

City of Hot Springs – Community Development Block Grant CDBG Fiscal Year 2023 Funding Application

Affordable Housing

Deadline: January 27, 2023, 4:00pm. Incomplete applications will not be considered. One project per application only. Please review CDBG Application Instructions before completion. Questions can be directed to Andrew Coker, CDBG Administrator, (501) 321-1870 acoker@wcapdd.org

Please review the CDBG Affordable Housing Underwriting Policy & Procedures and application instructions before completion.

Project Name:			
Project Location:			
Total \$ Requested:			
Total Project Cost:			
Is CDBG the primary source of funding for the proposed project?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount of non-CDBG funds committed to the project at time of application:			\$
Total amount of all Federal funds in project regardless of source			\$
<input type="checkbox"/> Single Family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> New Construction	<input type="checkbox"/> Rehabilitation
Total # of Units:	# of Units Dedicated to Low-Income Persons:		
Have CDBG funds assisted or been committed to this project in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Organization Name:			
Mailing Address:			
Contact Name:			
Contact Email:			
Contact Phone:			
Web Address:			
Federal Tax ID#:			
CAGE:			
Proposed Project Description:			
Be as detailed as possible about how CDBG funds would be spent including project specifications.			
Description of homes/units:			
Square footage, # beds/baths, accessibility features, energy efficiency measures, common areas, amenities, etc.			

<p>Demonstration of Need: Describe why this project is needed. Who benefits? What hardship persists if this project is not funded?</p>
<p>Market Analysis: Describe the market trends, supply and demand, and provide a comparison of market mortgage/rental rates versus those to be charged for the type of low-income housing development being proposed. Please include the sources of data cited.</p>
<p>Funding Gap Analysis: Describe the gap that CDBG funds would fulfill that other funding sources cannot.</p>
<p>Affordability Policy / Guidelines What method will be used to comply with affordability standards? For example: HUD Fair Market Rent, guaranteed no/low interest loans, voucher acceptance, guaranteed subsidies, limited clientele, etc. Please be as detailed as possible.</p>
<p>Client Identification Procedures: How does or will your organization identify prospective clients and make them aware your services are available to all eligible persons, including those with disabilities, on a non-discriminatory basis?</p>
<p>Beneficiary Eligibility CDBG regulations require subrecipients to collect and report demographic information, as well as to document income. How will your organization collect the required information?</p>

Experience Describe applicant's experience with recent, similar projects, years of experience, staff, and relevant previous history. Include attachments as needed.
Leverage of Resources How does your organization leverage resources by coordinating services with other community organizations? Please include the names and relationship with these organizations.
Volunteers Briefly describe how your organization uses volunteers.
Skills Describe the applicant and development team's applicable skills in project management, site selection and control, property management, planning and construction, design, architecture, engineering, legal and accounting, federal funding regulations, etc. Include attachments as needed.
Fiscal Soundness Describe applicant's financial ability to implement and maintain the project including commitments from other funding sources, reserves, line of credit available, net worth, portfolio, availability of pre-development funding, etc.
Is your organization faith-based? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, briefly explain how your agency will demonstrate compliance with 24 CFR 570.200(j) which prohibits inherently religious activities.

Grants & Federal Funds			
Describe the organization's experience administering Federal, state, local and/or private grants.			
Do you have a grant writer on staff or contract?	<input type="checkbox"/> No	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
How many grants has your organization <i>applied</i> for in the past 12 months?			
How many grants has your organization been <i>awarded</i> in the last 12 months?			
Did your organization spend more than \$750,000 in Federal awards during the most recent fiscal year?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Federal funds only: When was the last audit or monitoring visit conducted?			
Federal funds only: Are there any outstanding findings or concerns at this time? If yes, describe:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Readiness: Describe the expected timeline of activities and spending.			
Are project plans and/or materials ready now?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe the planning, engineering, permitting, fundraising or other activities completed to date:			
What additional planning, architectural, engineering, permitting, inspections, reviews, approvals, acquisitions or other activities must be completed before the proposed project can begin?			
Do you currently have control of the property?			
<input type="checkbox"/> Own	<input type="checkbox"/> Plan to purchase	<input type="checkbox"/> Lease	Lease expiration date:

Is this a phased project? Yes No

If yes, please describe phases in detail (NOTE: this application is for 1 fiscal year only. Additional phases would require additional applications and future funding is not guaranteed even if this portion is approved):

Please list all parties who control or own the services to be provided on this project including, as applicable, parent organization, owner, general contractor, subcontractor(s), developer, project sponsor, property manager, grantors, and/or other providers.

If only a portion of this project could be funded, which element would be most important?

If the City of Hot Springs is unable to fund your project or fund it at the required level will the project be undertaken by your organization? Yes No

If yes, please how will your organization fund the balance required? How would a reduction in required funds affect the project?

Which of the following does your organization have? Select all that apply

- | | |
|---|---|
| <input type="checkbox"/> Mission Statement / Strategic Plan | <input type="checkbox"/> Conflict of Interest Policy |
| <input type="checkbox"/> Articles of Incorporation / Bylaws | <input type="checkbox"/> Non-Discrimination / EEO Policy |
| <input type="checkbox"/> IRS 501c3 Letter | <input type="checkbox"/> Grievance / Termination Policy |
| <input type="checkbox"/> Organizational Chart | <input type="checkbox"/> Accounting Policies |
| <input type="checkbox"/> Recent Audit | <input type="checkbox"/> Procurement Policy |
| <input type="checkbox"/> Form 990 or Form 990EZ | <input type="checkbox"/> Record Retention Policy |
| <input type="checkbox"/> Liability Insurance | <input type="checkbox"/> Confidentiality Policy |
| <input type="checkbox"/> Workers' Compensation Insurance | <input type="checkbox"/> Income Verification Policy or Procedures |
| <input type="checkbox"/> Client Intake Form / Housing Application | <input type="checkbox"/> Fair Housing Policy |

Required Attachments - All Applications	Optional Attachments
Appraisal	Property Photos (recommended)
Written Cost Estimates	Procurement / Internal Controls Policies
Conflict of Interest Policy	Architectural/Engineering Drawings/Renderings
Proof of Fair Market Value (acquisitions only)	Applicable Letters of Support
Map of Project Location (e.g. Google Earth)	Specifications/Plans
Current Balance Sheet	Certificate of Appropriateness (historic only)
Documentation of funding commitments	Environmental Contaminant Test Results
Documentation of reserves	Special Studies
Documentation of line of credit	Fair Housing Marketing Plan
Most recent tax filing	City Inspection(s)
Non-Discrimination Policy	Protected Personal Identifiable Info Policy
3 References (lenders, partners, public agencies, grantors, etc.). Include name, phone and email	Other Materials that may assist in understanding the project, benefits and feasibility
Rental Unit Additional Attachments Required	Non-Profit Additional Attachments Required
Income recertification schedule or policy	Mission Statement
Simplified Annual Operating Budget for each year of the affordability period	Bylaws
	List of Board of Directors
REHABILITATION PROJECTS ONLY:	
Has the property been tested for environmental contaminants such as lead based paint and asbestos?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is abatement to state and local standards included in the project plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No contaminants found
If no, please be aware that HUD CDBG funding can include the costs of testing and abatement, but funds cannot be expended on rehabilitation activities until lead based paint and asbestos testing and any necessary abatement activities have been completed in the areas that could be disturbed.	

Project Expenditures	Total Cost
Acquisition	\$
Survey/Platting	\$
Design Services	\$
Legal Fees	\$
Other Soft Costs:	\$
Demolition / Clearance	\$
Permits	\$
Site Improvements:	\$
Construction/Rehabilitation	\$
Developer's Fee	\$
Contingency	\$
Total	\$
Total Development Cost per Unit	\$

Please list all sources including any waived fees, donations, in-kind services, etc.

Funding Sources	Amount
Equity	\$
Private Loan:	\$
Public Loan:	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
CDBG Request	\$
Total	\$
Gap	\$

RENTAL UNITS ONLY

Please attach a Simplified Annual Operating Budget for Each Year of the Affordability Period

Simplified Annual Operating Budget YEAR:		
1	Gross Potential Rent	\$
2	Rent Loss (vacancy and collection loss)	\$
3	Other Income (e.g. vending)	\$
4	EFFECTIVE GROSS INCOME	\$
5	Marketing Costs	\$
6	Payroll	\$
7	Property Administration/Management	\$
8	Utilities	\$
9	Security	\$
10	Maintenance	\$
11	Taxes	\$
12	Insurance	\$
13	Reserves for Replacement	\$
14	OPERATING COSTS	\$
15	NET OPERATING INCOME (Effective Gross Income less Operating Costs)	\$
16	Debt Service	\$
17	CASH FLOW (Net Operating Income less Debt Service)	\$
18	Cash Flow % (Annual Cash Flow / Equity)	%

Initial	Acknowledgements
	I understand that if CDBG funds are awarded to the proposed project the applicant is responsible for project design, management, procurement, implementation, compliance, and maintenance.
	I understand that the Community Development Block Grant (CDBG) is federally funded by the US Department of Housing and Urban Development (HUD). Compliance with all applicable Federal regulations is required.
	I certify that the organization will comply with program rules and regulations if assistance is provided.
	I understand that housing supported by CDBG funds must principally benefit low-income persons earning less than 80% of the Area Median Income (AMI) as established annually by HUD, or certain limited clientele as defined by HUD, and verification of household income may be required to document compliance throughout the affordability period.
	I understand that the Architectural Barriers Act of 1968 requires federally funded buildings and other facilities to be designed, constructed or altered in accordance with standards that insure accessibility to, and use by, physically handicapped people. .
	I understand that federal funds cannot be used for political activities, inherently religious activities, lobbying, political patronage or nepotistic activities.
	I understand that funds will not be available until August of 2020 or later.
	I understand that any expenses incurred prior to the written authorization of funding will not be reimbursed.
	I understand that I will be asked to provide status reports and additional information to the City of Hot Springs if awarded CDBG funding.
	I understand a sub-recipient agreement with the City of Hot Springs will be required if this project is funded, and additional requirements may be imposed at that time
	I understand that an Affirmative Fair Housing Marketing Plan under the Fair Housing Act will be required if CDBG funds are awarded.
	I understand that invoices must be submitted for reimbursement if the project is funded. Funds are not advanced and must be distributed pro rata.
	I understand that if this application is approved and funded by CDBG there are no additional funds available in the program year if the project is over budget.
	I understand that appropriate staff and time must be allocated to carry out CDBG activities in a timely manner.
	I understand that authorized representatives of the City of Hot Springs conduct onsite monitoring visits in which all records related to CDBG funded projects are reviewed. In addition, the US Department of Housing & Urban Development and/or the Office of the Inspector General reserve the right to review CDBG related records.
	I understand that failure to adhere to federal guidelines could result in repayment of CDBG funds to the City of Hot Springs and ultimately the U.S. Department of Housing and Urban Development

CONFLICT OF INTEREST STATEMENT
City of Hot Springs Community Development Block Grant Application

Federal law (24CFR570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant –or- who are in the position to participate in a decision making process –or- to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they may have family or business ties, during their tenure or for one year thereafter.

I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of _____ (applicant organization) is currently, nor has been within one year of the date of this application, employed by the City of Hot Springs, a member of the Community Development Advisory Committee (CDAC), nor a member of the City of Hot Springs Board of Directors.

I further attest that no staff member or officer of the applying organization is a business partner or immediate family of a City employee, a member of the Community Development Advisory Committee (CDAC), or a member of the City of Hot Springs Board of Directors.

Funds requested will not be used to pay the salaries of any of the applicant organization’s staff who is or has been within one year of the date of this application a City employee, a member of the Community Development Advisory Committee (CDAC), or a member of the City of Hot Springs Board of Directors or a business partner or immediate family of any of the preceding; nor will the applicant organization award a subcontract to any such individual.

Name: _____

Title: _____

Signature: _____

Date: _____

CERTIFICATIONS

City of Hot Springs Community Development Block Grant Application

1. Lobbying:

Applicant certifies that no payments have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this proposed project. No federally appointed funds shall be used for lobbying purposes regardless of level of government, in accordance with 2 CFR 200.450. Agency shall disclose any funds from any other sources which have been paid by Agency or its principals and agents within the last year to influence or attempt to influence decisions of the federal government by completing, signing, and submitting Standard Form LLL, "Disclosure of Lobbying Activities" (2 CFR Part 200.450, Appendix B).

2. Conflict of Interest:

Applicant certifies that it has an active and enforced conflict of interest policy that is consistent with the conflict of interest rules, as set forth in 24 CFR 570.489, 24 CFR 570.611, and 2 CFR 200.112. Applicant shall disclose in writing any potential conflict of interest. Applicant also certifies that to the best of applicant's knowledge, 1) all financial disclosures will be made related to the activities that may be funded by or through a resulting sub-award, and required by its conflict of interest policy, and 2) all identified conflicts of interest have or will have been satisfactorily managed, reduced or eliminated in accordance with applicant's conflict of interest policy prior to the expenditure of any funds under any resulting sub-award and within a timely manner sufficient to enable timely FCOI reporting.

3. Debarment and Suspension

Applicant certifies that organization:

is / is not presently debarred, suspended, proposed for debarment or declared ineligible for award of federal contracts

is / is not presently indicted for or otherwise criminally or civilly charged by a government entity

has / has not within the last 3 years been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property

has / has not within 3 years preceding this application had one or more contracts terminated for default by any federal agency

4. Audit Status

Applicant certifies that organization:

has / has not expended \$750,000 or more in Federal awards during the organization's fiscal year

If the organization DOES expend \$750,000 or more in Federal funds does the organization have an annual audit in accordance with OMB Regulations (2 CFR Part 200.331 (f) or Circular A-133, as applicable)? Yes No

Most recent fiscal year completed: FY 20_____

Were any audit findings specifically related to CDBG subawards reported? Yes No

Does the most recent audit report reveal any of the following:

Yes No Material Weaknesses

Yes No Significant Deficiencies

Yes No Instances of Material Non-Compliance

If "Yes" to any of the above, explain on a separate sheet what actions are being taken to resolve

If organization DOES NOT receive an annual audit in accordance with OMB Regulations (2 CFR Part 200.331 (f) or Circular A-133, as applicable), organization is a:

Non-profit entity under federal funding threshold

Foreign entity

For profit entity

Government entity

NOTE: Should the risk assessment indicate the potential need, the City of Hot Springs reserves the right to conduct additional monitoring by requesting and reviewing audit reports, performing random audits, performing site visits to observe program operations, reviewing financial records and other actions as necessary.

The information, certifications and representations in this application have been read, signed and made by an authorized official of the organization named herein. The appropriate programmatic and administrative personnel involved in this application are aware of policies in regard to sub-awards and are prepared to establish the necessary agreements consistent with those policies.

I understand any work begun and/or expenses incurred prior to execution of a subrecipient agreement with the City of Hot Springs are not allowed.

I certify that the information in this application is true and correct and that the application has been duly authorized by the governing body of the organization.

I also certify that I am aware that providing false information on this application can subject the individual signing such application to criminal sanction up to and including a Class B Felony.

Organization Authorized Official:

Name: _____

Title: _____

Signature: _____

Date: _____