



# SALT LAKE CITY CORPORATION

COMMUNITY *and* ECONOMIC DEVELOPMENT DEPARTMENT  
HOUSING *and* NEIGHBORHOOD DEVELOPMENT DIVISION

## HOME INVESTMENT PARTNERSHIP PROGRAM

FY 2015-2016 APPLICATION HANDBOOK

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Completed applications must be received by 4:00 pm on October 10, 2014

**Mailed, faxed or late applications will not be accepted by Salt Lake City**

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This handbook is designed to guide interested parties through Salt Lake City's HOME Investment Partnership Program application process. Full disclosure of applicable federal and local policies, procedures, regulations, and reporting standards is not contained within this handbook.

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## PROGRAM OVERVIEW

HOME is the largest Federal block grant designed to create affordable housing for low-income households. The U.S. Department of Housing and Neighborhood Development (HUD) designed the program to reinforce the following principles of community development:

- Empower communities to design and implement strategies that support their own needs and priorities.
- Expand and strengthen partnerships among all levels of government and the private sector in the development of affordable housing.
- Build capacity with partners through technical assistance activities and set-asides for qualified community-based nonprofit housing's groups.
- Mobilize community resources in support of affordable housing through the requirement that participating jurisdictions match 25% of program funds.

Salt Lake City's HOME funds are administered and monitored through the City's Housing and Neighborhood Development Division. The HOME program advances through an annual process that begins in September with solicitation of applications. The process includes application review by citizen advisory board and the Mayor. The citizen boards and Mayor make funding recommendations to the City Council. The City Council has the final funding approval authority. Successful applicants receive their funding in July of the year following application submission. Funding decisions by the City Council are subject to approval by the U.S. Department of Housing and Urban Development.

### **For more information on Salt Lake City's HOME program, contact:**

J. Todd Reeder  
HOME Coordinator

HOUSING *and* NEIGHBORHOOD DEVELOPMENT DIVISION  
COMMUNITY *and* ECONOMIC DEVELOPMENT  
SALT LAKE CITY CORPORATION

TEL 801-535-7115

[WWW.SLCGOV.COM/HAND](http://WWW.SLCGOV.COM/HAND)

## SCHEDULE OF EVENTS

DATE	TIME	EVENT	LOCATION
September 2, 2014	N/A	Applications Available	www.slccgov.com/hand
September 5, 2014	9:00 am	Application Workshop	City & County Building 451 South State Street Room 126
September 15, 2014	5:00 pm	Application Workshop	City & County Building 451 South State Street Room 126
September 29, 2014	9:00 am	Application Workshop	City & County Building 451 South State Street Room 126
<b>October 10, 2014</b>	<b>Due by 4:00 pm</b>	<b>Applications Due</b>	<b>Salt Lake City Corporation Housing &amp; Neighborhood Development Division</b>  <b>City &amp; County Building 451 South State Street Room 445 Salt Lake City, UT 84114</b>
October 2014 (date and time will be announced two weeks prior to hearing date)	TBA	General Needs Hearing	Salt Lake City Corporation  City & County Building 451 South State Street Salt Lake City, UT 84114
January 2015 (date and time will be announced two weeks prior to open house)	TBA	Open House	Sorenson Unity Center  1383 South 900 West Salt Lake City, UT 84104
March 2015 (date and time will be announced two weeks prior to hearing date)	TBA	Public Hearing  Requests for funding proposed to City Council	Salt Lake City Corporation  City & County Building 451 South State Street Salt Lake City, UT 84114

## 2015-2016 REQUIREMENTS

For Funding Year 2015-2016, Salt Lake City Corporation is accepting applications for programs/projects in the following categories:

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

### **Project Eligibility:**

Applications are deemed eligible when they have been completed and turned in on time. In addition, each proposed program/project must meet the following HOME program requirements:

1. Align with at least one *Local Goal and Priority* as outlined in Salt Lake City's Consolidated Plan.
2. Be consistent with *Eligible Activity* provisions as outlined in [Title 24 CFR Part 92](#)

### **Funding Minimum:**

Due to increased competition for funding, a minimum funding request threshold has been set at \$10,000.

### **Application Workshops:**

HOME applicants are required to attend **one mandatory** application training workshop. Applicants are required to sign in at a workshop in order for applications to be considered. Three workshop sessions have been scheduled as follows:

**Date:**            **Friday, September 5<sup>th</sup> at 9:00 am,  
Monday, September 15<sup>th</sup> at 5:00 pm, OR  
Monday, September 29<sup>th</sup> at 9:00 am**

**Location:**    **City & County Building  
451 South State Street, Room 126**

Additional application workshops will be scheduled as needed. Contact Tammy Hunsaker at 801-535-6168 or [tammy.hunsaker@slcgov.com](mailto:tammy.hunsaker@slcgov.com) for more information.

## 2015-2016 APPLICATION PROCESS

Each application submitted should be for a **single program or project**. Different functions and tasks of the same program or project may be bundled together to form one application. For example, tenant-based rental assistance activities may comprise one application. If you have more than one program for which you request grant funds, then submit more than one application. A construction project should be submitted on a separate application from a request for operating funds.

### **Submittal**

**Completed applications are due Monday, October 10, 2014 by 4:00 p.m. Mailed, faxed, or late applications will not be accepted.**

Two applications must be submitted, as follows:

**1. Hand-delivered Submittal**

Please hand-deliver one (1) copies to:

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 10, 2014 at 4:00 pm to be eligible.

**2. Electronic Submittal**

Please submit an electronic PDF to the following email address:

[SLCFederalGrants@slcgov.com](mailto:SLCFederalGrants@slcgov.com)

\*The PDF submittal does not need a signature.

**Important:**

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 10, 2014 to be eligible.

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

Printed applications should be paper clipped together – *not stapled*. Place applications in a 9”x12” envelope with your organization’s name on the front. Please do not bind in a comb or spiral binding or put into a three-ring binder. Make sure your application is printed double-sided. It is not necessary to provide supplemental material on video tapes or CD’s. If necessary, the City will request additional information from you and/or take photographs of the proposed project or program site.

## SUMMARY OF HOME REGULATIONS

HUD regulations state all housing assisted with HOME funds must provide safe and sanitary housing that complies with all applicable state and local housing codes, licensing requirements, and any other requirements in the jurisdiction in which the housing is located regarding the condition of the structure and the operation of the housing. The State of Utah has adopted the International Building Codes along with the International Residential Code (IRC). Therefore, all housing units subsidized with Salt Lake City HOME funds must meet the IRC or the City's Residential Housing Code as the minimum standard. These standards are Local codes, standards or model codes are now permitted for new construction or rehabilitation, in place of Section 8 Housing Quality Standards.

### QUALIFICATION AS AFFORDABLE HOUSING AND INCOME TARGETING RENTAL HOUSING:

Only units receiving HOME monies are considered "HOME assisted units."

HOME per-unit expenditure limits, rent and occupancy rules only apply to HOME Assisted Units.

In a mixed income project, designated HOME assisted units may change over time (called "floating units") as long as the total number of affordable units remains the same and the substituted units are comparable in terms of size, features, and number of bedrooms.

Every HOME assisted unit is subject to rent controls designed to ensure that rents are affordable to low income households. These maximum rents are referred to as HOME RENTS. *See Attachment #1, Fair Market Rents.* There are two HOME RENTS established for projects:

1. **HIGH HOME RENTS:** All HOME assisted rental units must have rents not higher than the lesser of:
  - a. The Section 8 Fair Market Rents for existing housing, minus tenant paid utilities; or
  - b. Rents that are 30% of adjusted income for households at 65% of median income, minus tenant-paid utilities.
2. **LOW HOME RENTS:** In properties with five or more units, at least 20% of HOME assisted units must have rents which are equal to or less than the lesser of:
  - a. The Section 8 Fair Market Rents for existing housing, minus tenant paid utilities; or
  - b. 30% of annual incomes for households at 50% of median income, minus tenant paid utilities; or
  - c. If a project has a federal or state project-based rental subsidy and the tenant pays no more than 30% of their adjusted income toward rent,



the maximum rent may be the rent allowable under the project based rental subsidy program. (Note: Owners cannot refuse to lease HOME assisted units to rental assistance subsidy holders.)

The Program Rule specifies that:

1. 90% of HOME units receiving rental assistance must initially be occupied by tenants who have annual incomes that are 60% of the area median income or less. The balance of units may be occupied by tenants with annual incomes between 60% and 80% of median.
2. This rule applies to all HOME-assisted rental units each HUD fiscal year. The funds rule applies across-the-board to all units assisted by a particular participating jurisdiction -- it is not project specific.

The Project Rule specifies the occupancy of units in each rental project as follows:

1. In projects of five or more units, at least 20% of the HOME assisted rental units must be occupied by families who have annual incomes that are 50% or less of median income. These very low-income tenants must occupy the units with the very low rents.
2. In theory, the balance of the units may be occupied by tenants at 80% of median. In practice, however, virtually all remaining HOME assisted rental units will be initially occupied by tenants with annual incomes of 60% of median or less in order to meet the overall funds targeting requirements described above.

**QUALIFICATION AS AFFORDABLE HOUSING AND INCOME TARGETING**

**HOME OWNERSHIP:**

HOME funds assisting homeownership units must be used for families at 80% of area median income or less. These families must occupy the property as a principal residence.

HOME funds invested on a per-unit basis for affordable housing may not exceed the per-unit dollar limits established by HUD.

- *A copy of the Income Guidelines and Maximum Per-Unit Subsidy Limits is included on page 21-22.*

**MIXED-INCOME AND MIXED-USE PROJECTS:**

HOME funds may be used for both mixed-income and mixed-use projects under certain circumstances. In a mixed-income project, HOME funds may only be used on the affordable units. In a mixed-use project, HOME funds may only be used for the residential living space, which must represent at least 51% of the floor space.

## **PROJECT REQUIREMENTS:**

The emphasis of HOME funding is to maximize the number of families who are assisted rather than to deepen the subsidy for a few families. HOME funding is targeted to projects that maximize participation with the private sector, including nonprofit and for profit entities in the implementation of the City's housing strategies.

## **COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO's):**

Each participating jurisdiction is required to reserve at least 15% of its HOME allocation for housing to be developed, sponsored or owned by Community Housing Development Organizations (CHDO's). CHDO's are a special type of nonprofit organization. If your organization intends to apply for HOME funds under the designation as a CHDO, there are specific requirements that must be met in order to be considered eligible. CHDO designation must be awarded to applicants by Salt Lake City **prior to** the submission of applications for funding. **Applicants interested in retaining CHDO status need to complete Part IV: HUD CHDO Checklist on the 2015-2016 HOME Application. Organizations interested in obtaining CHDO status should contact Todd Reeder at 801-535-7115.**

## **ADDITIONAL REQUIREMENTS UPON AWARD OF HOME FUNDS:**

Successful applicants will be required to execute a written grant/loan agreement before disbursement of any HOME or ADDI funds to ensure compliance with all federal requirements. At that time, the applicant will be required to demonstrate they can satisfy the federal requirements listed below:

- **Equal Opportunity and Fair Housing**  
HOME funds must be made available in accordance with the following:
  1. Equal Opportunity and Fair Housing
    - a. The requirements of the Fair Housing Act
    - b. The prohibitions against discrimination on the basis of the Age Discrimination Act of 1975
    - c. The requirements of Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons
    - d. The requirements of Executive Order 11246 (Equal Employment Opportunity)
    - e. The requirements of Section 3 of the HUD Act of 1968 (Economic Opportunities for low-income residents)
    - f. The requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women's Business Enterprise).
  
- **Affirmative Marketing**  
Salt Lake City has adopted affirmative marketing procedures and requirements for rental and homebuyer projects containing five or more HOME-assisted housing units. Successful applicants will be required to demonstrate strategies to comply with this requirement.

- **Environmental Review**  
The environmental effects of each activity carried out with HOME funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and related authorities listed in HUD’s implementing regulations at 24 CFR parts 50 and 58. Successful applicants will assume responsibility for environmental review by notifying the Environmental Planner for Salt Lake City of their approved project. The review must be completed and approval obtained for the release of funds before HOME funds are committed for the activity.
  
- **Displacement, Relocation, and Acquisition**  
Salt Lake City has adopted policies regarding the above, including:
  1. Minimizing displacement
  2. Temporary relocation
  3. Relocation assistance for displaced persons
  
- **Labor**  
Every contract for the construction (rehabilitation or new construction) of housing that includes 12 or more units assisted with HOME funds must contain a provision requiring the payment of not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act will be paid to all laborers and mechanics employed in the development of any part of the housing. Such contracts must also be subject to the overtime wage provisions, as applicable, to the Contract Work Hours and Safety Standards Act. The prevailing wage provisions do not apply to volunteers or members of an eligible family who provide sweat equity as defined in 24 CFR Part 92.354 (b) and (c).
  
- **Lead-Based Paint Regulations** were issued under Sections 1012 and 1013 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, which is Title 10 of the Housing and Community Development Act of 1992 which became effective on September 15, 2000. They appear in Title 24 of the Code of Federal Regulations as Part (35) (24 CFR 35). Any project for which federal funds are being obligated or committed must comply with these regulations. Specific requirements depend on whether the housing is being disposed of or assisted by the federal government, and also on the type and amount of financial assistance, age of the structure, and whether the dwelling is a rental or is owner-occupied. Proposals should include anticipated costs associated with lead-based paint reduction, if required by the new regulations. A summary of lead hazard reduction requirements for various types of housing programs is attached. Further information on lead-based paint reduction can be obtained from the HUD Office of Lead Hazard Control at (202) 755-1785 or by email at <http://www.hud.gov/lea/leahome.html>.

- **Conflict of Interest**  
In the procurement of property and services by participating jurisdictions, State recipients, and subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, apply. In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of 24 CFR 92.355 apply.
  
- **Debarment and Suspension**  
Each applicant must certify that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.
  
- **Flood Insurance**  
Under the Flood Disaster Protection Act of 1973, HOME funds may not be used with respect to the acquisition, new construction, or rehabilitation of a project located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
  - a. The community in which the area is situated is participating in the National Flood Insurance Program, less than a year has passed since FEMA notification regarding such hazards; and
  - b. Flood insurance is obtained as a condition of the commitment.
  - c. Participating jurisdictions located in an area identified by FEMA as having special flood hazards are responsible for assuring that flood insurance under the National Flood Insurance Program is obtained and maintained for the life of the property.

**FURTHER INFORMATION:**

If you have questions regarding your application or any other aspect of the program, contact Todd Reeder at 801-535-7115.

**PLEASE NOTE:**  
Due to proposed changes in HOME Partnership regulations, some monitoring and reporting requirements may be modified or altered if the proposed changes are enacted. All applicants will be notified of any potential changes and reporting requirements if the proposed regulations are made.

## APPLICATION COMPLETION GUIDELINES

Read the application all the way through so you know what information is requested and may organize your responses accordingly. The following instructions are organized by section of the application:

APPLICATION SECTION	NOTES & GUIDELINES
<p>Part I General Information</p>	<p>Provide the requested information. Please note the following:</p> <ul style="list-style-type: none"> <li>• <b>Agency:</b> <ul style="list-style-type: none"> <li>○ Agency information should be for the organization applying for HOME funds. This is the organization that will be signing the contract and held responsible for the compliance and reporting requirements. If a parent organization will be signing the contract, list the parent organization’s info here.</li> </ul> </li> <li>• <b>DUNS Number:</b> <ul style="list-style-type: none"> <li>○ DUNS is a unique nine-digit numbering system that is used to identify a business or nonprofit organization. To register for or search for a copy of a DUNS number, go to <a href="http://www.grants.gov/applicants/org_step1.jsp">http://www.grants.gov/applicants/org_step1.jsp</a>.</li> </ul> </li> </ul>
<p>Part II Eligibility</p>	<p>New for the 2015-16 Application is an additional focus on local goals and priorities.</p> <ul style="list-style-type: none"> <li>○ A primary focus of the City’s 2015-2020 Consolidated Plan is to build <i>Neighborhoods of Opportunity</i> to provide low and moderate income residents access to the following community assets: <ul style="list-style-type: none"> <li>▪ Economic Development</li> <li>▪ Housing</li> <li>▪ Education</li> <li>▪ Health</li> <li>▪ Transportation</li> </ul> </li> <li>○ Projects funded through Salt Lake City’s HOME program must align with the goals and priorities outlined in the 2015-2020 Consolidated Plan.</li> <li>○ Please select the goal which is most appropriate for your program.</li> <li>○ Expand on the applicable community needs, how the activity addresses those needs and the anticipated outputs of the activity.</li> <li>○</li> </ul>

<p>Part III: A Program/Project Information</p>	<p>Provide the requested information. Please note the following:</p> <ul style="list-style-type: none"> <li>• <b>Provide a concise description of the proposed program/project:</b> <ul style="list-style-type: none"> <li>○ Describe the functions and purpose of the specific program/project applying for HOME funds. Describe the entire program, not just the activities the funding request would support.</li> </ul> </li> <li>• <b>Describe how you would use the HOME funds from Salt Lake City, if awarded:</b> <ul style="list-style-type: none"> <li>○ Describe how the proposed funds from Salt Lake City will be used – be specific.</li> </ul> </li> <li>• <b>Eligible Activities:</b> Funds must be used for permanent or transitional housing: <ul style="list-style-type: none"> <li>○ Acquisition of land or existing units</li> <li>○ New construction</li> <li>○ Reconstruction or rehabilitation of non-luxury housing</li> <li>○ Eligible forms of financial assistance</li> <li>○ Tenant-based rental assistance</li> </ul> </li> <li>• <b>Ineligible Activities:</b> Funds may NOT be used for: <ul style="list-style-type: none"> <li>○ Non-federal matching contributions required under any other federal program</li> <li>○ Public housing modernization; or assistance under 1987 or 1990 Preservation Acts.</li> <li>○ Commercial properties</li> <li>○ Temporary shelters</li> <li>○ Properties previously assisted with HOME funds</li> <li>○ Rehab programs that do not bring properties to applicable codes</li> <li>○ Acquisition of participating jurisdiction property</li> </ul> </li> <li>• <b>Describe how your proposed project will meet HUD’s required period of affordability:</b> <ul style="list-style-type: none"> <li>○ Discuss plans for meeting HUD’s affordability period. For more information on affordability requirements, go to <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/underwriting/requirements/period">http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/underwriting/requirements/period</a></li> </ul> </li> <li>• <b>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.</b> <ul style="list-style-type: none"> <li>○ Discuss your agency’s policies for certifying clients as income-eligible. For current Salt Lake County income limits, go to: <a href="http://www.huduser.org/portal/datasets/il/il13/index.html">http://www.huduser.org/portal/datasets/il/il13/index.html</a></li> </ul> </li> <li>• <b>Will your project address the issue of visit-ability for people with disabilities and mobility impairments?</b> <ul style="list-style-type: none"> <li>○ Home funded projects are required to meet certain Federal laws regarding accessibility for disabled persons. In addition, HUD encourages the incorporation of visit-ability into project design. For more information, go to: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/crosscutting/equalaccess/accessprotected">http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/crosscutting/equalaccess/accessprotected</a></li> </ul> </li> </ul>
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<p>Part III: B</p> <p>Performance Measurements</p>	<p>The U.S. Department of Housing and Urban Development (HUD) requires subgrantees awarded HOME funds from Salt Lake City to describe the proposed <b>Objectives</b> and <b>Outcomes</b> of the programs or projects funded with HOME dollars.</p> <ul style="list-style-type: none"> <li>• <b>OBJECTIVES:</b> Objectives help define the grantee’s intended purpose for the activity being funded. Determine which of the two predetermined Objectives best fits the purpose of the activity.</li> <li>• <b>OUTCOMES:</b> Outcomes are benefits to an individual or community that result from the program’s Activities. Determine which of the three predetermined Outcomes is most applicable to your program/project. Outcome choices are as follows:</li> </ul>
<p>Part III: C</p> <p>Target Populations</p>	<p>Document historical and estimated populations served by the project/program applying for funding. Identify the total population served as well as the portion of the population served with funding received from Salt Lake City. Note the following:</p> <ul style="list-style-type: none"> <li>• Newly established projects/programs do not need to document historical populations served.</li> <li>• Housing programs are required to report populations served in housing units, not individual people.</li> </ul>
<p>Part III: D</p> <p>Proposed Budget</p>	<p>Enter a line item for each program/project expense to be funded by Salt Lake City HOME funds. The total cost as well as the portion funded with Salt Lake City HOME funds will need to be documented. The agency’s entire budget does not need to be documented; only costs that would be fully or partially funded with Salt Lake City HOME funds.</p>
<p>Part III: E</p> <p>Agency Capacity</p>	<p>Provide the requested information. Projects/programs awarded funding will require a significant amount of accountability and reporting. Note the following:</p> <ul style="list-style-type: none"> <li>• <b>Describe the processes your agency will use to track and monitor project progress:</b> <ul style="list-style-type: none"> <li>○ Discuss the process used to analyze performance, work performed, and results achieved.</li> </ul> </li> <li>• <b>Describe your agency's record keeping procedures, with regards to the proposed project:</b> <ul style="list-style-type: none"> <li>○ Discuss your agency’s internal procedures for tracking expenditures, clients served, scheduling, etc.</li> </ul> </li> <li>• <b>Describe the procedures your agency will use to segregate and track HOME funds from other agency funds:</b> <ul style="list-style-type: none"> <li>○ Salt Lake City HOME funds must be tracked separately from other funds. Elaborate on your agency’s process for tracking and reporting Salt Lake City HOME funds. For each expense, your agency needs to be capable of reporting Salt Lake City HOME funds, as well as total funds expended.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b><i>If program income is generated and retained, describe how your agency will segregate, track, and report program income:</i></b> <ul style="list-style-type: none"> <li>○ Describe your policies for utilizing HOME program income in accordance with § 92.503. For more information, go to:  <a href="http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&amp;SID=cb9bdade7fe7e52dcfc835300c3acaca&amp;rgn=div8&amp;view=text&amp;n ode=24:1.1.1.1.41.11.95.4&amp;idno=24">http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&amp;SID=cb9bdade7fe7e52dcfc835300c3acaca&amp;rgn=div8&amp;view=text&amp;n ode=24:1.1.1.1.41.11.95.4&amp;idno=24</a> </li> </ul> </li> <li>• <b><i>Describe your agency internal controls for waste and fraud prevention:</i></b> <ul style="list-style-type: none"> <li>○ Discuss your agency’s policies for preventing the waste of funds and resources.</li> </ul> </li> </ul>
Part III: F  Leveraging	Provide the requested information. Note the following: <ul style="list-style-type: none"> <li>• <b><i>What partnerships have been created between your organization and others for the project?:</i></b> <ul style="list-style-type: none"> <li>○ Discuss efforts to coordinate and leverage your project/program with existing community resources.</li> </ul> </li> <li>• <b><i>Fund Match:</i></b> <ul style="list-style-type: none"> <li>○ List your funding sources for the required 25% funding match. Funding sources must comply with HOME regulations. Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching contribution requirement for the HOME program. For additional information on HOME Match, see the following resource:  <a href="http://www.hudexchange.info/home/home-match/">http://www.hudexchange.info/home/home-match/</a> </li> </ul> </li> <li>• <b><i>Fund Leveraging:</i></b> <ul style="list-style-type: none"> <li>○ For the proposed program/project, document the total amount of funds needed to complete the project, secured funding, and earmarked funding. In addition, document specific funding sources for the program/project. Include Salt Lake City HOME, other HOME programs, other federal programs, private funds, foundation funds, and your own agency funds.</li> </ul> </li> <li>• <b><i>Describe your contingency plan in the event your HOME request is not fully funded, or funded at all by Salt Lake City:</i></b> <ul style="list-style-type: none"> <li>○ Discuss your agency’s plans for carrying out the project/program if awarded partial funding from Salt Lake City. Include a discussion on your agency’s capacity to carry out the project/program if your funding request is not awarded.</li> </ul> </li> </ul>
Part IV  HUD CHDO Checklist	To remain certified, previously designated CHDOs must provide a completed checklist and the supporting documentation.



<p>Part V Application Submittal</p>	<p>Printed Submission:</p> <p>Please hand-deliver one (1) printed copy to:</p> <p style="text-align: center;"><b>Housing &amp; Neighborhood Development Division City &amp; County Building 451 South State Street, Room 445 Salt Lake City, Utah 84114</b></p> <p>Applications should be paper clipped together – <i>not stapled</i>. Please print double-sided. Place applications in a 9”x12” envelope with your organization’s name on the front.</p> <p style="text-align: center;"><b>Applications are due by 4 pm on Friday, October 10, 2014</b></p> <p>Electronic Submission:</p> <p>Please email a pdf of the application to the following email:</p> <p><a href="mailto:SLCFederalGrants@slcgov.com">SLCFederalGrants@slcgov.com</a></p> <p>For larger submissions Dropbox is available, please contact Tammy Hunsaker @ <a href="mailto:tammy.hunsaker@slcgov.com">tammy.hunsaker@slcgov.com</a></p>
<p>Applicant Certification</p>	<p>Signee must be duly authorized to sign contracts on behalf of the organization applying for funds.</p>

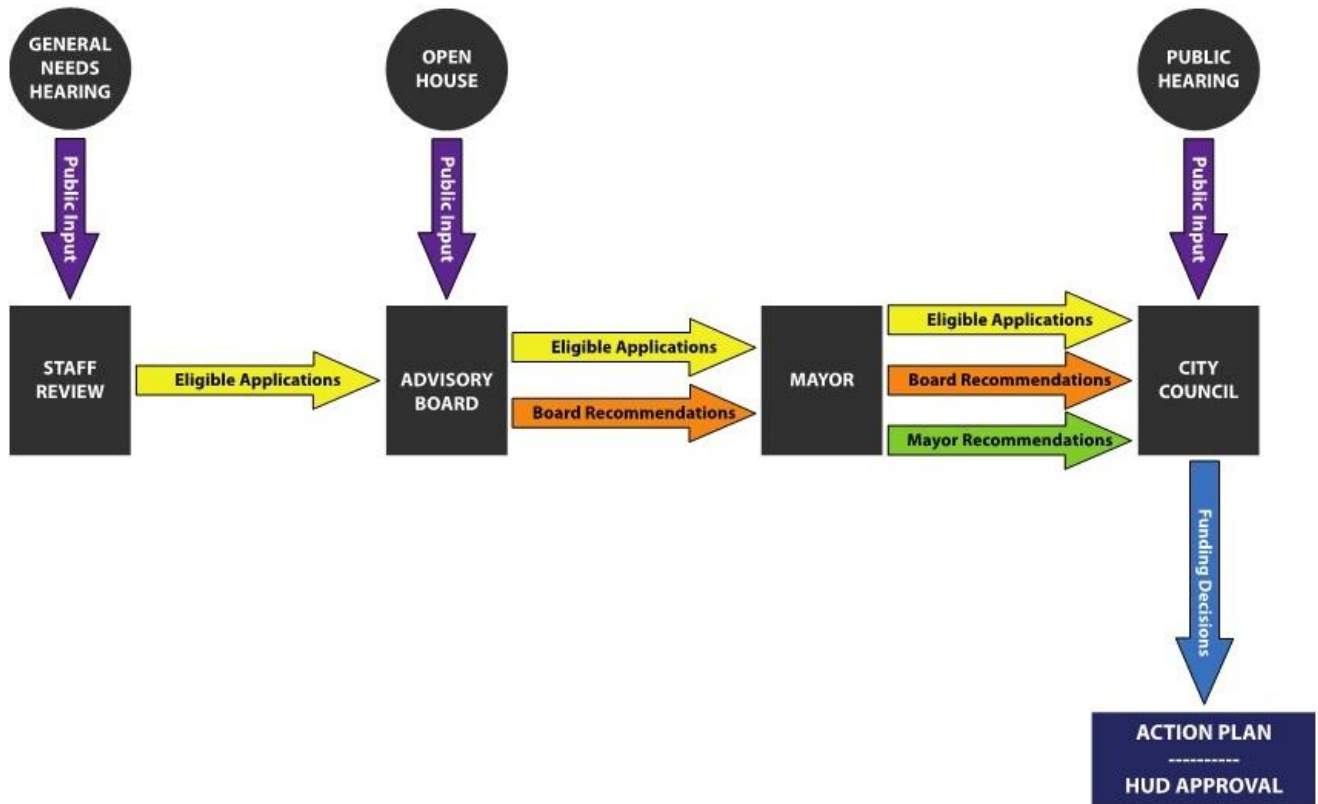
<h2>Application Checklist</h2>	
1. Completed and signed HOME application (one copy, max.)	<input type="checkbox"/>
2. If non-profit, IRS 501 (c) (3) status letter (1 copy with the original application)	<input type="checkbox"/>
3. List of board members (1 copy with the original application)	<input type="checkbox"/>
4. If recertifying as a CHDO, required CHDO checklist documentation.	<input type="checkbox"/>
5. PDF Electronic application submitted via <a href="mailto:SLCFederalGrants@slcgov.com">SLCFederalGrants@slcgov.com</a>	<input type="checkbox"/>

# EVALUATION PROCESS

All applications are reviewed by City Staff to ensure that funding requests meet the required criteria. Adequate information needs to be provided on the following:

- Neighborhoods of Opportunity: Local Goals and Priorities
- Eligible Activity Requirements
- Background/Mission of Applicant Organization
- Organization’s Ability to Carry out Proposed Project/Program
- Adequate Program/Project Description
- Accurate Contact Information Provided
- Clearly Defined Scope of Services
- Proposed Schedule of Work
- Amount Requested and a Clearly Defined Budget
- List of Funding Partnerships Demonstrating Leveraging Capability
- Population to be Served
- Number Households Intended to be Served

**Figure 1: Funding Award Process**



### **Funding Recommendations**

As **Figure 1** demonstrates, the funding award process will begin in October with staff review of applications. After applications are approved by City Staff for eligibility, they are reviewed by members of the Housing Trust Fund Advisory Board, a citizen volunteer board comprised of local residents representing each of the City Council districts. The Advisory Board meets every two weeks over the course of three months to review applications and make funding recommendations to the Mayor and City Council.

Applications and Advisory Board recommendations are provided to the Mayor for review. After careful evaluation, the Mayor makes funding recommendations that are provided, along with the Advisory Board recommendations, to the City Council for their consideration.

### **Funding Decisions**

The City Council holds a public hearing in order to provide an additional opportunity for public input on the projects proposed for funding. Applications recommended for funding will not necessarily receive an award, as the availability of funding is limited.

Following the public hearing and several briefings on the applications, the City Council adopts their funding recommendations and formally approves the projects/programs that will receive funding. Funds awarded can be for the full or partial amount requested. Funding decisions by the City Council are subject to approval by the U.S. Department of Housing and Urban Development.

### **Grant Agreements**

Applicants selected for funding will be invited to enter into a contract with the City. Contract negotiations might require additional requirements, such as the refinement of the final scope of services. Salt Lake City's Housing and Neighborhood Development Division will contract with the selected applicants once negotiations are complete.

# INCOME GUIDELINES

<b>2014 Fair Market Rents (FMR)</b>	
<b>Effective Date: April 2014</b>	
<b>Unit Size</b>	<b>Salt Lake FMR</b>
Efficiency	\$589
1 Bedroom	\$707
2 Bedroom	\$876
3 Bedroom	\$1,249
4 Bedroom	\$1,471
5 Bedroom	\$1,692
6 Bedroom	\$1,912

<b>HOME Rents SLC MSA</b>		
<b>Effective Date: April 2014</b>		
<b>Unit Size</b>	<b>Low HOME Rent</b>	<b>High HOME Rent</b>
Efficiency	\$589	\$589
1 Bedroom	\$669	\$707
2 Bedroom	\$802	\$876
3 Bedroom	\$927	\$1,172
4 Bedroom	\$1,035	\$1,288
5 Bedroom	\$1,141	\$1,402
6 Bedroom	\$1,247	\$1,516

<b>2014 Salt Lake City HUD INCOME LIMITS</b>					
<b>Family Size</b>	<b>Extremely Low Income 30%</b>	<b>Very Low Income 50%</b>	<b>Moderately Low Income 60%</b>	<b>Low Income 80%</b>	<b>Median Family Income 100%</b>
1 Person	\$14,450	\$24,050	\$28,854	\$38,500	\$48,090
2 Persons	\$16,500	\$27,500	\$32,976	\$44,000	\$54,960
3 Persons	\$18,550	\$30,950	\$37,098	\$49,500	\$61,830
4 Persons	\$20,600	\$34,350	\$41,220	\$54,950	\$68,700
5 Persons	\$22,250	\$37,100	\$44,518	\$59,350	\$74,196
6 Persons	\$23,900	\$39,850	\$47,815	\$63,750	\$79,692
7 Persons	\$25,550	\$42,600	\$51,113	\$68,150	\$85,188
8 Persons	\$27,200	\$45,350	\$54,410	\$72,550	\$90,684

Effective Date: December 13, 2013

- FY 2014 AMI: \$68,700 (for a family of four)
- NOTE: HUD Income Limits for Salt Lake City/County are subject to change for funding year 2014-2015. For a schedule of current income limits, go to: <http://www.huduser.org/portal/datasets/il.html>

# SUBSIDY & AFFORDABILITY PERIOD GUIDELINES

## MAXIMUM PER-UNIT RENTAL SUBSIDY 221(d)(3) LIMITS For Section 202 (elderly) and 811 (disabled) Housing Projects

Effective January 1, 2012

### Building without Elevator

0 bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$132,814	\$152,251	\$185,136	\$239,506	\$262,903

\*Note: Maximum Per-Unit Rental Subsidy amounts are subject to change.

### PERIOD OF AFFORDABILITY – RENTAL HOUSING

**Rehabilitation or Acquisition of Existing Housing**

Under \$15,000  
\$15,000 to \$40,000  
Over \$40,000

**Period of Affordability**

5 years  
10 years  
15 years

**New Construction or Acquisition of Newly  
Constructed Housing**

**Period of Affordability**

20 years

### PERIOD OF AFFORDABILITY – HOME OWNERSHIP HOUSING

Under \$15,000  
\$15,000 to \$40,000  
Over \$40,000

5 years  
10 years  
15 years

## RESOURCES

HOME program applicants are encouraged to obtain additional information on program requirement through the following sources:

**HOME Program Information:**

<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/>

**HOME Regulations:**

[http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr92\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr92_main_02.tpl)

**HUD Income Limits:**

<http://www.huduser.org/portal/datasets/il/il13/index.html>