

Southwestern NC HOME Consortium Funding Application

GENERAL INFORMATION AND APPLICATION INSTRUCTIONS

OVERVIEW

Thank you for your interest in applying for HOME funds for affordable housing through the Southwestern NC HOME Consortium. We appreciate the work that you have done thus far to bring more affordable housing to our region.

HOME Investment Partnership Program (HOME):

The U.S. Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program (HOME) provides formula grants to states and local communities that (often in partnership with local nonprofit groups) fund a wide range of activities including construction, acquisition, and/or rehabilitating affordable housing for rent or homeownership, or to provide direct rental assistance to low-income people. It is the largest Federal Block Grant to state and local governments designed exclusively to create affordable housing for low-income households. HOME funds are awarded annually as formula grants to participating jurisdictions (PJs).

The Southwestern NC HOME Consortium (the Consortium) has been established to help address the affordable housing shortage in Region A. Haywood County is the lead entity and Southwestern Commission is providing administrative support. The Consortium funding applications are accepted once a year and are reviewed by the Board of Directors, which consists of appointees from each participating local government. The Consortium's overall goal is to provide safe and affordable housing for low-and-moderate-income persons as well as for special needs populations through the following objectives:

- increase the supply of new rental housing,
- increase the supply of new homes for homeownership, preserve and rehabilitate existing housing stock,
- provide homeownership and rent assistance,
- provide homeless housing.

A subrecipient is an organization that receives HOME funds from the Consortium to carry out one of the described objectives above.

INCOME ELIGIBILITY

In general, all projects must benefit persons whose household income is at or below 80% of the Area Median Income (AMI) adjusted for family size. The most current HUD HOME Income Limits can be found online.

PROJECT REPORTING AND MONITORING

Subrecipients of HOME funds are required to submit quarterly written progress reports to monitor progress and performance, financial and administrative management, and compliance with the terms of their HOME agreements. Reporting information may include progress toward achieving performance goals, description of activities/challenges, and revisions of proposed project timelines/budgets.

Subrecipients of HOME funds are also subject to annual monitoring requirements, as specified in their HOME agreements.

SUBMISSION INSTRUCTIONS

Application Overview:

Section 1: Applicant Information and Project Overview

Section 2: Project Description

Section 3: Performance Measurements

Section 4: Project Budget and Pro Forma

Section 5: Agency Description

Section 6: Disclosure of Potential Conflicts of Interest

CHECKLIST OF REQUIRED DOCUMENTATION

Agency Attachments:

- Current list of Board of Directors, including addresses, phone numbers, terms, and relevant affiliations
- Current By-laws and Articles of Incorporation
- IRS Tax Determination Letter [501(c)(3)] (if applicable)
- Most recent independent audit (if applicable)
- NC Charitable Solicitation License
- Experience of agency/organization

Project Attachments:

- Project Timeline
- Site map showing lot boundaries, locations of structure(s), and other site features
- General location map (at least ½ mile radius)
- Floor plan (s)
- Elevation(s)
- List of Energy Efficiency measures included in the project (if applicable)
- List of Universal Design features included in the project (if applicable)
- Detailed Project Budget
- Pro Forma (for Rental Property only)

CHDO CHECKLIST

- Application for CHDO Project Funds. Please request CHDO application from Caroline LaFrierier, caroline@regiona.org or 828-586-1962 ext. 218.

Section 1: APPLICANT AND PROJECT OVERVIEW

Applicant Information

Applicant Organization's Full Legal Name: _____

DUNS Number (Required for Federal Funding): _____

Applicant Organization's Physical Address: _____

Applicant Organization's Mailing Address: _____

Applicant Organization's Web Address: _____

Executive Director: _____

Telephone Number: _____

Email Address: _____

Project Overview

Project Name: _____

Primary Project Contact Person and Title: _____

Total Project Cost: _____

Total Amount of Funds Requested: _____

Proposed Use of Funds Requested (please provide a concise description of proposed project)

To the best of my knowledge, all information and data in this application are true and current. The document has been duly authorized by the governing board of the applicant.

Signature _____

Board Chairperson

Date

Signature: _____

Executive Director

Date

Section 2: PROJECT DESCRIPTION

Please provide a thorough description of the project (by answering the “who,” “what,” “when,” and “where” questions about your project). Please do not assume that the reader knows anything about the project.

“Who” – Beneficiaries and Project Staff

1. **Target Population.** Who is the target population to be served and how will their needs be addressed through this project?

2. **Incomes.** Please indicate the income of the beneficiaries (households) to be served through the proposed project. Please use the Area Median Income for the county that you intend to serve with this proposed project. If your proposed project will serve multiple counties, please attach a separate document with the requested information.

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
30% of AMI		
31%-50% of AMI		
51%-80% of AMI		
>80% of AMI		
Total		

3. **Project Staff.** Please provide names of all persons and/or consultants, etc., that will be involved with the project. Describe their responsibilities with the project and track record in the successful completion of similar projects in the past:

“What” and “Where”- Project Description and Location

1. **Type of Activity.** Please check all the categories that apply to your project.

- Acquisition
- Predevelopment costs
- Infrastructure/site improvements
- Rental subsidy
- New construction for homeownership
- New construction for rental housing
- Owner-occupied rehabilitation
- Rental rehabilitation
- Emergency shelter
- Transitional housing
- Supportive housing
- Rental/utility assistance

- Redeveloped rental housing
- Second mortgage assistance
- Other (please specify): _____

2. Project Description. Please provide a general overview of your project, including what you are planning to produce and how you are planning to carry out the project:

3. Project Location. Please be as specific as possible including the 911 address and Tax Identification Number:

4. Project Size (if applicable). Please provide the size of development site: _____ acres

Please attach the following:

- Site map showing lot boundaries, locations of structures(s), and other site features
- General location map (at least ½ mile radius)
- Photographs of site

“When” – Time Schedule

- Attach a detailed timetable showing when each work task will be completed (e.g., planning; obtaining financial commitments; design; environmental review; bidding; loan closing; key milestones in construction; final inspection; occupancy; etc.)

Other Project Details

If the questions below are not applicable or the requested information is not currently available, please insert N/A.

Property Acquisition

- Has your agency acquired real property in order to carry out the project, or is property acquisition planned? _____
- Is the property currently occupied? If so, attach a description of your plan to relocate.

Construction Detail

- How many units will be newly constructed? _____
- How many units will be rehabilitated? _____
- What is the square footage of each unit? _____
- What is the number of bedrooms in each unit? _____
- What is the number of bathrooms in each unit? _____
- How many units will be fully ADA accessible? _____
- Please attach the following if applicable:
 - Floor plan(s)

- Elevation(s)
- List of Energy Efficiency measures included in the project
- List of Universal Design features included in the project

Affordability, Marketing and Supportive Services

- Describe any methods to ensure long-term affordability of housing units, including subsidy recapture, equity sharing, deed restrictions, etc. (Note: All subrecipients of HOME program funding must agree to the terms and conditions of the HOME Program Development/Written Agreement) _____
- What are the proposed rents (including utility costs) or sales prices for completed units?

- Describe your agency’s process for marketing to ensure an adequate pool of income-eligible renters to buyers:

- What supportive services, if any, will be provided through this project?

- Describe your affirmative marketing plan to attract minorities, female heads of household, and the disabled:

- Describe any specific targeting of the following vulnerable populations either through services provided, locations, design features, etc.
 - Low Income Seniors
 - Persons with Disabilities
 - Veterans
 - Individuals or families experiencing homelessness
 - Housing Choice Voucher holders
 - Victims of domestic violence

Section 3: PERFORMANCE MEASUREMENTS

Goals and Objectives

Please complete the following chart with information about the project’s goals and objectives.

Goal/Objective	Measurement
Ex: Provide housing to low- to moderate-income households.	Ex: By 2016, build ten units that are affordable to low- to moderate- income households.

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Alignment with Goals and Adopted Affordable Housing Policy

Please explain how the proposed project aligns with any local goals and/or adopted affordable housing strategies and policies, and the Southwestern NC HOME Consortium Consolidated Plan priorities.

Section 4: PROJECT BUDGET AND PRO-FORMA

Please check the category that applies to your project and attach information/documentation as requested.

Project Budget

- Attach a detailed project budget showing all sources and uses of funds. Attach funding commitment letters where available or a list of funding applications to other sources previously submitted.
- HOME is the sole funding source for this project.

Pro forma (for rental property only)

- If you are developing a property for rent, please attach a 20-year pro forma showing estimated income, expenses, net operating income, debt service, and cash flow.

Cost per Unit

- Include the cost per dwelling unit (or per square foot for new construction) in attachment or describe below:

Section 5: AGENCY DESCRIPTION

A. Organization

What is your organization's:

1. Mission statement?

2. Incorporation date (Month and Year)? _____

3. Estimated total agency budget for this fiscal year? \$_____

4. Please include a copy of your last two (2) year's operating budget and a copy of your most recent audit.

5. Does your agency budget show a surplus or deficit? If so, please explain:

6. Is there a significant change in your budget from the previous year? If so, please explain:

7. Total number of agency staff: _____

B. Agency Track Record and Community Support

Please describe or attach your agency’s experience and ability to carry out the proposed project, including any of the following that may apply:

1. Evidence of coordination of this application with other organizations to complement and/or support the proposed project.

2. Involvement of the intended beneficiaries of the project in the planning process.

3. Past achievements in carrying out similar projects and evidence of successful record of meeting proposed budgets and timetables.

4. Collaborative relationships with other agencies.

5. Plans to develop linkages with other programs and projects to coordinate activities so solutions are holistic and comprehensive.

6. Any other features relating to organizational capacity that you consider relevant, (i.e. property management experience, including accepting Housing Choice Vouchers, etc.).

Section 6: DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Are any of the Board Members or employees of your agency, members of their immediate families, or their business associates:

- a) Employees of/or closely related to employees or the Municipalities or Counties within Region A?
 - Yes
 - No

- b) Members of/or closely related to members of the governing bodies of the Municipalities or Counties within Region A?
 - Yes
 - No
- c) Potential beneficiaries of the project/program for which funds are requested?
 - Yes
 - No
- d) Paid providers of goods or services to the program or having other financial interest in the program?
 - Yes
 - No

If you have answered YES to any of the preceding questions, please explain below. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any grant awarded.

Please submit application and all attachments via email to caroline@regiona.org or by mail to:
Southwestern Commission
125 Bonnie Lane
Sylva, NC 28779
Attn: Caroline LaFrienier