**PLEASE NOTE**: The timeframe of any federal budget discussions, modifications, and/or approvals cannot be projected. The City of South Bend will proceed as usual with the RFP/application process for its HUD-funded programs. Please be aware that this is done with the understanding that FY 2024 funding is not confirmed. Recommendations are subject to change.

ST. JOSEPH COUNTY HOUSING CONSORTIUM

HOME Investment Partnerships Program

# APPLICATION FOR FUNDING

PY2024

APPLICATION DEADLINE:

Friday, August 11, 2023 by 4:45 PM

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# APPLICATION TECHNICAL ASSISTANCE

Staff will provide limited technical assistance to agencies interested in responding to the application. Contact the Department of Community Investment at [federalgrants@southbendin.gov](mailto:federalgrants@southbendin.gov).

# PUBLIC ENGAGEMENT

Public hearings on the **2024 CDBG and ESG RFPs, and the 2024 HOME application, with the intention of developing the 2024 Action Plan**, will be held on Tuesday, July 25, 2023 at the following times and locations:

2:30 PM, Mishawaka Planning and Community Development

Mishawaka City Hall

100 Lincolnway West, 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.

# GENERAL REQUIREMENTS

1. **Minority and Women’s Business Enterprise Outreach:** The subgrantee must comply with the requirements of Executive Orders 11625, 12432, and 12138, concerning Minority and Women's Business Enterprise, and the policy of the City of South Bend which further supports and encourages the participation of minority and women owned businesses in the benefits of the CDBG program, by:
   1. Contacting all minority businesses that offer services needed by the organization in carrying out the CDBG 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 CDBG program and relaying this information to Department of Community Investment staff at least semi-annually.
2. **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.
3. **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:
4. Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity: <https://tinyurl.com/FR-2012-2343>
5. Equal Access in Accordance with an Individual’s Gender Identity in Community Planning and Development: <https://tinyurl.com/FR-2012-22589>
6. Equal Access for Transgender People: Supporting Inclusive Housing and Shelters: <https://tinyurl.com/InclusiveHousingandShelters>
7. Equal Access Expectations: Training Scenarios for Use with Project Staff:

<https://tinyurl.com/EqualAccessTrainings>

1. Equal Access Agency Assessment Tool:

<https://tinyurl.com/EqualAccessAssessmentTool>

# 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 2024 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://tinyurl.com/2021ResidentialMarketPotential>.

# COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS

The St. Joseph County Consortium, in order to participate in specific development activities, will work with qualified Community Housing Development Organizations (CHDOs).

The HOME Investment Partnerships Program (HOME) was created under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990. The Act's objectives include (1) promoting partnerships among states, units of local government, and not-for-profit organizations to develop and manage safe, decent, and affordable housing. Indiana Housing and Community Development Authority (IHCDA) receives a yearly allocation of HOME funds from the U.S. Department of Housing and Urban Development (HUD) as a participating jurisdiction (PJ).

In order to achieve its objectives, the Act requires that PJs "set aside" a minimum of 15% of their annual HOME allocation exclusively for qualified, eligible CHDO projects. A Community Housing Development Organization (CHDO) is a private, community-based nonprofit organization whose primary purpose is to develop affordable housing for the community it serves. To be recognized as a CHDO, an organization must meet the requirements pertaining to the legal status, organizational structure, capacity, and experience as set for in 24 CFR 92.2, and be certified by IHCDA as a CHDO

An organization’s CHDO status must be certified every three (3) years. Per 24 CFR 92.2, the following guidelines are considered criteria for qualification as a CHDO:

**Community housing development organization means a private nonprofit organization that:**

1. Is organized under State or local laws;
2. Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual;
3. Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A community housing development organization may be sponsored or created by a for-profit entity, but:
   1. The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.
   2. The for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members;
   3. The community housing development organization must be free to contract for goods and services from vendors of its own choosing; and
   4. The officers and employees of the for-profit entity may not be officers or employees of the community housing development organization.
4. Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1 or 1.501(c)(4)-1)), is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code of 1986, or if the private nonprofit organization is an wholly owned entity that is disregarded as an entity separate from its owner for tax purposes (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of “community housing development organization;”
5. Is not a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity. An organization that is created by a governmental entity may qualify as a community housing development organization; however, the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one- third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization;
6. Has standards of financial accountability that conform to 2 CFR 200.302, ‘Financial Management’ and 2 CFR 200.303, ‘Internal Controls;’
7. Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws;
8. Maintains accountability to low-income community residents by:
   1. Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations. For urban areas, “community” may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); and
   2. Providing a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing;
9. Has a demonstrated capacity for carrying out housing projects assisted with HOME funds. A designated organization undertaking development activities as a developer or sponsor must satisfy this requirement by having paid employees with housing development experience who will work on projects assisted with HOME funds. For its first year of funding as a community housing development organization, an organization may satisfy this requirement through a contract with a consultant who has housing development experience to train appropriate key staff of the organization. An organization that will own housing must demonstrate capacity to act as owner of a project and meet the requirements of § 92.300(a)(2). A nonprofit organization does not meet the test of demonstrated capacity based on any person who is a volunteer or whose services are donated by another organization; and
10. Has a history of serving the community within which housing to be assisted with HOME funds is to be located. In general, an organization must be able to show one year of serving the community before HOME funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least a year of serving the community.

# FAITH-BASED ORGANIZATIONS

**BACKGROUND/GENERAL GUIDANCE/APPLICABILITY**

On December 12, 2002, Executive Order 13279 was issued, requiring federal departments to treat all organizations fairly and without regard to religion in federal programs. It is HUD policy that, within the framework of constitutional church-state guidelines, faith-based organizations should be able to compete on an equal footing with other organizations for federal funding. Accordingly, organizations that are faith-based are eligible, on the same basis as any other organization, to participate in HUD’s programs and activities.

The new rule revises HUD regulations to remove barriers to the participation of faith-based organizations in the HOME, CDBG, HOPE 3, HOPWA, Emergency Solutions Grants, St. Joseph County - Region 2a Homeless Regional Planning Council, Supportive Housing, and Youthbuild Programs. In doing so, the preamble to the rule stresses that all program participants should complete on equal footing and be subject to the same requirements. In its implementation, HUD and grantees in the formula programs – HOME, CDBG, ESG and HOPWA, should be conscious that requirements for documentation, reporting, monitoring and use should be applied to all entities across the board. If a formula grant recipient has procedures in place, these procedures should be applied to all sub-recipients without regard to their religious or secular status.

As with any regulatory change, the new rule requires clarification on several fronts in order to ensure a uniform and accurate implementation in the affected programs. This is to provide guidance on certain aspects of the September 30, 2003, final rule. The guidance contained in this notice applies to all eight of the Community Planning and Development programs, as it determines necessary, and as it receives questions and requests for clarification on the new regulatory requirements.

On September 30, 2003, (68 FR 56396), HUD issued a final rule requiring equal treatment of faith-based organizations for eight HUD programs administered by its Community Planning and Development (CPD) Division. In addition, HUD published a final rule on July 9, 2004 (69 FR 41712) requiring, among other things, that states under the CDBG program provide equal treatment of faith-based organizations. Copies of the rules can be assessed online at: <http://archives.hud.gov/initiatives/fbci/Faith-Based.pdf>

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

# HOME INCOME LIMITS

*Please note that HUD Income Limits are subject to change.*

# AFFORDABILITY PERIOD

HOME projects will be required to have a period of affordability based on the amount of HOME investment in the project. The deed restriction documentation must be approved by DCI Staff. For consistency, the following affordability investment/affordability periods, will be used:

|  |  |
| --- | --- |
| **Amount of CDBG funds used:** | **Years of affordability required:** |
| Under $15,000 | 5 years |
| $15,000 - $40,000 | 10 years |
| Over $40,000 | 15 years |
| New Construction | 20 years |

# SUBMISSION INFORMATION

***Important information, please read this page in its entirety.***

**General Instructions:** 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.

**Proposals must be received by 4:45 p.m. on Friday, August 11, 2023, 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 proposal 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 proposal and all attachments to federal[grants@south](mailto:grants@south)bendin.gov.

*All proposals submitted by public or private non-profit agencies must be submitted in the legal name of the organization with whom a contract will be executed. An authorized representative of the organization who has the legal authority to enter into an agreement with the St. Joseph Housing Consortium must sign each original proposal.*

**PLEASE NOTE:** ***Proposals that are incomplete, request activities other than outlined in this document, lack required attachments, or proposals submitted after the published deadline will not be considered for funding. Changes and/or additions to the proposal after the submission will not be accepted unless specifically requested by DCI. A table of contents and cover letter are provided and must be included in the proposal!***

# FORMAT AND CONTENT

Required Proposal Format: In order for the City to conduct a uniform review process of all submissions, proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a proposal. All proposals must be typed. The pages must be numbered. 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 PY2024 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. **Objectives:** Check the box under each heading that is most appropriate for the project/program.

**AND/OR**

1. **Outcomes:** Check the box under each heading that is most appropriate for the project/program.
2. **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.
3. **Project/Program Description:**
   1. Describe the proposed project/program in detail.
   2. Indicate the geography to be served, including street boundaries and census tract(s), if applicable.
   3. Specify the beneficiaries that will be assisted by the project/program.
   4. State the method that will be used to verify a participant is income eligible for the project / program.
   5. Chronicle from start to finish a projected timetable with actions and dates.
   6. Describe the evaluation method that will document success of the project / program.
4. **Attachment A: 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.

1. **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
2. **Attachment B: 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: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_ @ \_\_\_:\_\_\_\_\_ AM/PM by \_\_\_\_\_\_\_\_

# PROPOSAL COVER SHEET

**St. Joseph County Housing Consortium**

**HOME Investment Partnership Program (HOME)**

**PY2024 APPLICATION FOR FUNDING**

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

**APPLICANT ORGANIZATION: Click or tap here to enter text.**

**OFFICE ADDRESS: Click or tap here to enter text.**

**CONTACT PERSON: Click or tap here to enter text.**

**PHONE NUMBER: Click or tap here to enter text.**

**E-MAIL ADDRESS: Click or tap here to enter text.**

**UEI #: Click or tap here to enter text.**

**FISCAL YEAR: Click or tap to enter a date. through Click or tap to enter a date.**

**ADDRESS(ES) OR CENSUS TRACT OF PROJECT:**

**Click or tap here to enter text.**

1. **FUNDING REQUESTED**

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

There is a 25% match requirement for HOME funds. Proof of match funds must be submitted with the application in order to be considered for funding.

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 **ONE (1)** intended 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.

1. **OUTCOME PERFORMANCE MEASUREMENT STATEMENT**
2. 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 or tap 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 or tap here to enter text.**

1. **PROJECT/PROGRAM DESCRIPTION:**
2. Describe the project/program. Is this project/program a continuation of an existing program?

**Click or tap 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 or tap 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 or tap 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 or tap 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 or tap 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 or tap here to enter text.**

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*Please refer to pages 21 – 23 for details on each of the items listed below.*

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| **Signature Page** | *Page* **Click or tap here to enter text.** |

# ATTACHMENT A: BUDGET – MATCH SOURCES

|  |  |  |  |
| --- | --- | --- | --- |
| COST CATEGORY | HOMEFUNDS 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): |  |  |  |
| 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 |  |  |  |
| 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 or tap 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 or tap 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 or tap 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 Attachment A: 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 on the next page:

**Previous projects funded by HOME funds:**

|  |  |  |
| --- | --- | --- |
| **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.** |
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| **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.** |

# ATTACHMENT B: 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.

**CERTIFYING AGENCY REPRESENTATIVE:**

By: **Type Name Here**

(Signature)

Title: **Click or tap here to enter text.**

Date: **Click or tap to enter a date.**

# 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.

**Click or tap here to enter text.**

1. **Americans** **with Disabilities Act (ADA)**

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

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

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 or tap 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 or tap 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 or tap 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

**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:

1. Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract; and
2. 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: **Type Name Here**

(Signature)

Title: **Click or tap here to enter text.**

Date: **Click or tap to enter a date.**

# SIGNATURE PAGE

**I hereby certify that the submission of this proposal has been duly authorized by our governing body. I understand that if it is found to not be authorized by our governing body or any information contained in this document has been falsified, this application will not receive funding.**

Initial: \_\_\_\_\_\_

**I hereby acknowledge that all sections of this Request for Proposal have been reviewed and understood.**

Initial: \_\_\_\_\_\_

**I understand that if any portion of this proposal is incomplete or submitted after the deadline, it will not be considered for funding.**

Initial: \_\_\_\_\_\_

**Authorized Representative**

**Signature: ­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:** **Click or tap here to enter text.**

**Date:** **Click or tap to enter a date.**

**Email Address:** **Click or tap here to enter text.**

**Phone Number:** **Click or tap here to enter text.**