

2010 Indianapolis Housing Trust Fund NOFA Application

March 23, 2010

The City of Indianapolis is pleased to announce that it is accepting proposals on behalf of the Indianapolis Housing Trust Fund (IHTF) for the 2010 fiscal Year Notice of Funding Availability (NOFA) for programs impacting housing and housing opportunities for low to moderate-income residents of Indianapolis.

Creation of the IHTF was authorized by I.C. § 36-7-15.1-35.5 and established by Metropolitan Development Commission (MDC) resolution 02-B-002. Through the Housing Trust Fund (HTF), the City of Indianapolis provides assistance in the form of low interest loans, loan guarantees, and grants to increase housing access and affordability preserve and revitalize existing housing, and develop new housing.

The 2010 IHTF NOFA will provide funding for projects that deal with housing for low to moderate income individuals and families. A broad range of activities can be funded through this program, including rent subsidies and supports, utility subsidies, security deposits, down payment assistance and the acquisition, rehab, and/or development of structures or vacant lots for the purpose of housing people and families at or below 80% of AMI. Special consideration will be given to those programs demonstrating new and unique approaches to housing problems, those addressing vacant and abandoned housing in Indianapolis, proposals that include units acquired through the Indy Land Bank, and those programs serving persons with special needs or who are at or below 50% AMI and/or though permanent supportive housing options.

Eligible Applicants

In accordance with general guidelines set forth in Section III of the HTF's Policies and Procedures, any nonprofit entity, for-profit entity, governmental or quasi-governmental agency that is engaged in or related to the development, management, or operation of housing units for households of low- or very low-income in Marion County, Indiana, is eligible to apply.

Preference will be given to proposals that demonstrate strong partnerships between the neighborhood development entity and other local neighborhood groups and service providers. A plan detailing the achievement of neighborhood buy-in and marketing should be included. Also those programs that seek to reuse or improve existing, especially vacant, properties will be given preference.

Eligible / Ineligible Expenses

Eligible expenses under the IHTF NOFA include rent subsidies and supports, utility subsidies and supports, down payment assistance, and all costs associated with the acquisition, rehabilitation and/or development of housing structures and/or vacant lots. Costs associated with demolition of existing structures will be considered on a case-by-case basis. Applications for organizational capacity building and operating expenses will also be considered.

On a case-by-case basis, grant funds may be used for administrative costs associated with this grant. Project sponsors must justify amounts earmarked for administrative overhead.

Period of Use Requirement

All units and/or lots acquired and/or rehabbed using funding provided by this grant shall be placed under a **ten-year period of use requirement**. Units must be used to provide housing and/or services to an eligible population for the **entire** period. Failure to meet this requirement will trigger the recapture of grant funds. The amount of recapture will decrease by ten percent per year of the term so that one hundred percent of the funding will be recaptured in the first year and fifty percent will be recaptured in the fifth year, etc.

Completed applications (3 copies and 1 original) for housing trust funds shall be submitted to:

City of Indianapolis, Department of Metropolitan Development
Attn: Housing Trust Fund
2042 City-County Building
200 East Washington Street
Indianapolis, IN 46204

Additional Applications may be obtained from the address above, or by calling (317) 327-5444, or on the City's website (www.indygov.org)

Threshold Requirements

Project sponsors must fulfill the following requirements to be considered for an award:

- Submit a complete application.
- Identify specific address(es) and/or area(s) where project development will take place.
- Identify the project sponsor's organizational purpose. All project partners must include organizational bylaws, as well as a listing of current Boards of Directors.
- Provide a thorough and complete program and/or project budget identifying of sources of funding, a sources and uses document, and a budget narrative.
- Detail a set of program outcomes and timelines that list the proposed start of development, the start of buyer/renter move-in, as well as a set of quantifiable outcomes measuring the program's success.
- Create a plan for achieving local community buy-in and include a list of neighborhood stakeholders and organizations and detail how they will be engaged and/or approached to be part of or to support this project.
- List partnerships involved in the proposed programming, including an organizational chart, lists of responsibilities for each partner organization, and any MOUs involved.

- Where applicable, to avoid conflict of interest, ensure that all financial transactions meet definitions of non-interest or “arm’s-length” between the parties involved in the acquisition of properties. .
- Demonstrate that units are or will be tenant-ready and comply with all applicable laws and ordinances or HUD HQS standards as outlined in City’s Grants Management Policies and Procedures Manual (if applicable). *Copies of this document are available upon request.*

Approval of an application for acquisition and rehabilitation does not necessarily indicate or ensure that the application is eligible for funding under any other City of Indianapolis program. Or that if the project requires a zoning variance that it will be granted.

Qualitative and Quantitative Scoring Criteria

Based on the results of this evaluation, qualifying proposal(s)—taking into account all of the evaluation factors—may be recommended to the Metropolitan Development Commission for further action.

DMD staff, the DMD Director, housing trust fund advisory committee and Metropolitan Development Commission will determine which proposals offer the best means of achieving the goals of the Indianapolis Housing Trust Fund.

Quantitative Measures

Affordability/client base – Grant funds must be used to benefit those individuals at or below 80% of area median income (AMI).

Focused Impact – Special consideration will be given to those proposals that show impact in areas where other focused redevelopment efforts are planned or underway and how this proposal will act in concert with those other programs.

Strength and completeness of partnerships and financial structure – Project sponsors should provide a partnership structure and financial plans for the project.

Qualitative Measures

Impact – Preference will be given to proposals that have clearly demonstrated high quality impact as a result of proposed activities for the neighborhood involved.

Community buy-in – Projects must present a detailed plan to address and achieve the buy-in of the community in which the project will be located, including a listing of important community stakeholders and organizations and how these will be approached and their role in the project or program on a larger scale. Support letters from the community should be gathered and submitted.

Location - Preference will be given to those projects that will reactivate vacant properties within the city and those using properties acquired from the Indy Land Bank.

Application Review Process

It is the intent of the housing trust fund advisory committee to respond to applicants within 60 days of application submission.

Initial Review

Initial review of applications by DMD staff will be completed within 30 days submission and includes the following steps:

- DMD staff shall determine which applications are complete and establish a log of eligible and complete applications.
- DMD staff shall prepare a brief report summarizing the number and value of grants/loans applied for as compared with the amount of money available in the fund's accounts.
- DMD staff shall forward the log and report to the housing trust fund advisory committee for review.

- DMD staff shall review each application for conformance to RFP guidelines, project feasibility, sponsor capacity, project costs, and all other relevant technical concerns.
- DMD staff shall forward its analysis to the housing trust fund advisory committee for consideration.

Review by the Advisory Committee

The housing trust fund advisory committee will review all completed applications and accompanying DMD staff analyses, and take action based upon the merits of each reviewed project.

The housing trust fund advisory shall make recommendations for funding to the MDC in accordance with requirements set forth in the housing trust fund's policy and procedures.

Review by the MDC

The MDC shall review and have final authority for approving the recommendations of the housing trust fund advisory committee.

If approved, the MDC will instruct that housing trust fund monies be expended by authorization of a DMD contract with the awarded recipient.

Notification of Rejection

Any project reviewed by DMD staff, but not funded will receive a rejection notice.

DMD shall give the applicant written notification of the rejection that specifies the basis upon which the proposal was rejected. The MDC shall also be notified of projects that met minimum eligibility thresholds but were rejected for other reasons. The Director of the Department of Metropolitan Development will have authority to reject any project that does not meet program guidelines and priorities and/or does not demonstrate feasibility.

Projects not funded may be resubmitted for reconsideration during a subsequent, related application period.

Grant Closing Procedure Commitment Letter

Upon final approval, the City of Indianapolis will prepare a written grant commitment. The funding commitment letter will specify the following (if applicable):

- Amount of award
- Use of proceeds
- Insurance requirements
- Reporting requirements
- Grant period
- Special conditions
- Expiration date of the commitment
- Projected draw schedule

The grant recipient must countersign the commitment letter—to affirm agreement with the terms and conditions offered. The commitment letter must be executed and received by the City within 60 days of the date of the commitment letter.

Project Administration, Monitoring and Reporting

The project sponsor shall implement the local program or project and be responsible for the following activities:

Marketing the local program or project;

Determination of a household's income-eligibility pursuant to the income requirements for funding;

Maintenance of complete and accurate records of all disbursements and repayments to ensure adherence to proper accounting procedures for the HTF, which may be verified by the City and may be subject to a fiscal and programmatic audit;

Completion of quarterly progress reports tied to the requirements of the grant agreement with the City of Indianapolis;

Compliance with all applicable requirements outlined in the City of Indianapolis Grants Management Policies, where applicable; and,

Compliance with all other locality and/or not-for-profit corporation requirements as set forth in all applicable Federal and State regulations.

2010 Housing Trust Fund Application NOFA Application

January 29, 2010

APPLICANT INFORMATION

Project Sponsor (Applicant): _____

Project Location: _____

Amount Requested: _____

Contact Person: _____ Phone: _____

Title: _____ Fax: _____

E-mail: _____

Mailing Address: _____ Office Address (if different): _____

If Applicable:

Board President: _____ Phone: _____

Executive Director/CEO: _____ Phone: _____

Employer Identification Number: _____

For Staff Use:

Date Received: _____

RFP: _____

2010 Housing Trust Fund Narrative

Provide a narrative description of the proposed project and how this project will be used to further the goals of the Indianapolis Housing Trust Fund, as set forth in the NOFA. (Use additional pages as necessary)

Include applicable supporting information such as staff resumes, operating budget, and letters of support.

The narrative should specify how quantitative and qualitative measures—as referenced in the NOFA - will be achieved.

The undersigned certifies that all information in this application and all information provided in support of this application is given for the purpose of obtaining financial assistance from the Indianapolis Housing Trust Fund Rent Assistance Program and is true and correct to the best of their knowledge and belief. If funding is awarded, representations made in this application will be the basis for the written Housing Trust Fund contract.

The project sponsor understands and agrees that if false information is provided in this application, the City of Indianapolis will disqualify the project sponsor and may consider the project sponsor ineligible to apply for Housing Trust Funds until any issue of restitution is resolved.

If false information is discovered after the award of Housing Trust Funds, the City of Indianapolis may terminate the project sponsor's contract and recapture the entire Housing Trust Fund award. A finding of significant falsification may result in debarment.

The project sponsor shall not, in the provision of services or in any other manner, discriminate against any person on the basis of race, color, disability, religion, sex, age, national origin, veteran status or sexual orientation. Verification of any of the information contained in this application may be obtained from any source named herein.

The project sponsor will at all times indemnify and hold the City of Indianapolis harmless against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the City of Indianapolis's acceptance, consideration, approval, or disapproval of this request and the issuance or non issuance of Housing Trust Funds herewith.

The project sponsor certifies that they are and will remain compliant with the Housing Trust Fund Policies and Procedures and I.C. § 36-7-15.1-35.5. The project sponsor has read and understands all eligible expenses and activities and certifies that they will not use funds for any ineligible activities or expenses.

This certification must be signed by the individual authorized to execute the Indianapolis Housing Trust Fund contract:

Authorized Signature

Printed Name and Title

Date