**St. Joseph County Housing Consortium**

**APPLICATION FOR FUNDING**

**2023 HOME Investment Partnerships Program**

**APPLICATION DEADLINE:**

**Friday, August 12, 2022**

**No Later than 4:45 p.m.**

Attached is the application for Program Year PY 2023 funding for:

St. Joseph County Housing Consortium HOME Investment Partnerships for

the Cities of South Bend and Mishawaka, and St. Joseph County

Also available online at: <https://www.southbendin.gov/government/content/federal-grants>

If TECHNICAL ASSISTANCE is needed, please contact:

Pam Meyer

City of South Bend, Department of Community Investment

227 W. Jefferson Blvd., Suite 1300S

South Bend, IN 46601

(574) 235-5845 or [pmeyer@southbendin.gov](mailto:pmeyer@southbendin.gov)

Please read the instructions and review the application carefully before completion and submission. Some items have changed. **Submission of an incomplete application or submission after the deadline may result in the proposal being disqualified.**

**PLEASE NOTE**: The timeframe of any federal budget discussions, modifications and/or approval cannot be projected. The St. Joseph County Housing Consortium will proceed as usual with the application process for its HUD-funded programs. Please be aware that this is done with the understanding that FY 2023 funding is not confirmed.

**Instructions for the PY 2023 HOME Application for Funding**

**Applications must be received by 4:45 p.m. on Friday, August 12, 2022 and may be hand-delivered or emailed**. NO FAX OR MAIL DELIVERIES WILL BE ACCEPTED.

If hand-delivering, the **original and one (1) copy** of the application and its attachments must be submitted to:

City of South Bend

Department of Community Investment (DCI)

227 W. Jefferson Blvd., Suite 1300S

South Bend, IN 46601

If submitting electronically, please send application and all attachments to [ltimmer@southbendin.gov](mailto:ltimmer@southbendin.gov) .

**Public Engagement**

Public hearings on the **2023 CDBG and ESG RFPs, and the 2023 HOME application, with the intention of developing the 2023 Action Plan**, will be held on Tuesday, July 12th, 2022 at the following times and locations:

2:30 PM, Mishawaka Council Chambers

Mishawaka City Hall

600 East Third Street, Mishawaka

and

5:30 PM, 14th Floor Dept. of Community Investment Conference Room

County-City Building

227 West Jefferson Boulevard, South Bend

Both locations are ADA accessible.

**Emergency Citizen Participation and Consultation Process**

When a Declaration of an Emergency has been ordered by the President of the United States, or the Governor of Indiana, or the St. Joseph County Health Department, the City of South Bend will hold virtual public hearings through conference calls or an online video conference call platform. Access information for virtual meetings will be provided in the public hearing notice. The City will make a good faith effort to ensure that attendees of virtual public hearings will be able to comment and have questions answered in real-time. If real-time questions and responses are not feasible, citizens may submit questions via email and City staff will provide a response within two (2) business days.

**For City of South Bend Projects Only:**

Applicant must be a non-profit 501(c)(3) charitable organization or a unit of government.

To utilize HOME funds most effectively to address priority needs, the City of South Bend will prioritize the award of PY 2023 HOME funds to projects that provide for:

(1) Acquisition/rehabilitation/new construction of Permanent Supportive Housing units for the chronically homeless;

(2) Tenant Based Rental Assistance (TBRA) for special needs populations.

In addition, Consortium staff time will be subsidized using HOME funds set aside for administration. If funds are available after priority projects and administration are awarded, remaining funds may be allocated to single-family home new construction on existing vacant lots.

The City of South Bend notes a preference to use HOME in specific geographic areas (please see the “Analysis for Residential Market Potential” on the City’s website at <https://www.southbendin.gov/government/content/plans-studies> .

**St. Joseph County Housing Consortium M/WBE Outreach:** Subgrantees must comply with the requirements of Executive Orders 11625, 12432, and 12138, concerning Minority and Women's Business Enterprise, and the policy of the St. Joseph County Housing Consortium which further supports and encourages the participation of minority and women owned businesses in the benefits of the HOME program, by:

1. Contacting all minority businesses that offer services needed by the organization in carrying out the HOME program and offering copies of any ads outlining information on where, when and how to submit bids or proposals for such work; and
2. Keeping records on contacts made to minority and women business enterprises and retaining any correspondence (letters, proposals, bids, etc.) received from such businesses for any contracts let though the HOME program and relaying this information to Department of Community Investment staff at least semi-annually.

**Inclusive Staffing Practices**: Where possible and practical, subgrantees must advance inclusive hiring practices for delivery of housing and other community-related projects. Building wealth and inclusive economic opportunities in low-income communities is considered fundamental in the provision of CPD-funded housing and services projects. This is to be achieved through hiring, training, and providing opportunities for growth.

**Equal Access Rule**: Subgrantees must comply with the requirements of 24 CFR § 5.106, Equal Access in Accordance with an Individual’s Gender Identity in Community Planning and Development Programs (CPD). All individuals – regardless of sexual orientation or gender identity – must have equal access to CPD-funded programs, shelters, other buildings and facilities, benefits, services, and accommodations. Additional information and resources may be found through the following links:

1. Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity:

<https://www.federalregister.gov/documents/2012/02/03/2012-2343/equal-access-to-housing-in-hud-programs-regardless-of-sexual-orientation-or-gender-identity>

1. Equal Access in Accordance with an Individual’s Gender Identity in Community Planning and Development:

<https://www.federalregister.gov/documents/2016/09/21/2016-22589/equal-access-in-accordance-with-an-individuals-gender-identity-in-community-planning-and-development>

1. Equal Access for Transgender People: Supporting Inclusive Housing and Shelters:

<https://files.hudexchange.info/resources/documents/Equal-Access-for-Transgender-People-Supporting-Inclusive-Housing-and-Shelters.pdf>

1. Equal Access Expectations: Training Scenarios for Use with Project Staff:

<https://www.hudexchange.info/resource/4951/equal-access-staff-training-scenarios/>

1. Equal Access Agency Assessment Tool:

<https://files.hudexchange.info/resources/documents/Equal-Access-Agency-Assessment-Tool.xlsm>

**HOME Program Income Limits**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FY 2022 HOME Income Limits (Effective 6/15/2022)** | | | | | | | | |
| **South Bend - Mishawaka IN HUD Metro FMR Area** | | | | | | | | |
|  | 1-Person Household | 2-Person Household | 3-Person Household | 4-Person Household | 5-Person Household | 6-Person Household | 7-Person Household | 8-Person Household |
| 30% AMI | 16,400 | 18,750 | 21,100 | 23,400 | 25,300 | 27,150 | 29,050 | 30,900 |
| 50% AMI | 27,300 | 31,200 | 35,100 | 39,000 | 42,150 | 45,250 | 48,400 | 51,500 |
| 60% AMI | 32,760 | 37,440 | 42,120 | 46,800 | 50,580 | 54,300 | 58,080 | 61,800 |
| 80% AMI | 43,700 | 49,950 | 56,200 | 62,400 | 67,400 | 72,400 | 77,400 | 82,400 |

Please note that HUD Income Limits are subject to change.

**Application Format**

All pages of the application and required supplemental materials are to be submitted together. If an item is not applicable, please indicate “N/A.”

**PLEASE NOTE**: Consortium staff will review organizations’ existing open contracts and will consider the following when evaluating PY2023 applications:

* age of the grant funds
* date the contract was executed
* the organization’s progress toward completing stated goals

1. **Project/Program Title**: Complete all requested fields. The contact person should be whoever can answer questions about the application.

2. **Funding Requested**: Fill in the amount of funding requested. **Submit ONE application per project / program.** HOME funding match, including amount and source of match, **must** be listed.

3 & 4. **Objectives and Outcomes:** Check the box under each heading that is most appropriate for the project/program.

1. **Outcome Performance Measurement:** The Outcome Performance Measurement Statement should describe the need that will be met and the benefits expected from the proposed project/program.
2. **Project/Program Description**:
3. Describe the proposed project/program in detail.
4. Indicate the geography to be served, including street boundaries and census tract(s), if applicable.
5. Specify the beneficiaries that will be assisted by the project/program.
6. State the method that will be used to verify a participant is income eligible for the project / program.
7. Chronicle from start to finish a projected timetable with actions and dates.
8. Describe the evaluation method that will document success of the project / program.

7. **Budget:**

Chart: Fill in amount requested in the first column on the line(s) most appropriate for the project / program. Other sources and funds should be listed in the next column. **PLEASE NOTE: HOME funds require a 25% match**. These match funds and sources should be listed in the “Proposed Other Funds & Sources” column.

1. Show calculation of total project cost per unit if requesting funding for a housing project.
2. Explain how the project / program will be sustained and whether HOME funding will be required in the future.
3. Discuss in detail if combining funds from more than one source for project / program.
4. Describe previous public funding received for project/program.

8. **Other** **Information:**

1. Self-explanatory
2. Applies to rental housing projects only – self-explanatory.
3. Self-explanatory
4. Rehabilitation projects / programs must address Title X requirements for Lead Hazard Reduction.
5. Self-explanatory

9. **Attachment A: Notification of a Single Annual Audit Form**

2 CFR Part 200 Single Audit: As an entitlement community administering federal funds, St. Joseph County Housing Consortium is responsible for ensuring subgrantees comply with 2 CFR Part 200 requirements. All agencies receiving HOME funding will be required to have an independent audit completed annually to qualify for and receive ongoing funding. The Office of Management and Budget requires subrecipients that expend $750,000 or more in federal funds in one fiscal year to conduct a Single Audit pursuant to the Single Audit Act. Subrecipients that do not qualify for a Single Audit must submit a CPA Audited Financial Statement, or at a minimum a Certified Annual Financial Statement (CFA). Audited Financial Statements and CFAs will only be accepted from those non-profits that can document they did not qualify for a Single Audit. Subrecipients are responsible for ensuring that their independent auditors conduct the proper type of audit.

1. **Certification**: The Certification must be signed by an authorized individual of the organization.
2. **Sub-recipient Pre-Award Assessment**: This is required for a new applicant or for applicants that have not received public funding from the St. Joseph County Housing Consortium within the last five (5) years.

Received By

Date

St. Joseph County Housing Consortium

APPLICATION FOR PY 2023 FUNDING

HOME Investment Partnership Program (HOME)

**1. PROJECT / PROGRAM TITLE:** Click here to enter text.

Applicant: Click here to enter text.

Address: Click here to enter text.

Contact Person: Click here to enter text.

Phone: Click here to enter text.

E-mail: Click here to enter text.

DUNS # (required) Click here to enter text.

Federal ID # (required) Click here to enter text.

Fiscal Year: Click here to enter text. through Click here to enter text.

(month, day) (month, day)

**2. FUNDING REQUESTED**

**Required 25% match for HOME funds**

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding Source** | **Amount Requested** | **Match**  **Amount** | **Match Source(s)** |
| HOME | Click here to enter text. | Click here to enter text. | Click here to enter text. |

1. **OBJECTIVES: Select ONE (1) objective that the proposed project/program meets.**

Creates a suitable living environment

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, child care, literacy, or elderly health services.

Decent housing

This objective focuses on housing programs possible with HOME 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 effort, since such programs would be more appropriately reported under suitable living environments.

Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

1. **OUTCOMES: Select the most appropriate outcome for the proposed activity.**

Improve availability/accessibility

This outcome applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/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 low/moderate income people where they live.

Improve affordability

This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Improve sustainability: Promoting livable or viable communities

This outcome 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 persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

I hereby certify that the submission of this proposal has been duly authorized by our governing body.

Authorized Signatory Date

**5. OUTCOME PERFORMANCE MEASUREMENT STATEMENT**

1. What are the **measurable objectives** of the project? (BE SPECIFIC: i.e., 14 houses will be rehabilitated, 10 families will become first-time homebuyers, etc.)

Click here to enter text.

1. Why is the proposed project/program needed and what outcomes will be achieved from the proposed project/program. Outcomes are the changes expected to occur in clients’ lives and/or the community as a result of the proposed project/program.

Click here to enter text.

**6. PROJECT/PROGRAM DESCRIPTION:**

1. **Describe the project/program**. Is this project/program a continuation of an existing program?

Click here to enter text.

1. **Service Area**: Describe the boundaries of where the service will be provided for South Bend, Mishawaka, or St. Joseph County, using street boundaries, census tract(s), block group(s) if applicable and any other descriptive explanation.

Click here to enter text.

1. **Who are the primary beneficiaries**? Describe the population the project/program proposes to serve. Include data by race, ethnicity, income level, etc. Note the source of the data.

Click here to enter text.

1. **Income Verification**. Which standard HUD approved method will be used to verify the income eligibility of the project/program participants. (Note: See current income limits below).

Click here to enter text.

1. **What is the timetable?** Detail the chronological order of the major phases of your project / program. Include expected start date and end date. Though this is only a projection, be as accurate as possible.

Click here to enter text.

1. **How will you know if your project is successful**? Briefly describe your method for evaluating (measuring) the success of your project.

Click here to enter text.

1. **BUDGET**

List *ALL* anticipated sources and *ALL* uses of funds, rounded to the dollar. **Note: HOME funds require a 25% match.**

|  |  |  |  |
| --- | --- | --- | --- |
| **COST CATEGORY** | **HOME FUNDS REQUESTED** | **PROPOSED OTHER FUNDS & SOURCE OF FUNDS (name each source and amount)** | **TOTAL** |
| 1. **Acquisition/Rehab** -  Homeownership or Rental \* |  |  |  |
| a. Architectural/engineering |  |  |  |
| b. Acquisition of Real property |  |  |  |
| c. Lead-based paint: Eval/reduction |  |  |  |
| d. Construction hard costs |  |  |  |
| e. Relocation |  |  |  |
| f. Demolition in support of housing |  |  |  |
| g. Developer fee \*\* |  |  |  |
| h. Other (please specify) |  |  |  |
| 2. **New Construction** - Homeownership or Rental \* |  |  |  |
| a. Architectural/engineering |  |  |  |
| b. Acquisition of Real property |  |  |  |
| c. Construction hard costs |  |  |  |
| d. Holding costs |  |  |  |
| e. Developer fee \*\* |  |  |  |
| f. Other (please specify) |  |  |  |
| 3. **Tenant-Based Rental Assistance** |  |  |  |
| 4. **Other** (specify): |  |  |  |
| **TOTAL PROJECTED COST (TPC)** |  |  |  |
| **% Of TPC funded by HOME** |  |  |  |

***\* The maximum HOME investment for these activities in the City of South Bend is capped at 60% of the total development cost per property.*** This investment percentage and/or support structure is subject to change at the discretion of the Consortium, based on labor and material costs, supply chain disruptions, etc.

**\*\*** Limited to up to 12.5% of total HOME investment in project

1. **Per** **Unit Cost**

For Housing Projects only, show detailed calculation of total project cost per unit.

Click here to enter text.

1. **Long-Term Funding**

What are the long term funding needs of this project/program? Is it anticipated that HOME funding will be needed/requested in future years? Explain.

Click here to enter text.

1. Has the applicant organization applied for funding from other sources for this project/program?

Yes  No

If **Yes**, list to whom, dollar amount of request, and status.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Source | Amount | Yet to Apply | Approved | Pending | Denied |
| Click here to enter text. | Click here to enter text. |  |  |  |  |
| Click here to enter text. | Click here to enter text. |  |  |  |  |
| Click here to enter text. | Click here to enter text. |  |  |  |  |
| Click here to enter text. | Click here to enter text. |  |  |  |  |

If **No**, explain why other funding sources have not been sought.

Click here to enter text.

Will CDBG or federal tax credits (LIHTC) also be used to develop the project? Make sure this information is included in the 7. Budget.

Yes  No

1. **Public** **Funding History**

Has your organization received HOME funding from the St. Joseph County Housing Consortium in prior years?

Yes  No

If **Yes**, please provide the following information for the past three (3) funding years:

|  |  |  |
| --- | --- | --- |
| **Project** | **Year** | **Grant Amount** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**8. OTHER INFORMATION**

1. **Displacement Activities**: Check all items involved in the proposed project.

**Real property acquisition**

**Permanent relocation of tenants**

**Temporary relocation of tenants**

**Conversion of commercial structures to other uses**

**Rehab of residential structures**

1. **Rental housing projects only:** Please attach a 10-year pro forma for the project, including: sources and uses of funds as outlined in budget; projected rents for all units, as well as anticipated increases; vacancy rate; annual operating expenses, as well as anticipated increases; debt service requirements for all loans; annual cash flow; annual cash and tax benefits to owner; etc.
   1. **Click here to enter text.**
2. **Americans** **with Disabilities Act (ADA)**
3. If your project involves rehabilitating, renovating, converting or constructing a structure for any public use, is or will that structure be readily accessible to, and usable by, individuals with disabilities as required by the ADA?

Yes  No  N/A

1. Similarly for agencies providing a public service: is the building where the service is provided readily accessible to and usable by individuals with disabilities?

Yes  No  N/A

1. If the answer is “no” for either 1 or 2, what plan have you developed for handling situations where a client or employee with disabilities is involved?

Click here to enter text.

1. **Title X Requirements for Rehabilitation and Lead Hazard Reduction**

List abatement procedures/risk assessment/work practice standards in place to comply with lead based paint reduction requirements:

Click here to enter text.

1. **Minority** **and Women Businesses / Section 3 Resident and Business Concern**

Describe the process to be used **to encourage minority and women owned businesses (M/WBE) and Section 3 residents and business concerns to submit bids** if the project/program includes construction or rehabilitation work (residential, commercial, or infrastructure). M/WBE information is available online at [www.in.gov/idoa/mwbe](http://www.in.gov/idoa/mwbe). Section 3 information can be searched at HUD.gov.

A list of St. Joseph County M/WBE obtained from the State of Indiana is available from the City of South Bend’s Department of Community Investment.

Click here to enter text.

**The St. Joseph County Housing Consortium, as Participating Jurisdiction of the HOME Program, complies with equal opportunity requirements which provide that no person in the U.S. shall on the ground of race, creed, color, national origin, sex, age, religion, handicap, or familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION--LOWER TIER COVERED TRANSACTIONS:**

A person who is debarred or suspended shall be excluded from Federal financial and nonfinancial assistance and benefits under Federal programs and activities. The undersigned representative of the Agency certifies, to the best of his or her knowledge and belief, that:

a. Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract; and

b. It will include the following clause without modification, in all proposals, agreements, contracts, proposals, or other lower tier covered transactions:

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

**Lower Tier Covered Transaction**

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CERTIFYING AGENCY REPRESENTATIVE:

By: Click here to enter text.

(Print name)

(Signature)

Title: Click here to enter text.

Date: Click here to enter text.

ATTACHMENT A: NOTIFICATION OF A SINGLE ANNUAL AUDIT FORM

Applicants for a HOME grant from the St. Joseph County Housing Consortium must provide the following information:

1. **Applicant**: Click here to enter text.
2. ***Expenditures*** from all federal sources for the recent fiscal year ended Click here to enter text.

(Attach a separate sheet if necessary)

|  |  |
| --- | --- |
| **SOURCE** | **$ AMOUNT** |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| **TOTAL Fiscal Year Expenditures** | **$**Click here to enter text. |

1. **Single Audit not required** (total federal expenditures **less than $750,000** for fiscal year)

If a Single Audit is not required, applicants must have a CPA Audited Financial Statement, or at a minimum a Certified Annual Financial Statement (CFA). Statements are due to the City of South Bend’s Department of Community Investment six (6) months after the end of the fiscal year.

**Single Audit required** (total federal expenditures **greater than or equal to $750,000** for fiscal year)

If a Single Audit is required, the applicant must have it conducted in accordance with 2 CFR Part 200 and Generally Accepted Government Auditing Standards for the fiscal year noted above. The Single Audit must be submitted to the Federal Audit Clearinghouse (<http://harvester.census.gov/sac/>), and is due to the City of South Bend’s Department of Community Investment nine (9) months after the end of the fiscal year.

1. **Certification by Authorized Representative**:

I certify that the amounts shown above accurately reflect the federal funds expended by this organization for the fiscal year indicated.

Signature Date

Title

**CHANGES TO THE HOME INVESTMENT PARTNERSHIPS PROGRAM BASED ON**

**THE CONSOLIDATED AND FURTHER CONTINUING APPROPRIATIONS ACT OF 2012 AND HOME 2013 FINAL RULE**

The *Consolidated and Further Continuing Appropriations Act of 2012* (P.L 112-55) and *HOME 2013 Final Rule* imposed new requirements on projects that receive funds from the HOME Investment Partnerships Program (HOME). The purpose of these requirements is to improve project and developer selection by participating jurisdictions (PJs) and ensure that there is adequate market demand for HOME projects.

The laws require that:

1. PJs must repay any HOME funds invested in projects that are not completed within four years of the commitment date, as determined by a signature of each party to the written agreement. HUD may grant a one-year extension upon determination that the failure to complete the project is beyond the control of the PJ.
2. PJs may only commit HOME funds to a project after it has underwritten the project, assessed the developer capacity and fiscal soundness of the developer being funded, and examined the neighborhood market conditions to ensure that there is an adequate need for the HOME project. The PJ must certify, at the time HOME funds are committed, that these actions have been taken for each project.
3. PJs must convert any FY 2012 HOME homeownership unit that has not been sold to an eligible homebuyer within six (6) months of construction completion to a HOME-assisted rental unit. \*
4. PJs must convert any FY 2013 and later HOME homeownership unit that has not been sold to an eligible home buyer within nine (9) months of construction completion to a HOME-assisted rental unit.
5. PJs may only provide HOME funds for development activities to Community Housing Development Organizations (CHDOs) that have demonstrated that they have staff with demonstrated development experience.

Source: U.S. Department of Housing and Urban Development, Notice CPD 12-007

\* HUD has since changed the allowable time frame for selling a HOME to nine (9) months