



Home Investment Partnership Program

2011-2012

Funding Application

CHDO Set-Aside

FP030084

City of Wichita, Kansas

HOME INVESTMENT PARTNERSHIP PROGRAM

Funding Application
Information and Instructions

July 1, 2011– June 30, 2012

The City of Wichita is requesting applications from qualified non-profit Community Housing Development Organizations for the development of housing with estimated funding for the 2011-2012 program year as follows:

- Home Investment Partnership (HOME): Housing Development Assistance. (Note: All HOME funds must be used in the Neighborhood Revitalization Area for housing activities.) - \$300,000. Maximum funding to be made available to any one agency will be \$175,000.

Where To Obtain Funding Application: Attached, or you may visit our office or website to obtain an application.

Housing and Community Services Department
332 N. Riverview, Wichita, KS 67203

<http://ep.wichita.gov/e-proc/venSolicitationsAll.asp?link=Open+Solicitations>

APPLICATION DEADLINE: One original and one copy of the application package must be submitted to the City of Wichita Purchasing Department, City Hall, 12th Floor, 455 N. Main, Wichita, Kansas, 67202, Attention: Melinda Walker no later than 4:00 P.M., Thursday, January 6, 2011. Applications received after the deadline will not be considered for funding.

TECHNICAL ASSISTANCE: Staff will provide information about the programs, regulations, development and submission of applications on **Monday, December 13, 2010, 12:30 p.m. to 2:00 p.m.** at City Hall, 455 N. Main, Wichita, Kansas, in the Board Room on the 1st floor. You may also contact Mark Stanberry, HOME Program Coordinator, at (316) 462-3734 for information.

Final allocations will not be available from the U.S. Department of Housing and Urban Development until first quarter 2011.

GENERAL ELIGIBILITY CRITERIA

HOME Investment Partnerships: Only City-recognized Community Housing Development Organizations (CHDOs) can apply for these funds. A CHDO is a community-based service organization that has, or intends to retain, staff with the capacity to develop affordable housing in one of the City's Local Investment Areas (LIA).

A CHDO must be a not-for-profit corporation in good standing with a 501(c)(3) or (c)(4) IRS tax-exempt ruling, with documentation on file with the Kansas Secretary of State.

A CHDO must be free of external controls, either from public or for-profit interests. A CHDO must have its own staff and must be capable of engaging in the housing development activity it intends to pursue with HOME funds. In addition, the CHDO's board must reflect the community that it intends to serve and meet the regulations of the HOME program.

Applications must be fully completed (see evaluation criteria) and must specifically address one HIGH or MEDIUM priority community need.

Attachments:

Exhibit 1: Federal Income Limits Table

Exhibit 2: Priority Needs

Exhibit 3: Sample Program Outcome Model

Exhibit 4: City Council District Map

PROGRAM ENVIRONMENTAL REVIEW CONDITIONS

No HUD funds or other funds may be committed to the project until the applicant has secured from the City, environmental approval as provided in HUD regulation 24 CFR Part 58. Further, pending this environmental approval and pursuant to 24 CFR Part 58.22, no participant in the development process, including contractors, may undertake an activity if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives.

DISCRIMINATION PROHIBITED

No recipient or proposed recipient of any funds, services or other assistance under the provisions of this application or any program related to this application shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds made available through this application process on the grounds of race, color, national origin, ancestry, religion, physical handicap, gender or age. (Reference Title VI of the Civil Rights Act of 1964 [Pub. L. 88-352]). For purposes of this section, "program or activity" is defined as any function conducted by an identifiable administrative unit of the Applicant receiving funds pursuant to this application.

ELIGIBLE ACTIVITIES

A CHDO acting as developer, sponsor and/or owner of housing, must undertake development of affordable housing for single-family homeownership, within the City's identified Local Investment Areas. Eligible costs include construction/reconstruction, real property acquisition, site improvement and demolition. Other expenses include financial costs, relocation expenses of any displaced persons, businesses, or organizations.

Forms of assistance: The City of Wichita may invest HOME funds as equity investments, interest-bearing and non-interest-bearing loans or advances, interest subsidies, deferred payment loans, or grants. The City reserves the right to establish the terms of assistance based on the needs of the individual project.

Minimum Amount of Assistance: The minimum amount of HOME funds that must be invested in a project is \$1,000 times the number of HOME-assisted units in the project. HOME also has maximum rent amounts, minimum years the project must be affordable, and maximum HOME investment amounts.

Participant Eligibility: Each HOME funded activity requires information on family size and income to ensure that participant family income does not exceed the 80% of median income level, as described in Exhibit 2.

Construction Requirements: Homes constructed with HOME funds must be ENERGY STAR compliant.

FUNDING DECISIONS

The City Council has appointed a Grants Review Committee made up of business, nonprofit and neighborhood groups, to evaluate proposals and make recommendations to the City Manager. The City Manager will consider Grants Review Committee recommendation in preparing a final recommendation for City Council approval. The City Council will make the final determination as to which agencies/projects to fund for PY 2011-2012.

I N S T R U C T I O N S
2011-2012 HOME PROGRAM
FUNDING APPLICATION

Matching Funds – List the source and the total amount of matching funds. Also indicate whether the matching funds are Secured, Applied-For, or In-Kind.

- HOME project proposals should reflect HOME-eligible match as well as other funds to be utilized in financing the project.

Certification/Signature – Board Chairperson or Chief Executive Officer must sign and date the application.

Priority Need(s) – Refer to Exhibit 2 to identify the priority need(s) the program will address.

Council District(s) – Refer to Exhibit 4 to identify the Council District(s) where services will be delivered.

Program Description – Provide a brief purpose, description, and targeted population of the program.

Timetable – Provide a timetable that includes dates of initiation and completion, with key dates and actions noted. (No funds can be committed or expended before July 1, 2011.)

Methods – Describe how the objective(s) will be accomplished, what activities will be undertaken to achieve the objective(s) and provide reasons for selecting these particular activities to meet the objectives.

Outcome Measures – Specify the projected outcome measures the program plans to achieve.

Outcome Measurements and Indicators – Provide a brief description of anticipated results in measurable terms stating the population to benefit and outcome measures. See Exhibit 3, Sample Program Outcome Model.

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| PROPOSAL EVALUATION |
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During the evaluation process, the City of Wichita reserves the right, where it may serve the City's best interest, to:

- Make an award on the basis of greatest benefit to the City and not necessarily on the lowest cost;
- Accept or reject any or all proposals submitted;
- Accept part or all of a specific proposal;
- Select a single vendor or more than one vendor to provide a specific service;
- Request additional information or clarifications from Proposers;
- Retain all proposals submitted; and
- Retain any ideas in a proposal regardless of whether that proposal is selected or not.

EVALUATION CRITERIA

Applications received after the deadline will not be considered for funding

City staff will determine if the applications meet the minimum threshold of information and reasonableness. Following are the criteria that staff will utilize for this step.

A. Mandatory Elements

The Applicant must:

1. Submit a complete application, including all required forms.
2. Be incorporated or a governmental entity, and licensed (if applicable) to practice the outlined Scope of Services in Kansas.
3. Have no conflict of interest with regard to any officer or employee of the companies involved, including the City of Wichita.
4. Adhere to the instructions of this Funding Application.
5. Have no external quality control, regulatory or licensing deficiencies and have a record of quality work.

Applications meeting the above threshold will be reviewed for content and quality according to the following criteria.

A. Approach

1. Proposed plan is adequate to fulfill the program requirements.
2. Proposal includes adequate staffing resources to fulfill the program requirements.
3. Outcome measures are included in the Application.

B. Technical Qualifications

The organization has:

1. Experience and expertise, based on past projects, to fulfill the program requirements.
2. Professional staff has the knowledge, skills and abilities commensurate with the project needs.
3. Applicant has experience with federal and/or state programs.

C. Track Record

1. Commitment and use of prior year funding.
2. Ability and capacity to sell housing units produced, based on past experience.

D. Efficiency/Productivity in the Use of HOME funds

1. Number of housing units to be produced, in comparison to the funding requested.
2. Budgeted project costs are reasonable and appropriate.

During the evaluation process, the City of Wichita, through the Grants Review Committee, may request that one or all Applicants make an oral presentation. The Wichita City Council will select recipient organizations based on recommendations made by the Grants Review Committee and the City Manager.

Post-Award Conditions

Although the following documents do not have to be submitted with the proposal, prior to contract execution, the applicant must:

1. Submit an Equal Employment Opportunity/Affirmative Marketing Plan to the City for approval.
2. Provide a Certification that no funds provided pursuant to the contract will be used for lobbying pursuant to the February 26, 1990 Federal Register, New Restrictions on Lobbying: Interim Rules.
3. Provide a Corporate Resolution authorizing the CEO, Chair or Executive Director to enter into a contract with the City of Wichita.

In addition, the Applicant agrees to comply with:

4. Financial and administrative requirements set forth in OMB Circulars A-87, A-102, A-110, A-122, and A-133 as applicable.
5. Provisions of 24 CFR Part 84, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, or 24 CFR Part 85, as applicable.

2011-2012 HOME FUNDING APPLICATION

CHECKLIST

- 2011-2012 HOME Funding Application (Pages 8-12)
- Form A - Schedule of Agency Positions/Salaries
- Form B – Projected Outcome Measurements and Indicators
- Form C – Organizational Information
- Form D – Designation of Authorized Signatures for Proposed Program

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|---|--|------------------|----|
| PROJECT WILL ADDRESS THE FOLLOWING PRIORITY NEED(S): | | YEARS OPERATING: | |
| COUNCIL DISTRICTS TO BE SERVED: <input type="checkbox"/> City-Wide <input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 6 | | | |
| CERTIFIED CHDO: | | YES | NO |
| LEGAL AGENCY NAME: | | | |
| PROGRAM NAME: | | | |
| ADDRESS: | | | |
| TELEPHONE: | | | |
| FAX: | | | |
| CONTACT PERSON(S): | | | |
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I hereby certify that the information provided in this application is true and correct and that no person(s) who exercise or have exercised any functions or responsibilities with respect to this activity, who are in a position to participate in a decision making process or gain inside information with regard to such activity, may obtain any financial interest or benefit from this assisted activity.

Board Chairperson/Chief Executive Officer

Date

HOME Program Per-Unit Cost Statement

Per-unit cost: Statement should include all costs associated with the housing development project, regardless of the funding sources. The budget items may include, but should not be limited to, construction (hard) costs, soft costs (architectural, engineering, legal and appraisal fees, real estate taxes, insurance, all loan fees, building permits, relocation expenses, and consultant fees), as applicable. Provide copies of commitment letters for any financing already secured for the project. Following, is a templates that may be utilized to provide the information requested:

Per Unit Cost (Prepare for One Unit)

| | |
|---|--|
| (A) Site Acquisition Cost | |
| (B) Plus: Construction (Hard) Costs Including Demolition | |
| (C) Plus: Project Soft Costs (Loan Fees, Interest, Appraisals, Property Taxes, Surveys, Utilities, Advertising/Affirmative Marketing Expense, etc.) | |
| (D) Plus: Estimated Permit Fees (Include Water/Sewer Tap Fees if Applicable – Enter “0.00” if project is to be undertaken in the City NRA) | |
| (E) Plus: Required Site Improvements (Fencing; Lawn Seeding) | |
| (F) Subtotal (A+B+C+D+E); Preliminary Per-Unit Development Cost | |
| | |
| (G) Plus: Developer Fee (___ %) of (F) | |
| | |
| | |
| (H) Total Per-Unit Cost (F + G) | |
| (I) Less: Anticipated Net Sale Proceeds, after expenses and real estate commission | |
| (J) Less: Cash Match Contributions (Other Sources Contributed to the Project, on a per-unit basis, such as AHP development subsidy.) | |
| Project Subsidy Required, per unit (H – I – J) | |

Number of Units to be Developed _____

Total Amount of Funding Requested (Number of Units to be Developed X Project Subsidy Required Per Unit) _____

HOME Program (continued)

1. Explain other Cash Match Contributions described in (J), and if this financing/funding is secured or applied-for:

2. Describe organizational ability to leverage private sector construction financing for the proposed project:

3. Describe qualifications and experience with respect to single-family housing development and housing project oversight:

4. Describe HOME-eligible matching funds that will be utilized in the project and amounts:

TIMETABLE/METHOD/OUTCOMES

TIMETABLE: Describe timetable for initiating and completing the project with key dates and action steps:

NOTE: No funds can be expended or committed before July 1, 2011.

METHODS: Describe how the desired objectives are to be accomplished:

OUTCOME MEASURES: List and describe how outcomes will be evaluated and measured.

PROJECTED OUTCOME MEASUREMENTS AND INDICATORS

Identify the specific inputs, activities, outputs and outcomes in the following table:

Legal Agency Name: _____

Total Number of Program Participants: _____

Program Name: _____

Number Completing the Program: _____

Priority Level: _____

| Inputs | Activities | Outputs | Outcomes |
|--------|------------|---------|----------|
| | | | |

ORGANIZATIONAL INFORMATION

PROGRAM NAME: _____

INSTRUCTIONS: *List all agency Board members, officers or partners and their home address. Identify members by ethnicity and gender. Indicate if any Board member, officer, or staff member has a conflict of interest, including direct or indirect financial interest in the program. If yes, please submit a statement of explanation on a separate sheet.*

| Name | Address | Ethnicity* | Race** | Direct/Indirect Interest | |
|------|---------|------------|--------|--------------------------|----|
| | | | | Yes | No |
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*Ethnicity Code: a) Hispanic/Latino b) Non-Hispanic/Latino

**Race Code: a) White b) Black c) Asian d) American Indian/Alaskan Native e) Native Hawaiian/Pacific Islander f) Two or more races g) Unknown

DESIGNATION OF AUTHORIZED SIGNATURES FOR PROPOSED PROGRAM 2011-2012

AGENCY NAME: _____

PROGRAM NAME: _____

On _____, the Board of Directors of the above named organization met with at least a quorum attending and authorized the following individuals to sign Housing and Community Services contract documents on behalf of the organization:

Authorized Signatures:

(Signature)

(Print or Type Name)

(Signature)

(Print or Type Name)

(Signature)

(Print or Type Name)

(Signature)

(Print or Type Name)

(Signature)

(Print or Type Name)

Board Chairperson

Date

Federal 2010 Household Income Limits Wichita, Kansas

| Family Size | Extremely Low 30% | Very Low 50% | Low 80% |
|-------------|----------------------|-----------------|------------|
| 1 | \$13,400 | \$22,300 | \$35,700 |
| 2 | \$15,300 | \$25,500 | \$40,800 |
| 3 | \$17,200 | \$28,300 | \$45,900 |
| 4 | \$19,100 | \$31,850 | \$50,950 |
| 5 | \$20,650 | \$34,400 | \$55,050 |
| 6 | \$22,200 | \$36,950 | \$59,150 |
| 7 | \$23,700 | \$39,500 | \$63,200 |
| 8 | \$25,250 | \$42,050 | \$67,300 |

Source: U.S. Department of Housing and Urban Development
<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/income/2009/ks.pdf>

**Results of Priority Needs Survey – Wichita, 2009
For 2009-2013 Consolidated Plan**

Following is a list of the priority ranking of nine general categories, and the ranking of each sub-category for each. All are listed in priority order.

Priority 1: Housing

- 1A: Homeownership
- 1B: Single-family repair
- 1C: Single-family construction/infill
- 1D: Single-family rent or mortgage subsidy
- 1E: Multi-family construction
- 1F: Multi-family repair
- 1G: Multi-family rent or mortgage subsidy

Priority 2: Public Service

- 2A: Job training
- 2B: Health care and substance abuse treatment
- 2C: Crime prevention
- 2D: Fair housing
- 2E: Neighborhood outreach
- 2F: Neighborhood associations

Priority 3: Community Development

- 3A: Neighborhood revitalization planning
- 3B: Neighborhood clean ups
- 3C: Energy conservation
- 3D: Dangerous building demolition

Priority 4: Infrastructure

- 4A: Street construction or repair
- 4B: Water and sewer line construction or repair
- 4C: Sidewalk construction or repair

Priority 5: Homeless

- 5A: Children (unaccompanied)
- 5B: Victims of domestic violence
- 5C: Families with or without children
- 5D: Chronic

Priority 6: Youth

- 6A: Child care services
- 6B: Youth recreation and enrichment
- 6C: Summer youth employment

Priority 7: Public Facilities

- 7A: Public parks and playgrounds
- 7B: City recreation facilities
- 7C: Neighborhood City Halls

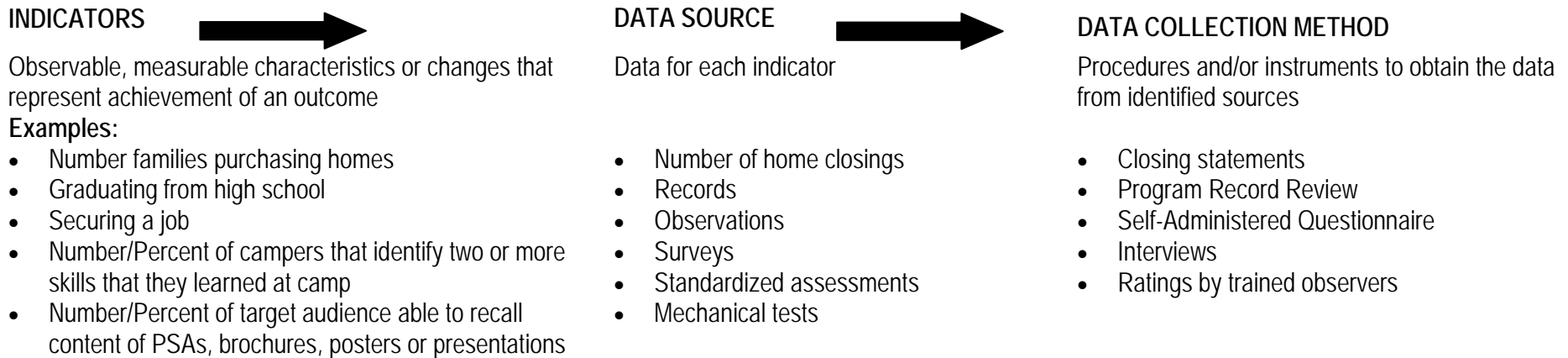
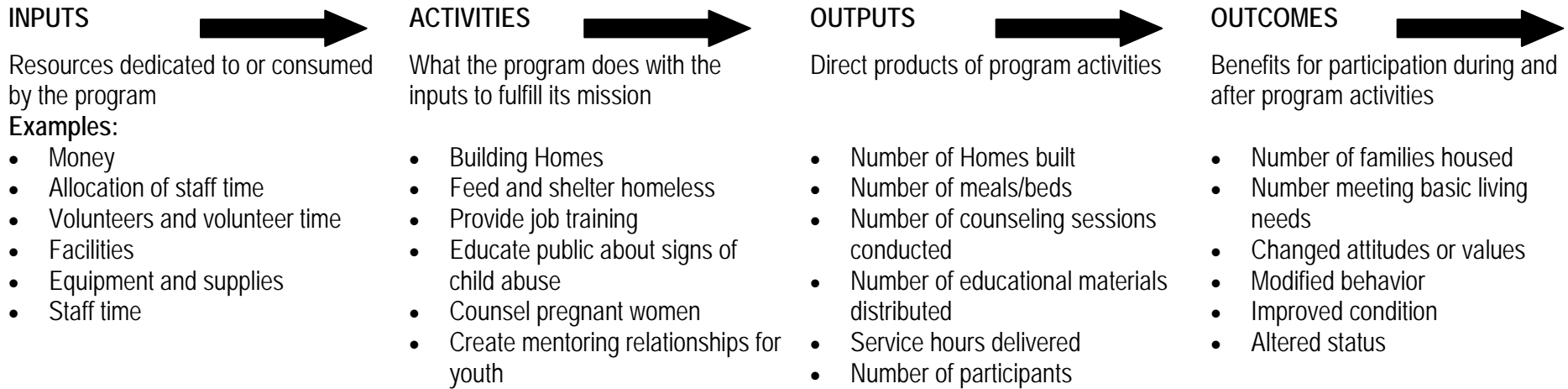
Priority 8: Economic Development

- 8A: Small business loans
- 8B: Small business loan guaranties
- 8C: Special economic development activities
- 8D: Commercial rehabilitation
- 8E: Microenterprise assistance

Priority 9: Historic Preservation

- 9A: Single-family housing repair
- 9B: Multi-family housing repair
- 9C: Non residential building repair/restoration
- 9D: Historic preservationist

Summary of Program Outcome Model



Constraints on the program include – laws, regulations, and grantor’s requirements

Source: United Way of the Mid Plains

