

Supplemental Instruction Sheet for Federal Housing and Community Development Funds Application

Fiscal Year 2011

3. The general description of your project is time to tell the story of the project and how the project works on a large scale. In your description you should, with a 1,000 word limit, clearly explain:
- (a) How the project you are requesting funding relates to your mission;
 - (b) A summary of activities in a typical day of your client; and
 - (c) The process from the time a person enters the program to the completion of the program.
- 3.a. The goals of the Consolidated Plan as selected in Question 2 on page 3. The goals of the Consolidated Plan are:
- Encourage economic development activities and efforts in the community.
 - Stabilize distressed neighborhoods through targeted development.
 - Support housing stabilization efforts throughout Marion County.
 - Prevent homelessness through the support and operations of programs that serve very low-income residents.
 - Decrease homelessness through support of homeless programs and housing projects.
 - Support the needs of persons living with HIV/AIDS and their families.
3. b. The City initiatives are:
- Improving neighborhoods through business and job growth:
 - Increase Indianapolis' attractiveness to new companies
 - Ease the expansion of existing businesses
 - Provide a nurturing environment for entrepreneurs
 - Improve and support the education of all of our youth
 - Promote business development from all types of citizens of all ages, ethnicities and backgrounds
 - Bringing pride to our neighborhoods:
 - Reduce the blight of abandoned homes
 - Increase development in and around Brownfield's and other redevelopment sites
 - Enhance access to housing for all families

- Improving the quality of life for residents of Marion County:
 - Promote safer neighborhoods
 - Reduce blight
 - Improve education
 - Encourage appropriately sized developments and alternative forms of transportation
3. c. The core principals of healthy neighborhoods are: (this is *not* a complete description at: www.greatindyneighborhoods.org) ###
- Healthy neighborhoods value and cultivate skilled leadership and an active citizenry.
 - Healthy neighborhoods foster the creation of a “future community vision” and develop a holistic set of neighborhood strategies to achieve that vision.
 - Healthy neighborhoods place a high value on intellectual and moral education.
 - In healthy neighborhoods, Police and citizens partner together to create a safe, crime-free environment.
 - Healthy neighborhoods exist with a metropolitan setting where governments and the private, philanthropic and independent sectors value and provide coordinated support.
 - Healthy communities have an integrated economic relationship with the surrounding region providing both producers and consumers an economic opportunity.
 - Healthy communities manage and invest in local properties and the common environment.
 - Healthy communities offer attractive housing as a community asset.
 - Healthy communities offer a wide and varied array of artistic, cultural, recreational and spiritual programs and venues.
 - Healthy communities possess a complement of retail and professional services.
 - Healthy communities maintain the highest standard of health and human services.

SMART Principles

###

BUDGET CHART INSTRUCTIONS

You may add categories as needed, but be sure to specify each category added.

Column A- Provide the amount of funding for the proposed project to be invested by City grant funds on the appropriate line (category).

Column B- Provide the amount of funding for the proposed project to be invested into the proposed project by your organization on the appropriate line (category). This will indicate specifically how your organization will be spending its funds to implement the proposed project.

Column C- Provide the amount of funding for the proposed project to be invested by funding sources other than your organization and this funding request to the City on the appropriate line (category). This will indicate specifically how other funding sources will be invested to implement the proposed project.

Column D- This amount will equal the sum of columns A, B, and C.

The total of Column A will equal the answer to question 24 in the application.
The total of Column D will equal the answer to question 25 in the application.

Budget Narrative Instructions:

For each line on the Budget Chart, you **must** include an explanation of the cost and the calculations used to arrive at the funding request. Below is a list of examples for each funding category:

Construction Projects

- a. *Administrative* - costs associated with the administration of the program such as salaries, benefits, rent, utilities, expendable supplies (no equipment), employee training, liability insurance, etc. These costs **must** be project related and pro-rated for City reimbursement.
(Example: 1 employee @ \$17/hr at 20hrs/week for 36 weeks = \$12,240)
Note: Administration costs are limited by program to a specific percentage of the funding received. Please follow the following percentages: HOPWA 7%, HOME 5%, CDBG 20%. No administrative costs are allowed under ESG.
- b. *Developer Fee* - allowable under HOME funds only, based upon the funding award. Limited to 8% of the HOME funds for new construction programs, and 12% of the HOME funds for acquisition/rehabilitation programs.
- c. *Predevelopment* - engineering, architectural, permits, environmental surveys/reviews, etc.

- d. *Construction* - demolition, site preparation, construction hard costs, construction labor, construction management.
- e. *Other* - any other costs associated with construction-related projects not included in the other categories.

Emergency Shelter and Housing Opportunities for Persons with AIDS Grant Projects

- a. *Essential/ Support Services (ESG and HOPWA)*- Eligible costs means services concerned with employment, health, drug abuse, and education. Costs under this category include assistance in obtaining permanent housing, medical and psychological counseling and supervision, employment counseling, nutritional counseling, substance abuse treatment and counseling in obtaining other Federal, State and local assistance, services such as child care, transportation, job placement and job training. Staff salaries necessary to provide the above services. Metro bus tickets are included in this category. *For HOPWA, health services may only be provided to individuals with acquired immunodeficiency syndrome or related diseases and not to family members of these individuals.*
- b. *Operations (ESG Only)*- Eligible costs are ones which can be directly attributed to the provision of services for clients. Costs under this category include rent, insurance, electric, gas, water/sewage, trash removal, office supplies, postage, telephone, (located at shelter and used by shelter staff and/or clients), shelter supplies (including bedding, linens, towels, etc...), cleaning supplies for the shelter only, toiletries (personal hygiene items given to clients), and other approved operating costs.
- c. *Homelessness Prevention (ESG only)*- Activities of programs designed to prevent the incidence of homelessness, including short-term subsidies to defray rent and utility arrears for families that have received eviction or utility termination notices; security deposits or first month's rent to permit a homeless family to move into its own apartment; payments to prevent foreclosure on a home; mediation programs for landlord-tenant disputes; legal services programs for the representation of indigent tenants in eviction proceedings; and other innovative programs and activities designed to prevent the incidence of homelessness.
- d. *Rehabilitation (ESG and HOPWA)*- Eligible costs are labor, materials, tools, and other costs of improving the building, including repair directed toward an accumulation of deferred maintenance; replacement of principle fixtures and components of existing building; installation of security devices; and improvement through alterations or incidental additions to, or enhancements of existing building including improvements to increase the efficient use of energy in buildings, and structural changes necessary to make the structure accessible for persons with physical disabilities.
- e. *Administrative (HOPWA only)*- May use not more than 3 percent of the grant amount for its own administrative costs.
- f. *Short-term Assistance (HOPWA only)*- A short-term supported housing facility may not provide residence to any individual for more than 60 days during any six-

month period. Rent, mortgage, and utilities to prevent homelessness may not be provided to the same person for more than 21 weeks in any 52-week period.

- g. *Tenant-based Rental Assistance (HOPWA only)*- Rent assistance for clients that are not housed in a unit owned by your organization.
- h. *Project-based Rental Assistance (HOPWA only)*- Rent assistance for clients that are housed in a unit that is owned by your organization.

Other Services Projects (youth, seniors, job placement, etc.)

- a. *Administrative*-costs associated with the administration of the grant such as salaries reflecting actual hours worked (an accountant preparing city claims and quarterly reports); office space; utilities; etc. (these costs **must** be pro-rated)
Example: Controller's salary
- b. *Project Salaries*- Salaries of individuals who are directly providing services.
Example: Case Manager's salary
- c. *Project Supplies*- Expendable office and programmatic supplies necessary to carry out the proposed project.
- d. *Project Rent*- Leasing of space in which the program will operate.
- e. *Contractual*- Any costs incurred through a contractual relationship between your organization and another to provide service to clients as part of the project.
- f. *Other*- Any costs associated with the proposed project not mentioned above. This could include performance-based costs, such as cost per job placement or down payment assistance. Be sure to explain in detail what this cost is and how you calculated the amount.

Other

- a. Any costs associated with the proposed project not mentioned above.