

COMMUNITY REINVESTMENT DIVISION

Government Annex Building
420 10th Street, 2nd Floor
Columbus, Georgia 31901
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HOME Investment Partnership Program Introduction and Submission Requirements

The HOME Investment Partnership Program was created under Title II of the National Affordable Housing Act of 1990. The general purposes of HOME are expanding the supply of decent and affordable housing for low to moderate income residents, strengthening the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent affordable housing, providing financial and technical assistance to participating jurisdictions, extending and strengthening partnerships among all levels of government and the private sector, including for profit and nonprofit organizations, in the production and operation of affordable housing.

The Columbus Consolidated Government is a participant in the HOME Investment Partnership Program and receives HOME entitlement funding on an annual basis. Through this program, activities have been undertaken to enhance ongoing neighborhood revitalization efforts. For the funding period covered by this application, the City will again assess proposals received that address the goals outlined in the City's Consolidated Plan.

All projects must be located within the Muscogee County, Georgia boundaries. Although the City does not know the exact HOME allocation for 2017-2018, we anticipate approximately \$645,385 in HOME funding. Approximately \$96,808 will be allocated to CHDO funds, and \$164,539 will be allocated to other activities leaving a balance of approximately \$384,038 for competitive bid.

Reservations

1. The Columbus Consolidated Government reserves the right to accept or reject any or all proposals received.
2. The Columbus Consolidated Government reserves the right to seek additional information from organizations, especially those not previously funded by the City.
3. The Columbus Consolidated Government reserves the right to establish spending guidelines for all projects.

Eligible Applicants

1. Applicants must be incorporated for profit or nonprofit able to undertake affordable housing activities within the boundaries Muscogee County, Georgia.
2. Applicants must demonstrate the financial management and programmatic expertise to

successfully develop, design, implement and monitor the proposed activities. This expertise is demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.

3. Applicants must be able to meet other Federal requirements relative to the HOME program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, and acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Federal requirements include those listed in Title 42, Chapter 130 and CFR Title 24 Part 92. All applicants should be aware that additional federal requirements apply.

Submit completed proposals no later than 4 PM, Tuesday, February 21, 2017 to:
Community Reinvestment Department 420 10th Street, 2nd Floor, Government Annex Building, Columbus, Georgia, 31901.

Project evaluation and funds allocation

Eligible applications will be evaluated by Community Reinvestment Department (CRD) staff based on the priorities of the Consolidated Plan, feasibility of the project, and the capacity of the agency to deliver the proposed project timely. In addition, CRD staff will use the Evaluation Criteria below as a guide in allocating funds. However, this will not be the sole factor in determining whether a project will be funded or how much funding it will receive. Also, there may be applications for projects that satisfy the evaluation criteria and may not be funded. CRD staff will present their allocation recommendations to the City Council in the form of an Annual Action Plan for the HOME Program. Furthermore, the City will seek citizen input on the Plan through public hearings and written comments. Please take pride in completing the Request for Proposal (RFP) application, neatness, orderly and completeness will also be rated. Please follow the application accordingly, in order to facilitate the review of your RFP.

HOME RFP Evaluation Criteria

1. Project primarily benefits low to moderate income persons that live within Muscogee County, Georgia
2. Allow for the most efficient and cost-effective use of HOME Program funds so that the project outcome benefits as many low to moderate income persons as possible
3. Agency's demonstration and commitment to proposed project in terms of experience, time, effort, resources, support staff, etc.
4. Provide a realistic project cost breakdown and demonstrate the financial capacity to successfully deliver project.
5. Demonstrates that project will successfully meet the required affordability period.
6. Project will be delivered in a timely manner as proposed. It is expected that all construction projects should be completed by or within 24 months upon execution of a funding agreement with the Columbus Consolidated Government.
7. Agencies injecting their own funding into the proposed project.
8. Affordable housing shall be maintained as the top priority.

9. Projects ready to start will receive preference over complex projects with delay (environmental, zoning issues, unsecured funding, etc).
10. Loan requests will score higher than grant requests.
11. Priority will be given to applicants who comply with the goals and objectives set forth by the 5-year Consolidated Plan for fiscal years 2017-2021.

The above is not listed in any order of priority or a complete evaluating list. City Council has final decision making authority on the selection of proposals to be funded.

Applicants will be required to attend the Community Development Advisory Council (CDAC) meeting in March. All applicants will be notified of the dates for presentations in March. At the meeting, each organization will be allotted 10 minutes to present to the CDAC Board about your organization's submitted application.

All original applications will be date stamped. **Late submissions will not be accepted.**

Persons with disabilities may request reasonable accommodation. Requests should be made as early as possible allow time to arrange the accommodations.

**Submission
Requirements:**

- One (1) original and two (2) copies of the completed application packet, three copies total
- 8 ½ X 11 page format
- Bound in a 3 ring binder
- Single-sided only
- Please reference all additional "Attachments" in the application wherever applicable



**Columbus Consolidated Government
Community Reinvestment Division
Application for Funding for a
CONSTRUCTION PROJECT
2017-2018**

**CHECKLIST OF DOCUMENTATION INCLUDED WITH THIS APPLICATION:
(Check each box)**

Your application must include following sections in the order listed:

- Section I: Applicant Information
- Section II: Project Description
- Section III. Financial Information
- Section IV. Agency Management
- Section V. Disclosure of Potential Conflicts of Interest

REQUIRED ATTACHMENTS

Please provide one electronic copy of each of the following documents:

- An **organizational chart**. Highlight staff who will be responsible for this project
- By-Laws, Articles of Incorporation, and 501c(3) determination letter**. (If applicable)
- A copy of your most recent financial statements and audited financial statements, including the management letter, if an audit was performed in the past year.
- A complete list of the members of your current **Board of Directors**. Include addresses, phone numbers, and relevant affiliation.

Columbus Consolidated Government
Community Reinvestment Division
Application for Funding for a
CONSTRUCTION PROJECT
2017-2018

This is an application for: HOME Program

SECTION I: APPLICANT INFORMATION

Full Legal Name of Applicant Agency: _____

Tax ID #: _____ **DUNS #:** _____

Name of Project: _____

Contact Person: _____ **Title:** _____

Telephone Number: ____ - ____ - ____ **ext:** _____ **E-Mail:** _____

Agency Address: _____

City: _____ **State:** _____ **Zip:** _____

Mailing address (If different than agency address): _____

Minority/Women Owned: Y ___ N ___

Total Funds Requested: \$ _____

Applying For:

- HOME Entitlement
- CHDO Activity
- CHDO Predevelopment Loan

By submittal of this application you acknowledge that to the best of your knowledge and belief, all data in this application are true and current and that this document has been duly authorized by the governing board of the applicant.

Name: _____

Date: / /

Authorized Signatory

2. What local or regional need or market does the program address?

3. Provide objective data- including information from reports, surveys, client records and other data sources- that documents your local or regional market and need.

II.F Project Site Details

1. What is the size and current use of the development site?

2. Please give a site description, including any existing site improvements, natural or constructed features (streams, ponds, e.g.). slope, elevation, and other relevant information about the site characteristics.

3. What is the current site zoning and the status of any required planning reviews?

(II.F Project Site Details Continued)

4. What is the status of your assessment of environmental conditions at the site? Will there need to be mitigation of any existing environmental conditions before the project proceeds?

Please attach the following:

- Site plan showing lot boundaries, street access, location of structure(s), and other site features**
- General location map showing development site in relation to streets, points of interest in the surrounding neighborhood, neighborhood facilities and services (at least 1/2 mile radius). Interstates (within 1000 feet), airports (within 5 miles), railroads (within 3000 feet), waterways, and flood zones *must* be shown (show all streams or waterways on or adjacent to the property).**
- If you already own the site of property, submit a copy of the deed and describe all existing liens or deeds of trust on the property. If the site is currently under an option agreement, submit a copy of the option and purchase agreement.**
- Any environmental studies that have been completed for the property.**

II.G. Property Acquisition

1. Describe the real property the agency has acquired or plans to acquire in order to carry out the project. Has the property already been acquired, or is property acquisition planned? When did closing occur, or when is closing planned?

2. Has property owner been notified of your intention to use federal funds for this project? If so, please attach copy of the letter.

(II.G Property Acquisition Continued)

3. Is the property currently occupied? If so, indicate the status and number of tenants or owners and describe in detail how you will determine relocation needs and help occupants relocate in accordance with Uniform Relocation Act. Include the cost of this in your budget. If you have issued a General Information Notice to tenants informing them of their rights to relocation assistance, attach a copy of notice.

II.H. Construction Detail

1. Provide in detail the proposed construction; information such as the total square footage or lineal feet of the proposed completed project; the number of stories; the materials to be used, infrastructure in place or needed and other details to help us understand the project.

(II.H Construction Detail Continued)

2. How many housing units will be newly constructed?

3. How many housing units will be rehabilitated?

4. What is the square footage of each housing unit?

5. What is the number of bedrooms/baths for each housing unit?

6. How many units will be available to people with special needs (Elderly, Disabled, Homeless, or People with HIV)?

7. Describe how the project will be designed and built to provide accessibility to persons with disabilities. Include information about “visitability” on non-accessible units.

8. Describe in detail the green building, energy conservation and use attributes of the proposed project. What fuel sources will be used for heating and cooling? What, if any, alternative energy sources will be employed? Will the project participate in an externally monitored energy efficiency program (e.g. Energy Star)? Please provide details.

9. If the project is a rehabilitation project, please describe historic features of the property. How will the project comply with the requirements of the National Historic Preservation Act? Does the project include property that is in or eligible for the National Register of Historic Places?

Please attach the following:

- Floor Plan(s)
- Site Plan
- Elevation drawings of finished building(s), and annotated sketches to emphasize design features that you consider particularly attractive.
- Photos of current street views to demonstrate neighborhood compatibility.

II.I. Lead-Based Paint (Repair/Rehab projects only)

1. Describe in detail how you plan to address lead-based paint testing and abatement or hazard control on any property built before 1978.

II.J. Housing Affordability, Marketing and Supportive Services

1. What are the proposed rents or sales prices for completed housing units per unit by number of bedrooms? Estimate utility costs.

2. Explain in detail your process for marketing to ensure an adequate pool of income-eligible renters or buyers. How will you affirmatively market the project?

3. Explain in detail your process for marketing to ensure an adequate pool of special-needs (Elderly, Disabled, Homeless, Persons with HIV/AIDS) renters or buyers.

4. For how long will the housing remain affordable to persons of low and moderate income? Describe in detail how you will ensure long-term affordability of housing units, including subsidy recapture, equity sharing, buy-back options, etc.

(II.J. Housing Affordability, Marketing, and Supportive Services Continued)

5. What, if any services will be coordinated with the project that will help ensure occupants' long-term housing success? Please describe.

6. What services will be coordinated with the project that will help ensure the long-term housing success for special needs occupants (Elderly, Disabled, Homeless, or People with HIV/AIDS)? Please describe.

II.K. Infrastructure and Public Facilities (this information not required for housing development and rehab projects). Attach maps to illustrate information below.

1. How many persons will have direct access to improved infrastructure or transportation accessibility?

2. What quantity of infrastructure will be added/improved (e.g. LF of waterline, sewer line, etc.)

II.L. Outcomes

Outcomes are measurable results that show what your beneficiaries will achieve by participating in your program/project. Outcomes do not typically list what services will be provided, but instead break out the benefits to beneficiaries of those services. Your activity may have multiple outcomes, please pick the top three (3) to report here.

Example: 10 affordable homes will be constructed for first time homebuyers.

Outcomes might be –

A: 10 people will increase their access to affordable housing

B: 10 people will increase their financial wellbeing

C: 5 people will improve their living conditions

1. What outcomes do you expect to obtain from this program?

Outcome A:

Outcome B:

Outcome C:

What is the total number of UNDUPLICATED clients served from all Outcomes above?

2. How many people/households will achieve each outcome? See Tables 2a & 2b for guidance on counting households or people. *(This section should match any numbers included in question 1. If they do not, please provide an explanation about why they do not).*

Number achieving Outcome A:

People: **OR** Households:

Number achieving Outcome B:

People: **OR** Households:

Number achieving Outcome C:

People: **OR** Households:

3. How will you measure these outcomes?

II.L. Outputs

How many persons or households will be served? Please read the instructions carefully and provide your answers based upon the program or service you will provide.

- 1. Client Demographics.** Please show numbers of clients, **not percentages**, in each category. Current income limits are on page VIII of the general instructions.

NOTE:

- Totals must match people/households listed in II L.
- For existing programs, the total must be consistent with data you submitted for the CAPER.

Table 2a: Client Demographics – HOUSEHOLDS

Use if applying for:

- Rental or Owner Occupied Rehabilitation
- New Construction for Homeownership or Rental

Number of <u>Households</u> Served, by Income Group					
<i>(To be completed for Emergency Repair, Rehab, New Construction projects only.)</i>					
Year	<30% of median	31-50% of median	51-80% of median	>80% of median	Total
2016/2017 (as now projected)					
2017/2018 (target)					

Table 2b: HOME-Eligible Production Underway or Planned

Project Name	Expected Number of HOME-eligible units in City of Columbus			Unit type: S/F or M/F	Expected completion date	Amount project receives in CDBG project delivery or HOME-funded developer fees
	New Constr.	Rehab	Down-payment assistance			
						\$
						\$
						\$
						\$
Unduplicated Total:						\$

II.M. Project Design and Timetables

1. Who will be eligible for and served by this program?

Describe any specific geographic, demographic or other targeted beneficiaries and why you have established these targets.

2. How will you inform potential beneficiaries about your program?

| What is your outreach and marketing plan?

3. Describe whether and how your marketing and outreach plan addresses minority and underserved populations. If a HOME applicant, describe how you will meet the Consortium Affirmative Marketing and HUD Fair Housing policy?

4. What are the program requirements for clients?

5. Is there anything else about the program design or implementation that is important to know?

Table 2c: Key Implementing Steps and Target Dates

Please complete the following to identify the key implementing steps and target dates. Add rows as needed.

Action	Start date (m/d/yy)	Target date for completion (m/d/yy)

6. Do you foresee any challenges that could delay the progress or completion of the activity according to the given timeline? If yes, explain.

II.N. Capacity

1. What qualifies your agency to undertake the proposed project?

2. What other agencies in the community develop complementary or similar projects or provide complementary or similar services? Does your program duplicate services provided elsewhere?

**3. How will you ensure collaboration and minimize duplication of services?
Please list any specific organizations you currently work with, or plan to work with during this fiscal year, and in what capacity.**

4. What other programs in your agency will support the intended beneficiaries of this project?

5. What are your plans to staff the program? Please describe the function and qualifications for each staff person having responsibility for program planning and delivery.

Section III Financial Information

III.A. Financial Information for Proposed Program

1. Have you been funded HOME grants in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. How do you specifically intend to use these grant funds? In other words, what will these grant funds pay for?
3. What is your operational and funding plan of the next 3 to 5 years
4. How would you operate this program HOME funds? What would be the impact in outcomes without these funds?
5. Do you anticipate needing HOME funds every year? Describe your fundraising plans for the future and how the HOME grant factors into your plans.

III.B. Operating Budget

1. What is your agency's fiscal year? / / through / /
2. Does this program budget cover significant activities outside Columbus? Yes
 No

If YES:

- Please indicate where activities will be provided:
(list all cities and/or counties this program will serve)
- Please estimate the percentage of program activities provided **in** Columbus:
 %

3. What is your estimated total agency budget for FY2017/2018? \$
4. What is the total estimated budget for this program? \$

If you do not use our fiscal year (July 1-June 30) for your budgeting, please amend the column heading

III. C. Match

1. The City of Columbus is required to provide a 12.5% match to the HOME funds. What do you plan to use as your match to meet that 12.5% requirement for your project?

IV. D. Loan/Grant

1. Is the HOME funding being requested in the form of a loan or a grant?

**SECTION IV
AGENCY MANAGEMENT**

IV.A Organization

1. What is your organization mission statement?
2. Incorporation date (Month and Year)? / /
3. Number of staff employed (full time equivalents)

Note: If funded, your agency must submit your most recent personnel policy, purchasing policy, code of conduct, indirect cost allocation plan, and ADA policy.

IV.B. Board of Directors

1. How many board members should you have according to your by-laws?
2. How many do you actually have at this date?
3. How often does your board meet?
4. What was the actual attendance at each of the last three regular Board meetings?
 - a. Date: _____ # attended _
 - b. Date: _____ # attended _
 - c. Date: _____ # attended _

5. Have you failed to reach a quorum at any Board meetings in the last 12 months? Yes No

IF YES: How many times?

6. Do any of your organization's staff members serve on your board? Yes
No

IF YES: What is the job title of the staff member(s) on the board?

-
7. What efforts do you make to ensure that your board represents the community it serves?
-

CHDO

1. Is your organization currently an approved CHDO?
2. Is the proposed activity or program a qualified CHDO activity?

SECTION V

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Are any Board Members or employees, or members of their immediate families, or their business associates;

1. Employees of or closely related to employees of the Community Reinvestment Department?
 YES NO
2. Members of or closely related to Members of City Council? YES NO
3. Current beneficiaries of the program for which funds are requested? YES
 NO
4. Paid providers of goods or services to the program or having other financial interest in the program?
 YES NO
5. Creditors (i.e. persons who have made loans to the agency or provided loan collateral)?
 YES NO

If you have answered YES to any question, **please attach a full explanation.** The existence of a potential conflict of interest does not necessarily make your agency ineligible for funding, but the existence of an **undisclosed** conflict may result in the termination of any grant awarded.