



HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM

**Request for Proposals
INFORMATION and APPLICATION PACKET FOR
FISCAL YEAR 2020**

INTRODUCTION

GENERAL INFORMATION:

The City of Beloit announces the availability of funds for Home Investment Partnership (HOME) Program projects. The funds are authorized under the Housing and Community Development Act of 1974, as amended, and are received from the U.S. Department of Housing and Urban Development (HUD). The City of Beloit administers these funds.

This application provides information and instructions for organizations and agencies interested in applying for the City's HOME funds. Applications are available on the City of Beloit website.

Eligible applicants:

- Private non-profit organizations that have received 501(c)(3) federal tax exempt status from the U.S. Internal Revenue Service (IRS) and are registered as non-profit corporations in the State of Wisconsin.
- Public Agencies

Funding cycle:

- Funding under the 2020 program year is anticipated to be available beginning in June/July of 2020. However, some prior year funds may be available earlier than June/July 2020.

Estimated Funds Available:

- The City has approximately \$200,000 in prior year funds available in 2020. HOME funds for 2020 will also be available. At this time, we have not been notified of our 2020 grant award.

Eligible Housing Activities:

- Funds can be used to acquire and rehabilitate residential housing, or construct new residential single-family housing that will result in owner-occupancy. If rehabilitating an existing structure that is more than one unit, the end result must be single-family housing that is owner occupied. The completed house must be sold to a low-to-moderate income household. The housing activities

The only eligible activities are those listed below. These activities must be completed within the Neighborhood Revitalization Strategy Areas (NRSAs). Please see attached map.

- a. _____ New Construction only
- b. _____ New Construction and Direct Homebuyer Assistance
- c. _____ Acquisition, Rehab, Resale only
- d. _____ Acquisition, Rehab, Resale and Direct Homebuyer Assistance

APPLICATION SCHEDULE: The following schedule has been developed for review of project applications and decisions on project funding.

Timetable

March 2020 Requests for Proposals and HOME application forms are available.

April 3, 2020 HOME applications are due.

May 31, 2020 Anticipated HOME contract for prior year funds

To be determined 2020 HOME Contracts

PRE-APPLICATION ASSISTANCE: More information and technical assistance can be obtained from Julie Christensen, Community Development Director at 608-364-6703 or christensenj@beloitwi.gov. Staff will be happy to answer questions about the HOME program, this form and the application process, but cannot help write the application or offer comment on drafts.

APPLICATION DEADLINE:

An original copy of the full application and requested attachments must be received in our office before 4:30 P.M. April 3, 2020. All proposals must be complete, signed and submitted in reproducible form. Proposals may be hand delivered to our offices located at 100 State Street, Beloit, WI 53511, during normal business hours, 8:00 AM to 5:00 PM or they may be mailed to the same address. Electronic submissions will not be accepted.

OVERVIEW OF HOME PROGRAM REQUIREMENTS:

Eligible activities under the HOME program include acquisition, rehabilitation, or construction of affordable owner-occupied housing. All activities funded by the HOME program must provide affordable housing for low to extremely low- income persons.

FY2019 HUD INCOME LIMITS (Section 8) for Janesville, Beloit MSA

Persons in household	1	2	3	4	5	6	7	8
Low (80% of median)	38,300	43,800	49,250	54,700	59,100	63,500	67,850	72,250
Very Low Income (50% of median)	23,950	27,400	30,800	34,200	36,950	39,700	42,450	45,150
Extremely Low Income	14,350	16,910	21,330	25,750	30,170	34,590	39,010	43,430

Note: Recipients of housing must meet income guidelines—80% of Rock County Median Income for owner-occupants. Housing must meet affordability guidelines for a specified period of time depending on amount of assistance.

HOME Affordability Period	
\$0 - \$14,999	5 Years
\$15,000 - \$40,000	10 Years
Over \$40,000	15 Years
New Construction	20 Years

SERVICE AREA: HOME funds must be used for housing activities in the City of Beloit’s Neighborhood Revitalization Strategy Area (NRSA). See attached maps in Appendix A.

OTHER REQUIREMENTS INCLUDE BUT ARE NOT LIMITED TO:

Non-Discrimination and Equal Opportunity: Agencies receiving funding are required to comply with various federal, state and local laws that provide equal opportunity and prohibit discrimination against persons on the basis of race, color, national origin, religion, sex, age or disability. Discrimination is prohibited in the provision of services, in access to the services and to the facilities where the services are provided, and in all other aspects of administering HOME projects such as employment and procurement.

Fiscal Management: Agencies receiving funding are required to comply with federal uniform administrative requirements regarding fiscal management including financial reporting, record keeping, accounting systems, payment procedures, procurement of goods and services, conflict of interest, and audit requirements. Non-profit organizations must administer programs in compliance with 24 CFR Part 84 and 2 CFR Part 200 Subpart F, 2 CFR Part 230. Public agencies must administer programs in compliance with 24 CFR Part 85 and 2 CFR Part 225

Insurance Requirements: Agencies receiving funding are required to provide proof of general liability insurance coverage. If services provided under the contract are provided by a licensed professional, then professional liability insurance will also be required. In addition, if driving is within the scope of services provided under the contract, then automobile insurance will also be required. Worker’s Compensation Insurance is also required.

Reporting Requirements: Agencies receiving funding are required to submit quarterly and annual progress reports and budget reports. Required data to be reported includes: demographic data on clients served (income level, race, ethnicity, disability, household composition), outputs (units of service provided), progress towards meeting outcomes, amount of funding leveraged from other federal, state/local, private or other funding sources, and additional information indicating compliance with other grant and contract requirements.

SAM.gov/CAGE Code: SAM.gov (System for Award Management) Registration is required prior to awarding HOME funds. A CAGE (Commercial and Government Entity) Code is also required.

Other Federal Requirements: Funding recipients must comply with all other requirements set forth in 24 CFR 570 and in grant contracts. Federal regulations are available online at <http://www.access.gop.gov/nara/index.html> and OMB circulars are available online at <http://www.whitehouse.gov/omb/circulars/index.html>.

REVIEW AND DECISION-MAKING PROCESS:

- Step 1 Staff Review and Assessment.** City of Beloit Community Development staff will perform a technical review of the applications for compliance with HUD requirements and the threshold criteria.
- Step 2 CDA Presentation.** All applicants will present their application to the Beloit Community Development Authority on April 22, 2020 sometime after 4:30 PM. CDA will then make a recommendation at that same meeting.
- Step 3 Final decision by Beloit City Council.** The Beloit City Council will make the final decision on funding.
- NOTE:** Disposition of final project awards is contingent on project eligibility and funding availability, as well as federal, state and local statutes, regulations, policies and contract requirements.

City of Beloit
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)
THRESHOLD REVIEW AND EVALUATION CRITERIA

Incomplete or late applications will not be considered. Applications must meet HOME regulations to be considered for funding. All proposed projects must be located in the City of Beloit's NRSA (Merrill and Hackett neighborhoods).

EVALUATION CRITERIA

Applications will be evaluated based on the answers to the following questions based on a scoring matrix. (see attached matrix).

APPLICATION INSTRUCTIONS

- Please read all questions and instructions carefully. The care that goes into accurately and informatively completing this application is evidence of your agency's ability to manage the complexities of the HOME program requirements.
- An electronic copy of the application is available upon request.
- Submit an original copy of the full application by 4:30 p.m. on April 3, 2020. The application must be received in our office by that date and time to be considered. Late applications will not be accepted.
- Applications should be fastened with a paper clip or other fasteners that can easily be undone for copying. Please do not use binders, covers, or staples.
- Any attachments should be attached at the back of the original application in the order listed.
- Additional printed documentation, photographs and maps may be placed immediately behind the page they refer to.
- Include a DUNS Number on your application. If you do not already have a DUNS number, you may obtain one by calling 1-866-705-5711

CITY OF БЕЛОIT

Application for HOME Project for Fiscal Year 2020

1. APPLICATION COVER SHEET

Project Title: _____

Project Applicant Contact Information

Legal Name of Applicant/Organization: _____

Applicant is: Unit of Local Government Municipal Corporation

Religious Organization Educational Institution Economic Development Corporation

Private, Non-Profit Organization EIN# _____

Other (explain) _____

DUNS # _____

Primary Contact Name: _____

Title: _____

Mailing Address: _____

Phone: _____

E-mail: _____

Address of Project: _____

Has your agency previously received HOME funding? Yes/ No

Amount of Request _____

CERTIFICATION and AUTHORIZED SIGNATURE: To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. The submission of this application has been duly authorized by the governing body of the Applicant. The Applicant agrees that if the project is allocated funding, it will comply with all federal, state and local statutes, regulations, policies and requirements applicable to CDBG/HOME funding.

Signature of Authorized Applicant Representative

Date

Name and Title of Authorized Applicant Representative (Please Print or Type)

2020 HOME APPLICATION

A. THRESHOLD AND ELIGIBILITY

Answer each question fully but concisely.

If applying for HOME funds, what category does your project fit into?

Please describe what process is used to select your program participants. How long has your organization provided this type of service.

Homebuyer Activities

- e. _____ New Construction only
- f. _____ New Construction and Direct Homebuyer Assistance
- g. _____ Acquisition, Rehab, Resale only
- h. _____ Acquisition, Rehab, Resale and Direct Homebuyer Assistance

B. PROJECT DESCRIPTION & SOUNDNESS

1. Project Description: Please describe the project for which you are requesting funding.

2. What are the specific output goals for the proposed project?

Households Served. Indicate the number of unduplicated households and persons to be assisted in total and the number to be assisted with HOME funds requested. Unduplicated means that each household and person served by the project is counted only once during the program year.

	PY2020
Project Outputs	Households
1. Total assisted with HOME funds	

3. HUD requires recipients of federal funding to access outcomes for the program. All approved applicants are required to comply with the Performance Measurement System. Please complete the following:

- A. State the outcome. Outcomes are the benefits or impacts that result from the services provided. Outcomes measure a change in knowledge, attitude, skills, behavior, conditions or status in the persons served.
- B. Indicate the anticipated percentage and number out of total families/households served who will achieve the outcome each year.
- C. List the indicators that will be used to show that the persons served achieved the outcome.
- D. State the basis for selecting the outcome and how it demonstrates achievement of the overall goals of the project.
- E. Indicate how you are going to measure the outcome include the data collection tools, the measurement timeline, and who will be responsible for monitoring progress and compiling the information required for reporting.

4. What experience do you have in serving the target population and in providing the type of service in the proposed project?

Describe past experience and performance achieved by this project or similar project; include any barriers encountered and how those barriers were addressed, as well as whether project goals were achieved.

C. ORGANIZATIONAL CAPACITY

1. What is your organization's experience in managing publicly funded projects?

- A. Describe any specific experience your organization has in the administration of federal, state, and local government funds. If your organization does not have experience as an organization, then the relevant experience of board members or staff may be used.
- B. Describe your organization's fiscal management including financial reporting, record keeping and accounting systems.
- C. Describe whether your organization has a written personnel policy manual that includes procedures for personnel and financial management, a process for grievance, and a plan for affirmative action.
- D. If you have current HOME projects/contracts, are they progressing timely and in accordance with the project accomplishments and schedule? If not, explain why.

2. List funders and describe type and frequency of monitoring, as well as any findings, and the resolution of those findings.

3. What are the qualifications of the staff members involved in the project?

Describe the qualifications (e.g., education, training, experience) of the specific staff members who will manage the project and provide services.

4. How will your organization assure that project services are provided in a culturally competent and linguistically accessible manner?

Explain your agency's commitment to and ability to provide services that are culturally competent and linguistically accessible. Include a description of:

- A. How the project's service design and delivery provide for the cultural and linguistic needs of project clients;
- B. The cultural backgrounds and experiences of board members and staff; and
- C. The training and policy guidance provided to board members and staff regarding cultural competence and language barriers.

5. How does your organization use collaboration with other local community organizations to support the proposed project?

- A. List the committees, groups, or meetings your organization participates in. For recurring meetings, the expectation is that you list organizations where your agency is present at 75% or more of meetings.

- B. Describe how the collaborations listed help to develop support for the proposed project (such as enhanced access to services needed by project clients, a shared scarce resource, or improved public policy).

D. FINANCIAL FEASIBILITY

- 1. **Provide a copy of the latest Budget Summary for your organization.**
 - A. Detail by line item the applicant’s proposed project budget separating requested HOME funding from additional agency funding dedicated to the project.
 - B. Explain in narrative form how HOME funds will be used as shown in the budget summary and budget worksheets (e.g. specific positions, type of communication costs, type of supplies, description of equipment items in support of direct services). If your program generates program fees or program income, explain how these dollars are generated (ex. late fees, counseling fees, etc.). For each position for which you are requesting full or partial HOME funding, attach a current job description that includes a list of the duties and minimum qualifications for filling the position.

- 2. **If funded, will the proposed project leverage additional resources?**

List the source and amount of funds to be leveraged with HOME funding for this project on the Budget Summary for each year of funding requested. Identify which of those funds have been secured, applied for, or are anticipated to be applied for in the future. Match is required for HOME funds. Therefore, please indicate the source and amount for any eligible match that you will contribute to the project. Priority will be given to projects which require match.

- 3. **If the proposed project is funded at a level lower than requested, at what amount of funding can the sponsoring agency still deliver meaningful service?**

Due to the limited availability of resources it is often necessary to fund proposed projects at levels below the levels requested. Please describe a reduced level of funding at which effective service can be delivered and what reductions in your budget can be made.

- 4. **Financial Planning for Project Sustainability.**

Describe efforts by the agency to develop:

 - A. alternative future sources of funding to support the proposed project, and
 - B. a financial contingency plan in preparation for possible funding reductions.

- 5. **Financial Management Capability:**

Provide a narrative of your agency’s financial management capacity and include financial audits; describe type, frequency, findings, and resolution to findings.

E. CONFLICT OF INTEREST

- 1. Please indicate if any of your agency’s staff and/or board/committee members has served on the Beloit Community Development Authority and/or Beloit City Council. Please also

indicate if any of your agency's staff and/or board/committee members has served in the last year on the Beloit Community Development Authority and/or Beloit City Council.

If yes, please list their information below.

Name	Title or Position

Appendix A

Map of Neighborhood Revitalization Strategy Areas (NRSAs)



