



HOME Investment Partnerships Program (HOME) Application for Funding Program Year 2017

Applications must be submitted to and received by Adams County Community Development (ACCD) on *October 3, 2016 by noon.*

ALL QUESTIONS MUST BE ANSWERED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Please submit one (1) application containing original signatures with supporting documentation as applicable **AND** one (1) electronic copy via email as outlined below:

**Original copies can be mailed or delivered to:
Adams County Community Development
A Division of Community and Economic Development
4430 S. Adams County Parkway
Brighton, CO 80601**

Electronic copies are to be submitted to Melissa Scheere, CDBG/HOME Coordinator at mscheere@adcogov.org.

SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING

A mandatory meeting will be held on *September 19, 2016* at the address above in the Conference Center, from *9:30 a.m. - 10:30 a.m.* The meeting gives county residents and community organizations an opportunity to offer views on community needs, to discuss the County's grant process, and to gain an understanding of the application forms and requirements.

HOME Purpose, Eligibility and Requirements

Purpose of HOME Program:

The HOME Program was created by the National Affordable Housing Act of 1990. Its purpose is to foster the production of decent affordable housing to lower income households, leverage private sector participation and strengthen the ability of local and state governments in providing housing and expanding the capacity of non-profit housing providers.

ACCD targets its HOME resources to assist low to moderate persons from 30% to 80% area median income (AMI), as annually established by the U.S. Department of Housing and Urban Development (HUD) for Adams County. Adams County AMI Limits can be found on HUD's website. Applicants must ensure that the requested funding allocation of HOME dollars are consistent with ACCD's 2015-2019 Consolidated Plan's (Con Plan) Priorities and Objectives, as outlined on page 4.

HOME dollars are allocated to qualified Community Housing Development Organizations (CHDO), Public Housing Agencies, For Profit developers, and certified nonprofit organizations (501c 3 or 4). HOME dollars are allocated to fund a wide range of activities including building, buying, and or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low to moderate income individuals or families. Please consult with ACCD staff before submitting an application if you are concerned about the eligibility of a project.

Eligible Applicants

Eligible applicants are certified Community Housing Development Organizations (CHDO), Public Housing Agencies, for profit developers, and/or nonprofit organization (501c 3 or 4).

Minimum Eligibility Criteria

- A. Nonprofit 501(c)(3) status for at least one (1) full year, **or**
- B. Two (2) full years of operating experience under another non-profit entity which meets this criteria, **or**
- C. For-profit entity proposing to use funds for an eligible activity, **and**
- D. For either nonprofit or for-profit, demonstrated successful experience in undertaking comparable programs or projects.

Applications will not be accepted if the sources of funding have not been committed or given preliminary awards.

Preference will be given to applicants who can, and have demonstrated, the capacity to successfully manage and complete HOME assisted housing developments.

CHDO certification/recertification must be completed for every HOME project. The CHDO application can be requested from ACCD.

Eligible HOME Activities

Eligible HOME activities include:

- Providing funding for home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers;
- Building or rehabilitating housing for rent or ownership; or for "other reasonable and necessary expenses related to the development of non-luxury housing," including site acquisition or improvement, demolition of dilapidated housing to make way for HOME-assisted development;
- Payment of relocation expenses; and
- Providing tenant-based rental assistance.

HOME-assisted rental housing must comply with HUD AMI Limits. HOME rent limits are published each year by HUD. The program also establishes maximum per unit subsidy limits and maximum purchase-price limits, which are available on HUD's website.

In addition, at least 15% of Adams County's annual HOME allocation must be invested in projects owned, developed, and/or sponsored by certified CHDO's that result in homeownership or rental developments.

Eligible Costs

Refer to HOME Final Rule 24 CFR Part 92, Subpart E, Program Requirements, related to eligible costs associated with the HOME Program, specifically:

- 92.206: Eligible project cost;
- 92.207: Eligible administrative and planning costs; and
- 92.208: Eligible CHDO operating expense capacity building costs

Program Requirements

Some special conditions apply to the use of HOME funds, such as:

Match

Applicants must match every dollar of HOME funds used with 25 cents from nonfederal sources, which may include donated materials or labor, the value of donated property, proceeds from bond financing, and discounted taxes and local fees.

Affordability Period

ACCD must ensure that HOME-funded housing units remain affordable in the long term. The affordability period is dependant on the amount of HOME subsidy and the type of activity, as outlined in the chart below:

HOME Subsidy per Unit	Length of the Affordability Period
Less than \$15,000	5 years
\$15,000 - \$40,000	10 years
More than \$40,000	15 years
New construction (no cap)	20 years

HOME Funding Award Process

ACCD will not authorize any disbursements of HOME dollars prior to the proper execution of the following steps:

1. Public advertisement of notice of funding availability;
2. Submittal, review, and approval of completed applications;
3. Acceptance and approval from the Board of County Commissioners and the public;
4. Approval by HUD in ACCD's Annual Action Plan;
5. Execution of ACCD's HOME Subgrantee Agreement;
6. Evidence of compliance with Statutory Program Requirements as listed below; and
7. Funding commitment.

Statutory Program Requirements

Statutory Program Requirements and considerations will be addressed within the written agreement between ACCD and approved applicants. ***Major program requirements and considerations include, but are not limited to, the following:***

- Residential Lead Based Paint Hazard Reduction, Act of 1992-24 CFR Part 35, Subpart B;
- Debarred or suspended contractors, 24 CFR Part 24;
- Equal Employment Opportunity regardless of race, sex, color, religion, age, national origin, & disability in federally assisted construction contracts, 24 CFR Part 7 and 41 CFR Part 60;
- Environmental Reviews Record (ERR) and clearance must be completed for any property/projects for HOME dollars to be invested prior to the execution of the Subgrantee Agreement, 24 CFR Part 58, National ER Policy Act of 1969.
- Davis Bacon Labor Standards and Contract Work Hours & Safety Standards Act, 29 CFR Parts 3 & 5 & CFR Part 70;
- Match Contribution Requirements, HOME Final Rule, Part 92, Subpart F, Project Requirements, 92.218, 92.219, 92.220, 92.221, & 92.222;
- Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), 49 CFR Part 24, Section 104(d) of the Housing Act. Evidence of appropriate URA actions must be completed prior to the execution of the Subgrantee Agreement; and
- Fair Housing - Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (Fair Housing Act, 42 U.S.C. 3600-3620) and Executive Order 11063, as amended by Executive Order 12259 and the implementing regulations in 24 CFR Part 107.

2015 - 2019 Consolidated Plan (Con Plan)

Plan Priorities and Objectives

The Adams County Con Plan identifies the need for housing, and community and economic development in the County. Overall goals include providing decent affordable housing, establishing and maintaining suitable living environments, and expanding economic opportunities.

The Plan outlines outcomes and strategies for providing economic assistance to low to moderate income, homeless and special needs communities. These objectives primarily involve increasing and preserving affordable housing, and also involve non-housing needs such as improvements to infrastructure, public facilities and services. Areas that will be included in the Con Plan are the Cities of Brighton, Federal Heights, Northglenn, Westminster (HOME only), Thornton (HOME only), Town of Bennett, and unincorporated areas of Adams County. Adams County administers the HOME consortia which includes the Cities of Westminster and Thornton.

The 2015-2019 Con Plan sets three high priorities. These priorities include new housing units, economic development, rehabilitation of existing housing stock, and supportive services for the most at-risk population.

Priority, Housing:

- *Objective 1:* Rental housing is available for low and very low-income populations where rental housing rates are low
- *Objective 2:* Affordable housing is located in areas adjacent to services including transit easily accessed by the low to moderate-income populations
- *Objective 3:* Affordable housing is available for low-income renters that want to buy
- *Objective 4:* Aging housing stock of low to moderate-income owner-occupied units is rehabilitated and/or repaired

Priority, Seniors and other Prioritized Populations:

- *Objective 1:* Prioritized populations have housing options, especially those earning less than 40% AMI
- *Objective 2:* Services available for at-risk children
- *Objective 3:* Prioritized populations are educated about housing and service options
- *Objective 4:* Housing and services options near transit are enhanced for prioritized populations
- *Objective 5:* Integration of prioritized populations are integrated into the community

Priority, Community and Economic Development:

- *Objective 1:* More job services and job creation for Adams County residents
- *Objective 2:* Public facilities and community resources are created and enhanced to support low to moderate-income populations
- *Objective 3:* Invest strategically in neighborhoods to assist in revitalization

Adams County HOME Application

Please complete *all* the sections of this application and be sure to complete and include all certifications and required attachments. *Incomplete applications will not be considered.* Please feel free to contact ACCD staff for guidance and technical assistance on HOME regulations, county policies, and application requirements.

I. GENERAL INFORMATION

1. Agency Information:

Agency Name: _____

Authorized Representative Name and Title: _____

Address: _____

Phone: _____

Email: _____

Agency Tax Identification Number: _____

Agency DUNS Number: _____

Explain the agency's mission, main goals and outcomes to be achieved in 50 words or less:

2. Application Contact information:

Name and Title: _____

Address: _____

Phone: _____

Email: _____

3. Project Address or Service Delivery Area:

Please include a precise street address AND census tract. You may also attach a map identifying the project location or service delivery area.

4. Consortia Funder:

HOME – Adams County

HOME – City of Westminster

HOME – City of Thornton

5. Total amount of funding requested in this application:

\$ _____

6. Discuss specifically what the HOME funds be used for:

7. Please explain how the agency has exhausted all available funding resources:

8. Adams County Goals and Strategic Direction

Please check at least **one** of the Adams County 2015 – 2019 Con Plan Priorities AND explain how the proposed project meets the objectives outlined in the priority:

Housing:

Seniors and other Prioritized Populations:

Community and Economic Development:

9. Type of Applicant *(Check all that apply)*

- Applicant is an existing entity
- Applicant is a new entity
- Corporation
- General Partnership
- Limited Partnership
- Limited Liability Company
- Joint Venture
- For-Profit
- Non-Profit
- Housing Authority
- Developer
- CHDO, if checked the agency is required to complete and submit an Adams County CHDO application, which can be requested from ACCD.

10. If agency is a CHDO, is the agency acting as owner, sponsor, and/or developer?

11. General Information:

- a) Does applicant have, or is applicant and/or co-applicant delinquent on local, federal and/or state debt?
 Yes No

- b) Does applicant have unresolved local, federal, or State findings?
 Yes No

- c) Is applicant delinquent on the filing of any federal or State tax returns?
 Yes No

If “yes” to questions 11a, 11b, and/or 11c, please explain.

II. PROJECT DESCRIPTION

1. Provide a detailed summary of the program or project. Please include the following information:

- Type of activity proposed;
- Total number of proposed or existing affordable housing units;
- Percentage of Area Median Income (AMI) benefit broken down by unit;
- Proposed rents and utility allowances (for rental units);
- Proposed sale prices (for homeowner projects);
- Existing tenant information (for acquisition, rehabilitation, and demolition projects, i.e., income and other information necessary to determine whether the tenants qualify to stay in the project);
- Sources and Uses of Funds; and
- Financial Resources Secured.

2. Does the proposed project include demolition, acquisition, or rehabilitation? Yes No

If “yes” to question 2, projects involving rehabilitation, acquisition, or demolition of occupied housing or businesses, the applicant must attach a plan (i.e., relocation plan, occupancy plan, displacement plan) that fully addresses the procedures that will be implemented to temporarily or permanently relocate tenants during the rehabilitation. Provide details on all costs you will pay and expenses for which the tenants will be reimbursed. This is required by Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), 49 CFR Part 24, Section 104(d) of the Housing Act.

3. Project Site Information

Size: _____ acres AND _____ square feet of proposed structure(s)

Does the applicant own the property (i.e., site control)? Yes No

If no, please explain:

Is the property zoned for intended use? Yes No

Is the present use non-conforming under existing zoning restrictions? Yes No

Is the property in the process of rezoning? Yes No

Current zoning (or describe permitted uses):

Is the property located in a Floodway or Floodplain? Yes No

If so, please explain measures of mitigation:

Please describe all existing on-site amenities:

4. Description of Improvements – Acquisition, rehabilitation, demolition, resale, and/or rental projects only

Total Number of Units: _____ Number of Buildings: _____ Number of Floors: _____

Year Constructed: _____ Number of Affordable Units: _____

Current Vacancy Rate: _____% as of ____/____/____ Elevator: Yes No

For **Housing Unit Rehab projects** identify and attach a detailed, line by line work write-up for each unit on which you propose to complete work including a schedule of work. Additionally, projects containing 26 or more units will require a Capital Needs Assessment. If already completed, please attach to the application.

5. Program Need

Explain how the proposed project will address a community need. Who will benefit? What is the AMI your agency is targeting?

5. Program/Project Management and Organizational Capacity

Give the name, title, and years of experience of each individual(s) responsible for the success of this development or project:

What experience and qualifications do the individuals listed above have related to housing development?

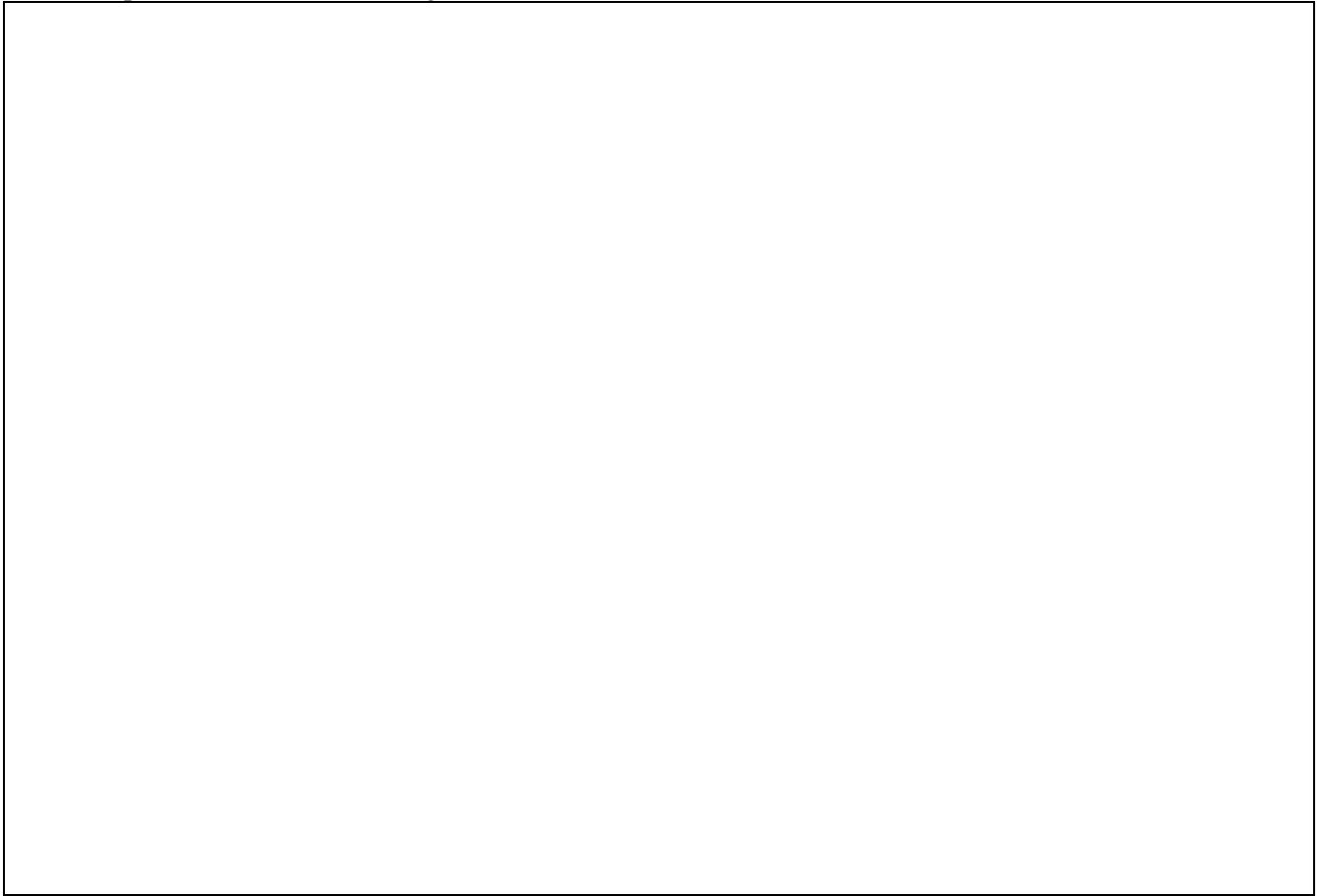
Who would manage the project if these key personnel leave the organization?

Please describe the agency's abilities and expertise in financial management (specifically federal grants) and capacity. Attach the most current financial audit of the organization and/or the project.

Please describe the agency or developer's abilities and expertise in construction project management (if applicable).

Describe the agency's history and experience in completing similar projects or developments and quantify how successful your organization has been in conducting these programs or projects.

How will participant eligibility be determined, documented, and monitored and how will your organization ensure compliance with all HOME regulations?



III.DEVELOPMENT TEAM

Identify and attach resumes.

Architect: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Is there a direct or indirect, financial, or other, interest with other team members or the applicant? Yes No
If yes, describe relationship(s) between entities and/or principals:

General Contractor: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Is there a direct or indirect, financial, or other, interest with other team members or the applicant? Yes No
If yes, describe relationship(s) between entities and/or principals:

Appraiser: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Is there a direct or indirect, financial, or other, interest with other team members or the applicant? Yes No
If yes, describe relationship(s) between entities and/or principals:

Engineer: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Is there a direct or indirect, financial, or other, interest with other team members or the applicant? Yes No
If yes, describe relationship(s) between entities and/or principals:

Cost Estimator: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Is there a direct or indirect, financial, or other, interest with other team members or the applicant? Yes No
If yes, describe relationship(s) between entities and/or principals:

Project Attorney: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Is there a direct or indirect, financial, or other, interest with other team members or the applicant? Yes No
If yes, describe relationship(s) between entities and/or principals:

Property Manager: (If applicable) _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Is there a direct or indirect, financial, or other, interest with other team members or the applicant? Yes No

If yes, describe relationship(s) between entities and/or principals:

Syndicator or Underwriter: (If applicable) _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Is there a direct or indirect, financial, or other, interest with other team members or the applicant? Yes No

If yes, describe relationship(s) between entities and/or principals:

IV. VALUATION INFORMATION – This section is required for rehabilitation projects only

If appraisal is complete, please attach.

Appraised Value and Post Rehab Value

Address: _____

Land Only: \$ _____ Date of Valuation: ____/____/____

Existing Building (as is): \$ _____ Date of Valuation: ____/____/____

Post Rehab Value: \$ _____

Date of Valuation: ____/____/____

Appraiser: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Assessed Value

Land: \$ _____ Assessment for the Year of: _____

Building: \$ _____ Valuation by: _____

Total Assessed Value: \$ _____

V. SOURCES AND USES

1. Sources

Applications will not be accepted if the sources of funding have not been committed or given preliminary awards. Please provide commitment letters or preliminary award letters, and the project’s Pro Forma as attachments to the application. Designations for “Type of Loan” can be found at the bottom of this section.

Source I: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () _____ Email _____

Type of Loan	Principal Amount	Interest Rate	Amortization	Term	Monthly Payment	Priority of Lien	Commitment Date

Source II: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () _____ Email _____

Type of Loan*	Principal Amount	Interest Rate	Amortization	Term	Monthly Payment	Priority of Lien	Commitment Date

Source III: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () _____ Email _____

Type of Loan*	Principal Amount	Interest Rate	Amortization	Term	Monthly Payment	Priority of Lien	Commitment Date

Source IV: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () _____ Email _____

Type of Loan*	Principal Amount	Interest Rate	Amortization	Term	Monthly Payment	Priority of Lien	Commitment Date

If more than four (4) sources of funding have been secured, please include the remaining as an attachment.

***Designations for “Type of Loan” Entries**

- a) Conventional Construction
- b) Conventional Permanent
- c) Conventional Gap
- d) Conventional Mini-Perm
- e) Federal Home Loan Bank (FHLB)
- f) HOME Program
- g) Private Funds
- h) CDBG Funds
- i) Bond Funds
- j) Proceeds from Syndication of Low Income Housing Tax Credits
- k) Other State Funds: (specify) _____
- l) Other Federal Funds: (specify): _____
- m) Local Government Funds: (specify) _____

2. Has the applicant secured the required 25% Match contribution? Yes No

Please explain sources of match and attach demonstration of match:

Attachments

- Non-profit status, 501(c) 3 or 4 tax exemption letter (if applicable)
- Certificate of Good Standing from the State of Colorado
- Current financial audit
- Pro Forma
- Relocation/Displacement/Occupancy Plan (if applicable)
- Detailed schedule of work and proposed rehab (if applicable)
- Commitments from secured financing and description of financing
- Completed CHDO Application (if applicable)
- Attach proof of match
- Appraisal (if applicable)
- Capital Needs Assessment (if applicable)

Authorized Representative Name (Typed)

Authorized Representative Signature

Date

Certification

I certify that _____ (Agency Name) is in good standing with all Departments of Adams County Government, including, but not limited to, the Tax Assessor, Public Utilities and Building Inspections.

This application is true and complete to the best of my knowledge and I further understand by this submission _____ (Agency Name) must adhere to all HOME regulations and requirements as well as any additional federal requirements that may be applicable.

I further agree, if awarded funding, to attend a contract review session, to read Adams County’s proposed contract thoroughly, and provide ACCD with a scope of services and/or any outstanding documentation prior to the grant award.

Signature and Title
Executive Director or Board Chair

Date