

**2015-2016  
HOME Investment Partnership Program  
Application for Funding**



**HOME Application**

**Important Considerations:**

- Fill out this application in its entirety. Incomplete applications will not be accepted.
- Please limit narrative responses to 250 words or less.
- If more space is needed than what is available on this application, attachments can be included.  
Please reference the applicable section number for all attachments.
- A representative of your organization must attend a mandatory Application Workshop Training session.  
Refer to the HOME Application Handbook for more information.
- A minimum funding request of \$10,000 has been implemented for funding year 2015-2016.
- Completed applications are due **Friday, October 3, 2014 by 4:00 p.m. Late applications will not be considered.**

**PART I: GENERAL INFORMATION**

**A. FUNDING REQUEST**

<b>Project/Program Title:</b>		
<b>Funding Request:</b>	\$	

**B. AGENCY INFORMATION**

<b>Agency Legal Name:</b>			
<b>Tax ID Number:</b>		<b>DUNS Number:</b>	
<b>State License #:</b>		<b>State License Expiration Date:</b>	
<b>Type of Agency:</b>	<input type="checkbox"/> Private for-profit <input type="checkbox"/> Other: _____ <input type="checkbox"/> Private non-profit		
<b>Agency Director:</b>		<b>Title:</b>	
<b>Phone Number:</b>		<b>Fax Number:</b>	
<b>Street Address:</b>			
<b>Email Address:</b>			

**Required Documentation:**

- If your organization is a non-profit, an IRS 501(c)3 status letter must be provided as an attachment.
- If your organization is a private organization, please provide a current list of board members as an attachment.
- If your organization is a housing provider, please provide a current list of board members and also identify the resident member(s) on your board. Resident members must equal one-third of your board to qualify for HOME funds.

**Mission Statement:**

**A. LOCAL GOALS & PRIORITIES**

Salt Lake City's 2015-2020 Consolidated Plan is a strategic plan focused on building *Neighborhoods of Opportunity* to promote capacity in neighborhoods with concentrated poverty and to support the City's most vulnerable populations. The five-year plan provides a strategy for maximizing and leveraging the City's block grant allocations to build healthy and sustainable communities that connect and expand opportunities for housing, education, transportation, services and economic development.



Projects funded through Salt Lake City's HOME program must align with the goals and priorities outlined in the 2015-2020 Consolidated Plan.

Select the Consolidated Plan Priorities and Goals that apply to your program/project. Check all that apply.

PRIORITY:	GOAL:
<p><input type="checkbox"/> <b>HOUSING</b> To provide housing options for all economic and demographic segments of Salt Lake City's population while diversifying the housing stock within neighborhoods.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Expand housing options for extremely low-income (ELI) individuals and special needs populations.</li> <li><input type="checkbox"/> Support affordable housing development in high opportunity areas.</li> <li><input type="checkbox"/> Improve and rehabilitate the housing stock in concentrated areas of poverty.</li> <li><input type="checkbox"/> Expand affordable housing opportunities within walking distance of transit stations.</li> <li><input type="checkbox"/> Develop healthy and sustainable housing that utilizes energy conservation and green building technologies.</li> <li><input type="checkbox"/> Provide housing opportunities to emphasize stable housing as a primary strategy to end homelessness.</li> </ul>
<p><input type="checkbox"/> <b>EDUCATION</b> To promote educational opportunities, with focus on reducing intergenerational</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Address the digital divide by promoting digital inclusion through access to communication technologies.</li> <li><input type="checkbox"/> Expand access to affordable early childhood education to set the stage for academic achievement and social development.</li> </ul>
<p><input type="checkbox"/> <b>HEALTH</b> To promote access to affordable healthcare, fresh foods, and safe living environments.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Improve the condition of housing and capital infrastructure in distressed neighborhoods.</li> <li><input type="checkbox"/> Support access to supportive services for persons experiencing homelessness.</li> <li><input type="checkbox"/> Expand access to healthy, fresh foods for children living in poverty.</li> <li><input type="checkbox"/> Support access to healthcare for the City's most vulnerable populations.</li> <li><input type="checkbox"/> Improve and expand green infrastructure in distressed neighborhoods.</li> </ul>
<p><input type="checkbox"/> <b>TRANSPORTATION</b> To promote access to public transportation for all Salt Lake City residents.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support access to public transportation for vulnerable populations.</li> <li><input type="checkbox"/> Increase the accessibility of public transit in distressed neighborhoods.</li> <li><input type="checkbox"/> Expand and improve multimodal transportation infrastructure .</li> </ul>
<p><input type="checkbox"/> <b>ECONOMIC DEVELOPMENT</b> To expand access to economic mobility and commercial facilities.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide job training programs for vulnerable populations, including chronically homeless, refugees and persons with disabilities.</li> <li><input type="checkbox"/> Expand and improve commercial infrastructure in distressed neighborhoods.</li> <li><input type="checkbox"/> Expand economic opportunities for low-income residents.</li> </ul>

**Community Needs:**

Based on the **Priorities** and **Goals** selected on the previous page, describe the need or problem to be addressed. Include quantifiable data to demonstrate need.

**Activities to Address Needs:**

Based on the **Priorities** and **Goals** selected on the previous page, how will the proposed project address the identified problem/needs. Include a discussion on the services or activities used to carry out the project/program.

**Anticipated Outputs:**

Briefly describe measurements of the anticipated outputs. Examples would include the number of low/moderate income clients served, the number of households served, or number of units constructed.

**PART III: PROGRAM/PROJECT INFORMATION**

**A. PROJECT DESCRIPTION**

**Provide a concise description of the proposed project/program:**

**Describe how you would use the HOME funds from Salt Lake City, if awarded:**

**Is this an ongoing program or project?**

Yes

No

• If ongoing, how long have you operated this program/project?:

• If ongoing, do you anticipate any changes to the program/project during the 2015-16 program year?

Yes

No

If Yes, describe the anticipated changes:

• If this is a new program/project:

Project start date:

Anticipated end date:

**Select the eligible activity that best describes your proposed project:**

- Acquisition of land or existing units
- New construction
- Reconstruction or rehabilitation of non-luxury housing
- Eligible forms of financial assistance to homebuyers
- Tenant -based rental assistance

**Describe how your proposed project will meet HUD's required period of affordability.**

**List the tasks to be accomplished and provide a schedule for completing them.**

**Describe how your organization will verify that clients using HOME funds for home ownership are income-eligible (80% of area median income or less) and will occupy the property as a principal residence.**

**Will your project address the issue of visit-ability for people with disabilities and mobility impairments? Please explain.**

## B. PERFORMANCE MEASUREMENTS

In order to comply with Congressional and executive performance measurement mandates to assess program performance, HUD now requires its grantees to provide information on their achievements and investments. Performance measurement is a tool to capture information about program performance in order to determine how well programs and activities are meeting the needs and goals defined in the grantee's consolidated plan.

### Objectives:

Select **one** HOME objective that best describes your program/project:

- Providing Decent Housing:** focuses on housing activities whose purpose is to meet individual family or community needs. Does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under the *Creating Suitable Living Environments* objective.
  
- Creating Suitable Living Environments:** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. Intended to address physical deficiencies or health/environmental concerns.

### Outcome:

Select **one** HOME outcome that best describes your program/project:

- Affordability:** applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit low- and moderate-income household. For instance, a low interest loan program might make loans available to those of low- and moderate-income that is below the market rate. As a result, this lowers the cost of the loan and the program makes financing more affordable.
  
- Availability/Accessibility:** applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and 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- and moderate-income people where they live.
  
- Sustainability:** applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low- and moderate-income persons or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods. This outcome is designed for communities or neighborhoods and is not used for reporting housing assistance to individual households.

### EXPLANATION:

### C. TARGET POPULATION

**Historical Populations Served:**

Number of unduplicated persons/housing units served during the last program year:	
Total households/housing units served:	
Households/housing units served with HOME funding received from Salt Lake City:	

**Target Populations Served:**

Number of unduplicated persons/households expected to be served during the 2015-2016 program year at the requested funding level:	
Total households/housing units served:	
Households/housing units served with HOME funding received from Salt Lake City:	

### D. PROPOSED BUDGET

List the total project costs, including those requested to be funded by HOME funds (not the agency's budget).

Project Activities	TOTAL PROJECT COSTS	TOTAL HOME PORTION	TOTAL SLC HOME PORTION
<b>Total Expenses:</b>	\$	\$	\$

Is this application for a project that will be carried out in phases?  Yes  No

If Yes, provide a description and cost estimate the cost of future phases: \$

## E. AGENCY CAPACITY

### Person responsible for general project oversight:

Name:		Title:	
Phone Number:		Fax Number:	
Street Address:			
Email address:			

### Person responsible for financial project oversight:

Name:		Title:	
Phone Number:		Fax Number:	
Street Address:			
Email address:			

Does your agency have a Language Access Plan (LAP) to provide Services to limited English proficiency persons?

Yes       No

Describe the processes your agency will use to track and monitor project progress:

--

Describe your agency's record keeping procedures, with regards to the proposed project:

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Describe the procedures your agency will use to segregate and track HOME funds from other agency funds:

--



If program income is generated and retained, describe how your agency will segregate, track, and report program income:

Describe your agency's internal controls for waste and fraud prevention:

**F. LEVERAGING**

What partnerships have been created between your organization and others for the project?

**Fund Match:**

Please list the source and amount of your required 25% funding match: (Match must be from a nonfederal source)

Funding Source	Amount Secured
	\$
	\$
	\$
	\$
	\$
<b>TOTAL</b>	\$

**Fund Leveraging:**

Amount of funds requested in this application:	\$
Amount of non-HOME funds secured for this program/project:	\$
Amount of other funds earmarked for the program/project:	\$
Total amount needed to complete program/project:	\$

List all funding sources requested and secured for your program/project. Include Salt Lake City HOME, other federal programs, private funds, foundation funds, and your own agency funds:

Funding Source	Amount Requested	Amount Secured
Salt Lake City HOME	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total:</b>	\$	\$

Describe your contingency plan in the event your HOME request is not fully funded, or funded at all by Salt Lake City:

**PART IV: HUD CHDO CHECKLIST**

**To be completed by previously designated CHDO agencies**

The information contained in this checklist refers to the definition of Community Housing Development Organization (CHDO) in Subpart A, Section 92.2 of the HOME Final Rule. Attach the following documentation:

**A. LEGAL STATUS**

**The nonprofit organization is organized under State or local laws, as evidenced by:**

- A Charter, OR
- Articles of Incorporation

**No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:**

- A Charter, OR
- Articles of Incorporation

**Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986, as evidenced by:**

- A 501(c) Certificate from the IRS

**Has among its purposes the provision of decent housing that is affordable to low and moderate-income people, as evidenced by a statement in the organization's:**

- Charter
- Articles of Incorporation
- By-laws, OR
- Resolutions
- A HUD approved audit summary

## B. CAPACITY

**Conforms to the financial accountability standards of Attachment F of OMB Circular A-110, "Standards for Financial Management Systems," as evidenced by:**

- A notarized statement by the president or chief financial officer of the organization;
- A certification from a Certified Public Accountant; OR
- A HUD approved audit summary.

**Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:**

- Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR
- Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization.

**Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:**

- Statement that documents at least one year of experience in serving the community, OR
- For newly created organizations formed by local churches, service, or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

## C. ORGANIZATIONAL STRUCTURE

**Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations, as evidenced by the organization's:**

- By-Laws
- A Charter, OR
- Articles of Incorporation

**PART V. APPLICATION SUBMITTAL**

**A: SUBMITTAL INSTRUCTIONS**

Did a representative of your organization attend a mandatory Application Training session  Yes  No

**Completed applications are due Friday, October 3, 2014, by 4:00 PM**

**Two applications must be submitted, as follows:**

**1) HAND-DELIVERED SUBMITTAL**

**Hand-deliver one (1) printed copy to:**

Salt Lake City Corporation  
Housing & Neighborhood Development Division  
City & County Building  
451 South State Street, Room 445  
Salt Lake City, Utah 84114

*\*This is your official application with original signature. Applications must be received by October 3, 2014 at 4:00 pm to be eligible.*

*\* Print applications should be paper clipped together, not stapled. Place applications in a 9"x12" envelope with your organization's name on the front.*

**2) ELECTRONIC SUBMITTAL**

**Submit one (1) electronic copy via either DropBox or email, as follows:**

**Email:** SLCFederalGrants@slcgov.com

**DropBox:** Contact Tammy Hunsaker at tammy.hunsaker@slcgov.com for DropBox submittal instructions.

*\*The PDF submittal is for administrative purposes and does not require a signature.*

**The printed application is the official copy and must be delivered to the Housing and Neighborhood Development office by 4:00 pm on Friday, October 3, 2014 to be eligible.**

**Printed applications must be hand-delivered. Mailed, faxed, or late applications will not be accepted by Salt Lake City.**

**B: APPLICANT CERTIFICATION**

Organization: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Authorized Official: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_