority**  | **Date** |
|  |  |
|             |  |

 **Name Title**

1. **HOME COVER PAGE**, *limit 1 page*

**HOME COVER PAGE**

**Activity Type:** [ ]  New Construction Only [ ]  Acquisition Only

[ ]  Acquisition and Rehabilitation [ ]  Acquisition and New Construction

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Property Type:** [ ]  1-4 Units Single Family [ ]  4+ Units Multi Family

[ ]  Condominium [ ]  Manufactured Housing

**Category:** [ ]  Homebuyer Project [ ]  Rental Project

**Operating Agency:**

**Mailing Address:**

**SAM Identification Number:** **DUNS Number:**

**Tax ID Number:**

**Project Name:**

**Project Address:**

**Executive Director:**

**Email Address:** **Contact Phone Number:**

**Project Director:**

**Email Address:** **Contact Phone Number:**

**Financial Contact:**

**Email Address:** **Contact Phone Number:**

**Amount of HOME funds requested: $****Total Project Budget: $**

**Estimated Number of People/Households to be served:**

**C. HOME WORKSHEET,** *limit 3 pages, plus any relevant attachments*

1. **Site Information**

**Address:**

**Legal Description:**

**Site Control:** Owned [ ]  Option to Buy [ ]  Lease [ ]  Other [ ]

**Date of Acquisition:**

**Are there existing structures? Yes** [ ]  **No** [ ]

1. **Beneficiaries**
	1. Total Number of Households/Units in project?
	2. Total Number to be assisted with requested funds?
	3. How many are *low to moderate income residents*? See income data in the instructions.
	4. What percentage of total clients are low to moderate income residents of the City? *(To calculate = D/B \* 100; Must be > 51%)*
2. **Project Information**
	1. How will the beneficiaries’ information be collected and documented?
	2. How will the units of service be tracked and documented?
	3. How will the outcomes be measured, collected, and documented?
	4. How will the affordability period be ensured? (recapture provisions)
	5. [ ]  Resale Project, proposed sale price: $

[ ]  Rental Project, provide an annual operating budget, as an attachment.

1. **Performance Objective -** Select only one objective based on the project’s need.

[ ]  Suitable Living Environment - Applies to the activities that are designed to benefit communities, families or individuals by addressing issues in their living environment.

[ ]  Decent affordable Housing - Applies to housing activities where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger element.

1. **Performance Outcome** - Select only one outcome based on the project’s purpose.

[ ]  Availability/Accessibility - Applies to activities that make services, infrastructure, housing, or shelter available or accessible to low-to moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to moderate income people.

[ ]  Affordability - Applies to activities that provide affordability in a variety of ways in the lives of low-to moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hookups or services such as transportation or daycare.

[ ]  Sustainability – Promoting Livable or Viable Communities Applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low-to moderate-income people by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities and neighborhoods.

1. **Other Funding**

Have any grant funds been utilized on this property before? **Yes** [ ]  **No** [ ]

If, yes, what type of grant funding, how much, and when?

***Please limit the HOME Worksheet to 3 (three) pages, plus any relevant attachments***

1. **HOME APPLICATION NARRATIVE**

Please answer the following questions; you have ***a maximum of 6*** single-sided pages. Be as direct and specific as necessary.

**1. Project Description**

Describe the project being proposed. Make sure to explain the “who, what, when, and where”.

**2. Need for the Project and HOME Funds as it relates to community need**

Describe the need in our community and why HOME funds are essential to address this need. Include the individuals/households to be served.

**3. Project Management**

Define who will manage the project and how they will manage it. Describe the applicant’s experience in delivering and managing this or similar grant funded programs/projects and how you plan to ensure eligibility requirements are met. Please summarize current licensing and accreditations obtained as well as previous construction or housing development experience.

**4. Readiness to proceed with project**

Describe the steps that have been completed or must be completed to initiate the project.

Describe the project’s timeline with dates and times, including the earliest possible start dates, end dates, and milestones as applicable.

**5. Budget for the Project**

Provide a narrative explaining the budget and expenses for the project. Describe exactly what HOME funds will pay for in this project. Please ensure that budget amounts listed in the narrative match the cover page and budget worksheet.

**6. Partnerships, Collaboration, and Outreach**

Describe how you are collaborating with other organizations to form a cohesive approach to meeting the needs of our community. How will you identify the families to be served?

1. **PROJECT BUDGET: REVENUES AND EXPENDITURES**, *limit 2 pages*

Clearly outline any other funding sources and each expenditure including what funding will be utilized for each line item. This is to be included as a separate attachment.

1. **PERFORMANCE SCHEDULE**, *limit 1 page*

Clearly outline the project timeline and milestones of construction as well as expected occupancy milestones. This is to be included as a separate attachment. Please note that construction must be scheduled to start within one year of signing an agreement.

1. **FLOOR PLANS AND SPECIFICATIONS,** *shrunk to fit on an 8.5 x 11 page*
2. **ENVIRONMENTAL** **REVIEW**

**Applicant must complete each of the items listed below and include them with the application as an attachment.**

[ ]  **MAP**: attach a census map showing the location and service area of the activity.

[ ]  **Environmental Factors: YES NO**

* 1. Will the activity impact a historical structure, district or site? [ ]  [ ]
	2. Will the activity result in a change of land use? [ ]  [ ]
	3. Has an Environmental Review or Assessment been completed previously? [ ]  [ ]

*If so, attach a copy of the previous record.*

**Forms can be found at:**

<https://www.hudexchange.info/resource/5119/environmental-review-record-related-federal-laws-and-authorities-partner-worksheets/>

[ ]   **Project Information Partner Worksheet**

[ ]  **Air Quality Partner Worksheet**

[ ]   **Airport Hazards Partner Worksheet**

[ ]   **Environmental Justice Partner Worksheet**

[ ]   **Explosives Partner Worksheet**

[ ]   **Flood Insurance Partner Worksheet**

[ ]   **Floodplain Management Partner Worksheet**

[ ]   **Historic Preservation Partner Worksheet**

[ ]   **Noise Abatement Partner Worksheet (CEST)**

[ ]   **Contamination and Toxic Substance Partner Worksheet**: *choose the correct worksheet for your project, single-family or multi-family*

[ ]   **Housing Requirements Partner Worksheet**

1. **NEIGHBORHOOD MARKET ASSESSMENT**

**Assess, at minimum, the current market demand in the neighborhood in which the project will be located. This must be included with the application as an attachment.**