

# Instruction Sheet for Federal Housing and Community Development Funds Application

## Fiscal Year 2010

Applications for activities to be implemented during the 2010 calendar year must be received in Suite 2042 of the City County Building **Tuesday, April 6, 2010 between 8:00am and 12:00pm**. Each application packet must include an original plus three copies of all proposal materials.

Early applications will be accepted in Suite 2042 of the City County Building, 200 East Washington Street. In order to ensure proper tracking, applications must be given to a grant manager of the Division of Community Economic Development and you must receive a signed receipt. Calling ahead is advised.

If you have questions regarding this application, please contact Chelsea Ernsberger at 327-5806 (CDBG applications) or Matt Connor at 327-4116 (ESG and HOPWA applications).

- Application must be typed in 12-point font.
- No handwritten applications will be accepted.
- Neither incomplete nor late applications will be accepted or considered for funding.
- A separate application must be submitted for **each** project for which an organization is requesting funds.

The following instructions will provide assistance with the completion of this application.

### Page One

- A. Do not date and time stamp your own application. City staff will do this upon receipt and will provide you with verification of receipt.
- B. Employer Identification Number on page one may be substituted by your Social Security Number.

### Page Two

1. You have 9 possible HUD Objectives and Outcomes. You should choose ONLY ONE of the 9 options.

Page Three

2. You must select at least one goal.

Page Four

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 clearly explain:

- (a) How the activity you are requesting funding relates to the entire project;
- (b) A summary of activities in a typical day of your client;
- (c) The process from the time a person enters the program to the completion of the program;
- (d) If your program has any waiting lists
- (e) The impact on the quality of life of your client

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](http://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.
4. State the number of unduplicated people you will serve with this proposed program.
- 4.a. State the number of special needs people you will serve with this proposed program. Special needs populations are: **senior citizens**, mentally or physically **disabled persons** and **homeless persons**.
5. Define the service area by using census tracts. State the need the program will address, and provide supporting documentation. Examples of supportive data may include area median income, age distribution, access to or availability of services, number of substandard housing units, etc. Supporting data should be clearly identified and substantiate the need addressed.
6. Describe internal mechanisms you have in place to evaluate the effectiveness of your program. Customer surveys are external methods of evaluation – we are seeking *internal* methods such as internal programmatic audits or internal progress reports, etc.

7. If you do not know the zoning for the property in questions, please call **327-5155** and speak to the planner on call.
8. All letters of support **MUST** be specific to the project (**not** to the applying organization) signed, *recently* dated, and labeled as “letters of support.”

#### Page Five

9. This question is for construction projects only. Give the number of units (housing, public facilities, commercial buildings, etc) that will be rehabilitated or constructed. Give the total estimated cost per unit. A good way to get this number is divide the answer to question #25 by the total number of units.
10. Please state the total number of units that will be funded with HOME dollars.
  - 10.a. When HOME-assisted units are “fixed,” the specific units that are HOME-assisted (and therefore subject to HOME rent and occupancy requirements) are designated and never change.

When HOME-assisted units are “floating,” the units that are designated HOME-assisted may change over time as long as the total number of HOME-assisted units in the project remains constant.
11. The phase a project is in will determine how Federal regulations, such as Davis-Bacon, are applied. Please note that CDBG and HOME funds cannot be used to reimburse costs that have already been incurred prior to the period of the contract.

#### Page Six

12. Attach or include your organization’s Strategic Plan. Give a brief narrative about the key points of your organizations business and/or strategic plan. Explain how this project or program will work towards or meet the goals of that plan. If your organization does NOT have a strategic plan, attach a letter from your Board chairperson explaining why.
13. Provide an overall organization chart that shows the hierarchy of the organization and how it functions. Next construct a chart that shows the staff who will be working on the proposed project and administering grant funds, and list their various experiences, skills and professional responsibilities. Include independent contractors. ***Do not include resumes.***
14. Chart the source of the grants you have received (HUD, DOJ, Lilly Endowment, etc) within the past 2 years. State whether the source was Federal, State, or

private. Provide the amount of the grant received AND the total cost of the program it was allocated to. Finally, describe how the funds were used, and the program they were used for.

Page Seven

15. For each monitoring finding received from the City, describe the corrective action taken to resolve that finding. List all monitoring findings received from all City funding types during the 2008 program years.
16. A partner or collaborator brings resources (i.e. volunteer time, labor, financial, services, etc) to the proposed project. You must attach a letter from each partner that outlines the role they will play in the completion of the project and/or program. All letters must be recently dated, describe the role of the partner, signed, and labeled as "letters of partnership."
17. List elected Board members. The list must include contact information and the term expiration for each board member, including vacant board positions.
18. For 2008 board meetings, list the dates and percentages of attendees, for 2009 list the dates and percentages of attendees of meetings held to date.
19. If yes, list those skills, abilities, and representation needed, and describe how they were determined. Also describe how they are used for board recruitment. If no, then simply indicate no. (Please note, this question is asking if the board has identified what representation is needed as opposed to the current representation on the board.)
20. List committee names, names of members on each committee, committee meeting dates during 2008, 2009, and the % of members in attendance at each meeting. For the 2009 dates, list all meetings your Board has had as of July.
21. Describe the training that is provided to new board members, as well as any training that is offered to existing members. Describe how often training is provided. Also, please describe the board training sessions held in 2008 and 2009.

Page Eight

22. Describe your organization's financial controls. Examples of financial controls include external financial audits, division of responsibilities, cash controls, purchasing policies, etc.
23. Provide the total amount of funding for which you are requesting from the City for this application/project. This answer should equal the total of Column **A** of the Budget on page 11 of the application.
24. Provide the total project amount, including all funding sources. This answer should equal the total of Column **D** of the Budget on page 11 of the application.
25. Take the answer from question 23 and divide by the answer from question 24 to equal the answer for question 25. Leveraging of City dollars is preferred, although with some grants, not a requirement.
26. Letters documenting match/leverage must be recently dated, include the dollar amount of match/leverage, the dates the match/leverage will be available, be project specific, and be labeled as "letters of financial commitment."
27. Due to the competitiveness of these grants, funding may be partially awarded. Indicate program modifications (i.e. reduced scope of work, less clients served or no modifications) **and** other funding sources (i.e. United Way Funds or fundraising) you will pursue if you don't receive your full funding request. Both parts of this question must be answered.
28. Program Income is income generated from the use of grant funds on any project. If your answer to this question is **yes**, then you must explain how program income will be generated and the proposed use of that income. Note that Federal regulations strictly limit how program income derived from Federal funding may be spent.
29. List any other assistance you will (or plan to) request from the City of Indianapolis for this project. Include assistance from other agencies in addition to the Dept. of Metropolitan Development.
30. Complete the budget chart **and** the budget narrative.

## Page Nine 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.

## Page Ten 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 prorated 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.