

2021

**COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”)
HOME INVESTMENT PARTNERSHIP PROGRAM (“HOME”)**

APPLICATION GUIDELINES / CDBG/HOME APPLICATION

CITY OF OMAHA PLANNING DEPARTMENT

(Application Period: January 16, 2020 – April 6, 2020)

AVAILABLE IN ELECTRONIC FORM AT:

planning.cityofomaha.org

FY 2021



**EQUAL HOUSING
OPPORTUNITY**

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RFP APPLICATION REVIEW PROCESS

The City will:

- STEP 1 Evaluate community needs and preferences by conducting:
- public hearings
 - special focus group meetings
 - Affirmatively Furthering Housing community engagement activities
- STEP 2 Determine program types based upon needs and preferences by:
- creating a Consolidated Plan (5 year period)
 - creating an Annual Action Plan for each year within the 5 year period
- STEP 3 State intended program outcomes through:
- public hearings
 - special focus group meetings
 - written reports or newsletters
- STEP 4 Evaluate relative strengths of HOME and CDBG versus intended outcomes:
- review RFP applications
 - rank each RFP application
 - interview each applicant regarding proposed project
 - submit to Mayor, City Council members and Citizen Advisory Group for review and comment
- STEP 5 Determine whether program should be funded with HOME or CDBG funds by:
- Evaluating funding availability, time constraints and requirements
- STEP 6 Notify applicants of intent to fund or non-funding
- STEP 7 Complete preliminary draft of Annual Action Plan for funding year and include proposed budget.
- STEP 8 Conduct Public Hearing outlining priorities and proposed programs and budget. (Includes a 30 day public comment period)
- STEP 9 Write a final Annual Plan to include public comments and submit to the Planning Board and City Council for approval. Submit to HUD for acceptance and approval.
- STEP 10 Upon release of funds from HUD, enter into agreements with organizations for the proposed project/program.
- STEP 11 Monitor project and pay drawdowns as requested and supported with appropriate documentation.

FUNDING INFORMATION

The City of Omaha Planning Department is proud to announce its Request for Applications for the Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) for Funding Year 2021.

The City of Omaha receives CDBG and HOME funding from the U.S. Department of Housing and Urban Development (HUD). This federal funding is based on a formula that considers census data on population, income, housing, and other pertinent demographic and economic characteristics of local jurisdictions.

All selected programs/projects are subject to the availability of funding and the City of Omaha's budget review process.

The City of Omaha maintains the right to reject or accept proposals, to fund or not to fund, or reduce the amount of funding requested.

All proposed programs/projects must meet applicable federal regulations.

Organizations should not incur any costs, perform any work, purchase any goods or services, nor make any commitments or sign any contracts with any person, organization, or company related to the project for which CDBG and HOME funds are being requested until the funds have been appropriated by HUD, the Environmental Review has been completed, and an agreement has been executed by the City of Omaha.

ELIGIBLE ACTIVITIES

A. HOME FUNDS

1. New Construction – for new construction of both rental and ownership housing.
2. Rehabilitation – the alteration, improvement or modification of an existing structure.
3. Reconstruction – rebuilding a structure on the same lot where housing is standing at the time of project commitment (Refer to 24 CFR Part 58 for more information).
4. Conversion – usually deemed rehabilitation if converted to affordable residential housing – conversion to commercial is prohibited.
5. Site Improvements – must be in keeping with improvements to surrounding standard projects.
6. Acquisition of Property – eligible as part of a homebuyer program or a rental housing project.
7. Acquisition of vacant land – construction must begin within 12 months of purchase.
8. Demolition – existing structure only if construction on HOME project will begin within 12 months.
9. Down Payment Assistance and Closing Cost Assistance for existing or new single-family residential units.
10. Purchase, Rehabilitation and Resale including acquisition, infrastructure, development subsidy and/or down payment assistance.
11. Tenant Based Rental Assistance.

B. CDBG FUNDS

Projects in the following categories are **generally** eligible to receive CDBG funding:

1. Acquisition of Real Estate – in whole or in part by a public agency or private non-profit entity.
2. Disposition – costs associated with maintenance and sale of CDBG purchased property.
3. Public Facilities and Improvements – acquisition, construction, reconstruction, rehabilitation or installation of publicly owned facilities and improvements, such as the following, except buildings for the general conduct of government:
 - senior centers
 - parks, playgrounds and other recreational facilities
 - centers for the handicapped
 - neighborhood facilities
 - solid waste disposal activities
 - fire protection facilities
 - public utilities other than water and sewers
 - street improvements
 - water and sewer facilities including storm sewers
4. Clearance Activities – including demolition and removal of buildings and improvements, or movement of structures to other sites.
5. Public Services – including those concerned with employment, crime prevention, childcare, health, drug abuse, education, housing counseling, welfare or recreational needs.
6. Relocation – including payments for Loss of Rental Income pursuant to relocation.
7. Removal of Architectural Barriers – special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of disabled persons.
8. Rehabilitation – of single and multi-family residential structures, publicly and privately-owned non-residential structures, public housing agency modernization; historic preservation; renovation of closed schools; energy efficiency improvements; and development of shared housing opportunities for elderly persons.
9. Special Economic Development Assistance to Private For-Profit Entities – for activities necessary or appropriate to carry out an economic development project.
10. Commercial or Industrial Improvements by Grantee/Non-Profit Agency – including the acquisition, construction, reconstruction, or installation of commercial or industrial buildings, structures, and other real property equipment and improvements.
11. Special Activities by Sub-recipients – neighborhood-based non-profit organizations, community, or a local development corporation, which are not otherwise eligible.
12. Planning and General Administration – includes planning and capacity building activities such as community development plans, energy plans, environmental plans, and costs for overall program management, coordination, monitoring, and evaluation.

LMI National Objective Compliance Requirements:

1. Primary Objective

The Primary Objective of the Community Development Block Grant Program is to benefit **Low/Moderate Income (LMI) persons**. At least 70% of City of Omaha CDBG allocation must be allocated to activities, which meet the Primary objective of benefitting LMI persons. For an activity to qualify, at least 51% of the persons benefitting from the activity must be LMI persons.

Applicants need to determine how the National Objective requirement will be satisfied during the planning, implementing and documenting of CDBG projects. Each project must meet a minimum of one National Objective. When meeting the benefit to LMI persons National Objective, applicants must ensure that moderate-income persons (80% of median income) are not benefitting to the exclusion of low-income persons (50% of median income).

2. National Objectives

Each CDBG funded activity must meet one of three National Objectives:

1. Benefit LMI persons;
2. Aid in the prevention or elimination of slums or blight;
3. Meet community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

If satisfactory demonstration of compliance with a National Objective is not provided, the proposed activity will be considered ineligible and will not be considered for funding.

INELIGIBLE ACTIVITIES

A. HOME

- non-housing related activities
- public housing

B. CDBG

- acquisition, construction or reconstruction of buildings for the general conduct of government
- political activities
- certain income payment
- construction of new housing unless a CBDO

ELIGIBLE APPLICANTS

- Must serve the City of Omaha, Douglas County
- Non-profit organizations with IRS 501(c)(3) or 501(c)(6) status
- For-profit entities
- Faith based organizations (non-religious purposes)

CITY PLANNING ROLE

- Develop and maintain a grant process in accordance with federal, state, and local funding requirements
- Develop procedures for submission and funding of proposals
- Review and evaluate proposals for grant funds
- Select/rank recipients and award grants
- Monitor and evaluate effectiveness

LINKING YOUR PROGRAM TO THE CONSOLIDATED PLAN

In accordance with federal requirements, the City of Omaha developed a Consolidated Plan for Federal Fiscal Years 2019-2023. The document is a five-year strategic plan that proposes how the City will use HUD funds to support the statutory purposes of the CDBG and HOME programs to create decent housing, provide public service programs, expand economic opportunity, and ensure a suitable living environment for low- to moderate-income persons and communities. The plan also describes how the City will use and leverage other local, state, and federal resources to support its housing and community development strategy.

Based on an analysis of the housing and community development needs in Omaha, the City will fund programs or projects that will address the priorities of:

1. Neighborhood revitalization through economic development, infrastructure improvements and demolition of buildings
2. Affordable housing
3. Homelessness
4. Non-homeless persons with special needs

APPLICATION CALENDAR (approximated):

January 16, 2020	CDBG/HOME Grant Applications available at planning.cityofomaha.org Housing and Community Development
April 6, 2020	Deadline for applications: at 4:30pm (can be delivered or must be postmarked no later than April 6, 2020)
April-May 2020	Staff review of applications
May 2020	Funding recommendations submitted to the Mayor and City Council members for comments
June 2020	Preliminary Award Notification to Recipients
August 2020	Public Hearing w/30 day comment period
September 2020	Draft submitted to Council for approval
November 2020	Final approved document submitted to HUD for approval

FEDERAL FUNDING REQUIREMENTS

All recipients of federal funds must agree that funds shall be used in accordance with eligible goals and objectives contained herein and that no portion of the funds shall be used to promote or further non-secular purposes. All CDBG and HOME projects are subject to additional federal requirements to include the following:

SECTION 3

Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] provides that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. Section 3 of the HUD Act of 1968 helps foster local economic development, neighborhood improvement, and individual self-sufficiency. Therefore, all housing construction, rehabilitation, or other public construction projects receiving HUD Housing and Community Development funding in excess of \$200,000 must comply with Section 3 requirements.

AFFIRMATIVE MARKETING PLAN

The City of Omaha is committed to affirmatively furthering fair housing through its Affirmative Marketing Policies. Affirmative marketing goals are to ensure that outreach and communication efforts reach eligible persons from all racial, ethnic, national origin, religious, familial status, disabled, sex and gender identity. **Prior to funding, written approval from the City of the Affirmative Marketing Plan must be obtained.**

MINORITY BUSINESSES & WOMEN OWNED BUSINESS ENTERPRISES

The City will require that recipients of grant awards, consulting contracts, or loans to adopt the City's MBE/WBE Enterprise Plan. The Minority Business/Women Business Enterprise Plan must be filled out by contractors, developers, corporations, partnerships and/or sole proprietors.

LABOR STANDARDS

The Davis-Bacon and Related Acts apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000.00 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Both CDBG and HOME funds have thresholds for single-family housing development. Multi-family developments funded with CDBG will be subject to Davis-Bacon requirements. The Davis-Bacon Act (40 U.S.C.A. §§ 276a to 276a-5), is a federal law that governs the wages to be paid to laborers and mechanics employed on federal public works projects. The Davis-Bacon and Related Acts require that contractors and subcontractors pay their laborers and mechanics employed under the contract no less than the local prevailing wages and fringe benefits for corresponding work on similar projects in the area. The prevailing wage rates and fringe benefits are determined by the Secretary of Labor for inclusion in covered contracts. For additional information regarding the Davis-Bacon requirements, please visit www.dol.gov.

ENVIRONMENTAL REVIEW

CDBG and HOME regulations require that all programs and projects proposed for funding must receive a National Environmental Protection Act (NEPA) clearance. This process is conducted by the City of Omaha Planning Department Staff.

An Environmental Review Record (ERR) and clearance must be prepared before federal dollars are expended or costs incurred for any CDBG or HOME approved program or activity. In addition, no contracts may be executed, loans settled, or work started on a project awarded CDBG or HOME funds before the environmental review process is completed. A violation of this requirement may jeopardize federal funding to the project and disallow all costs that were incurred before the completion of the Environmental Review.

The City of Omaha must also determine whether the project meets other applicable statutory and regulatory requirements such as Historical and Architectural Preservation. Every project undertaken with CDBG or HOME funds and all activities related to that project are subject to the provisions of the NEPA and the environmental review regulations at 24 CFR Part 58.

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION

Applicants proposing activities that may involve displacement, permanent relocation or demolition or conversion of residential units occupied by low-income persons are responsible for complying with the regulations under the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended. The Act requires displacement of persons which may occur as a result of activities assisted with CDBG funds be minimized. HUD regulations require that if any CDBG activity could result in displacement, applicants must adopt a plan for minimizing displacement of persons and mitigating any adverse effects of displacement on LMI persons.

Recipients of CDBG funds must provide reasonable benefits and relocation assistance to any person involuntarily and permanently displaced because of the use of CDBG funds to acquire or substantially rehabilitate property, including businesses. For projects that may entail the displacement of persons, the applicant must replace all occupied and vacant habitable LMI dwelling units demolished or converted to use other than as LMI housing as a direct result of activities assisted with CDBG funds. In addition, HUD requires that recipients provide reasonable benefits to persons displaced because of use of CDBG funds in cases which are not governed by the Uniform Relocation Act.

If the project includes this activity, please consult with the City prior to displacement.

DEBARMENT AND SUSPENSION

All organizations, companies, corporations, and agencies applying for federal dollars MUST have an active registration in the System Award Management (SAM) and submit their Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) number in the application for funding. Organizations should verify that they have a SAM registration and DUNS number or take steps needed to obtain one as soon as possible. Applicants may complete both requirements by visiting: <https://Beta.sam.gov>.

Appendix II of 2 CFR Part 200 requires the City to ensure that sub-recipients or contractors receiving awards are not suspended or debarred from participation in Federal award programs.

Award recipients will also be subject to periodic monitoring by the City of Omaha Planning Department staff related to all awarded projects.

INCOME LIMITS

Program participants must not have incomes above the limits listed in this application to be qualified as income eligible. It should be noted, however, that the income guidelines may be adjusted during the funding term. For CDBG eligible Low- and Moderate-Income Limited clientele activities it should be noted that abused children, battered spouses, severely disabled adults, homeless persons, illiterate adults, persons with AIDS, migrant farm workers, as well as the elderly are presumed beneficiaries, as it is assumed that, in general, this population is of low-to moderate-income.

HOME

- Must be low-income or very low-income:
 - “Low income is defined as an annual income that does not exceed 80 percent (80%) of area medium income as adjusted by household size.”
 - “Very Low Income is defined as having an annual income that does not exceed 50 percent (50%) of area median income.”

CDBG

- Over a 1, 2, or 3 year period, as selected by the City, not less than 70 percent (70%) CDBG funds must be used for activities that benefit low and moderate income persons.
 - “Moderate Income is defined as an annual income that does not exceed 80 percent (80%) of area median income.”
 - “Low Income is defined as an annual income 50 percent (50%) and below the area median income.”

UNDERWRITING REQUIREMENTS

The City is required to evaluate a project using underwriting and subsidy-layering guidelines before committing HOME funds. The City must demonstrate it has independently evaluated the project budget, financing and development capacity and schedule. The City uses this requirement in the evaluation of CDBG funded projects as well. The following requirements will be reviewed:

1. Market Assessment (as required)
2. Developer Capacity Assessment – experience, financial stability, current projects, community engagement activities, partnerships, other funding sources and collaborations.
3. Project Review
4. Establishing the level of subsidy capacity

BUSINESS AND INCORPORATION STANDING

All applicant organizations must be legally active and in **GOOD STANDING** with the Nebraska State Department of Assessment and Taxation.

Applicants incorporated as non-profit 501(c)(3) and 501 (c)(6) tax-exempt organizations must be registered and in **GOOD STANDING** with Nebraska Office of the Secretary of State, Charitable Organization Division. The organization's name in the Secretary of State's database must match exactly the organization's legal name.

PUBLIC SERVICE APPLICATIONS

For any **public service application** to be considered for CDBG funding, it must meet the national objective which benefits low- and moderate-income persons on a direct, area or a limited clientele basis. Public service activities include, but are not limited to:

- child care
- health care
- recreation programs
- education programs
- public safety services
- fair housing activities
- paying the cost of operating and maintaining the portion of a facility in which the service is located
- services for homeless persons
- drug abuse counseling and treatment
- energy conservation counseling
- homebuyer down payment and training assistance
- job training
- services for senior citizens

The City of Omaha is restricted by HUD regulation in the amount of funding that it can commit to public service activities in any grant year. The maximum amount that the City may obligate for public services is 15% of the total City allocation plus 15% of any program income that it received during the preceding program year.

The only exception to this percentage limitation is activities that are carried out by qualified Community Based Development Organizations (CBDO) in certain target areas – north and south Neighborhood Revitalization Strategy Areas (NRSA). Information on becoming a CBDO can be obtained by contacting the City of Omaha Planning Department, Patricia Evans at patricia.evans@cityofomaha.org.

PROPOSAL EVALUATION CRITERIA

	SELECTION CRITERIA	POSSIBLE POINTS
1	General Information	15
2	Applicant Information	135
3	Project	185
4	Project Budget & Financing	175
5	Community Served	190
6	Collaboration	75
7	Housing Production Evaluation	100
	Total Possible Points	875

The City gives priority to financially viable projects that serve the lowest income persons for the longest period of time. **Additional consideration will be given to projects located in the NRSA areas.**

THRESHOLDS (submit with each application)

	Yes	No	Comment
1. Application is in correct format and contains all required attachments (or an explanation of why missing). Other formats will result in rejection of application.			
2. Project / program proposed is an eligible activity.			
3. Project meets one of the following National Objectives (CDBG only) <ul style="list-style-type: none"> - Benefit LMI persons - Aid in the prevention or elimination of slums or blight - Meet community development needs having a particular urgency 			
4. Project provides housing or housing opportunities (HOME only)			
5. Project meets at least one of the priorities in Consolidated Plan: <ul style="list-style-type: none"> - Neighborhood revitalization - Affordable Housing - Homelessness - Non-homeless persons with special needs 			
NOTE: *Additional consideration is given for projects located within the NRSA areas: <ul style="list-style-type: none"> - Project/program is located within the: <ul style="list-style-type: none"> - North NRSA - South NRSA 			

Below is an outline of what your RFP Application should look like:

- Cover Letter
- Table of Contents (page numbers and title sections)
- Part I. General Information
Attachment 101
- Part II. Applicant Information
Attachment 102
- Part III. **The Project**
Description of Proposed Project
Pre-development Activities
Market Analysis
Project Team
Target Population
Site Details
Time Schedule and Plan
Accomplishments, Measurements and Tracking
Housing Productions
Attachment 103 (Implementation Schedule, location map)
- Part IV. **Project Budget and Financing**
Other Funding Sources – Exhibit A, Commitment Letters
Attachment 104 – Schedule A, B, C (as applicable), financial statements, budgets
Cost Analysis (for new construction, rehabilitation, multi-family projects)
- Part V. **Community Served**
Neighborhood or Service Area Description
Unmet Needs
Past Projects
Roles of Beneficiaries
Community Support
Attachment 105 - Letters of Support
- Part VI. **Collaboration**
Partners, Collaborators
Attachment 106 – Letters of commitment

APPLICATION SUBMISSION INSTRUCTIONS

The application **MUST** be submitted no later than April 6, 2020, 4:30pm.

In submitting the application, these instructions must be followed:

1. **Submit the original signed hard copy application and two (2) copies.**
2. **Three-hole punch the original application and put in a three-ring binder.**
3. **The two (2) copies will only be accepted with binder clips or paper-clipped together.**

(Any other form of submission will not be accepted.)

- **Incomplete and incorrectly completed applications will be returned.**
- Late applications will not be accepted.
- All applications must be signed (**ONLY**) by the Executive Director or an authorized officer of the corporation.

Submit all applications to:

City of Omaha Planning Department
ATTN: Community Development Manager
1819 Farnam Street Room 1111
Omaha, NE 68183

For sections that ask for more information in the form of an attachment or exhibit, please include in the application. For sections that require further documentation beyond requested attachments or exhibits, please include the documentation as an **Applicant Specific Attachment**, labeling it appropriately.

INQUIRIES AND TECHNICAL ASSISTANCE

Contact:

Patricia Evans
Community Development Manager
City of Omaha Planning Department
1819 Farnam Street Room 1111
Omaha, NE 68183
patricia.evans@cityofomaha.org

APPENDIX A

- CDBG/HOME Funding Proposal
- Selection Criteria Matrix (For Information Purposes Only)
- Neighborhood Strategy Areas Map
- 2020 CDBG and HOME Income Limits

HCD Use Only	
Date Received	Application Funding Year 2021

CDBG/HOME FUNDING PROPOSAL

Part I: General Information

(Type or print all information)

<p>1. Applicant Information</p> <p>Project Name: _____</p> <p>Chief Executive Officer: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email: _____</p> <p>Tax ID: _____</p>	<p>2. Application Contact Information</p> <p>Contact Person: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Duns #: _____</p>
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Proposed Activity
(each proposed activity requires a separate application)

Requested Funding Amount and Funding Source

Amount \$ _____ CDBG _____ HOME _____

Project Location: _____

Type of Applicant

Non-profit 501 (c)(3) For Profit-CBDO Other _____

Non-profit 501 (c)(3)-CHDO For Profit

CERTIFYING REPRESENTATIVE

To the best of my knowledge and belief, the data and information in this application is true and correct, including any commitment of local or other resources. The governing body of the applicant has duly authorized this application. This applicant will comply with all Federal and state requirements governing the use of CDBG/HOME funds.

Signature in blue ink _____

Name and Title _____ Date Signed: _____

Address/City/State/Zip _____

PENALTY FOR FALSE OR FRAUDULENT STATEMENT.U.S.C. Title 18, Sec. 1001, provides; “Whoever in a matter within jurisdiction of any department or agency of the United States knowingly and willfully falsifies . . . or makes any false, fictitious, or fraudulent statements or representations . . . (or makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry,) shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Part II: Applicant Information

In this section, provide the following information for the applicant. Limit the response to no more than three pages, plus the attachments requested.

*Brief description of organization's mission and identification of neighborhood(s) or area(s) served.

*Brief description of projects or programs carried out by the applicant relevant to the project proposed.

*Brief description of organizational structure.

*Brief description of organization's Board of Directors, the number of members and how it is selected and its composition.

*List existing staff and their positions of those to be involved in the project and indicate whether full or part-time.

Attachments: (102) (Include all that are applicable)

- Articles of Incorporation
- By-laws/Operating Agreement
- Resolution designating authorized representative
- Board of Directors and positions
- Resumes or brief descriptions of experience of staff who would be most involved in the project
- List of any affiliated or subsidiary organizations, their purpose, structure and major sources of financial support
- IRS determination letter granting organization exemption under Section 501 (c)(3) and public charity status under section 509(a) of the Internal Revenue Code. (If such a letter has not been received, explain under the organization's current tax status.)

Part III: The Project

- a. Provide a description of the **proposed project** including information on all of the proposed activities within the project, regardless of funding source. The project description should be two to three pages in length and summarize the project, including but not limited to, the type of project, where the project will take place, and who the project will serve.
- b. Briefly describe the pre-development activities that have already been undertaken with respect to this project.
- c. Describe the market for the proposed project. What efforts have you undertaken to determine that the proposed project is appropriate for the market?
- d. Who are the other members of the project development team? What specific tasks will be carried out by the members of that team? City of Omaha? Consultants? Who will be responsible for coordinating the work of the team?
- e. Who will manager or operate this project once it is completed? Who will own it?
- f. Provide a brief description of the client target population to be served by the project. What is the basis for the estimated number of persons/households to be served?
- g. If the project entails real estate development, identify the site and indicate why it was chosen. Who currently owns the property? What negotiations have occurred regarding its purchase? Indicate any major planning, land use, environmental or regulatory issues that require resolution and describe how they would be addressed.
- h. Attach a detailed project implementation schedule, including all steps required to implement this project and indicate when those steps will be completed.
- i. How will the impact of the program/project be measured and tracked?

Attachments: (103)

- Project implementation schedule
- Map indicating location of project

Housing Production Proposals – If the project involves housing production, indicate production performance (completed units) during the past two (2) years, the level of staff capacity, and detailed information on leveraging funds.

- If project includes construction or rehabilitation, include site plan, construction renderings, and a house plan

Part IV: Project Budget and Financing Instructions

Provide information on the project budget, adequacy of funding and other sources of support. If this proposal is funded, all expenditures must be documented with receipts or invoices that document the expense.

Complete the appropriate budget form:

- **Schedule A** - if your project/program is a **Public Service**, non-enterprise, non-construction Economic Development activity, complete Schedule A.
- **Schedule B** - complete a development budget for the project/program (that includes construction, rehabilitation) that includes all major cost items required for implementation and identifies all sources and uses of funds.
- **Schedule C** – complete an operating pro forma for the first five years if project includes construction or rehabilitation: showing sources and uses of funds.
- **Cost Analysis** – compute only if project involves construction or rehabilitation of housing units.
- Describe what other funds (grants, loans, equity investments or in-kind donations) have been committed to date. Describe the sources (including name of organization, program, amount, etc.) and list any applicable terms and conditions with respect to the use of funds. Attach letters or contracts which evidence the commitments – Exhibit A – commitments.
- Indicate what additional funds need to be raised for this project, identify the anticipated sources of those funds and describe your plans for obtaining them. What is the status of outstanding requests for funds? When will decisions be made?
- List any and all outstanding liens or delinquencies against the organization and any unsold housing units assisted with HOME or CDBG funds.

Attachments: (104)

- Schedule A –Public Services Budget (as applicable)
- Schedule B - Development Budget
- Schedule C – Five Year Operating Pro Forma
- Exhibit A – Commitment Letters
- Most current and prior two years annual financial statements (audited statements preferred)
- Operating budgets for the current and most recent past year
- A one-page list identifying all major sources and amounts of financial support for operating and project budgets over the past three years

CDBG PUBLIC SERVICES GRANT

PROJECT TITLE: _____
AGENCY: _____
ADDRESS: _____
CONTRACT PERIOD: _____ TO _____

REQUESTED GRANT REVENUES:

REVENUE SOURCE	AMOUNT
<u>CDBG Public Services</u>	\$ <u> </u>
_____	_____

TOTAL FUNDS REQUESTED: \$

NON-GRANT MATCHING RESOURCES _____

MATCH REQUIREMENTS: Percent: N/A Amount: N/A

OTHER PROJECT RESOURCES:

<u>Source</u>	<u>Period</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total Other Resources:		\$ _____

PROJECTED EXPENDITURES

		1	2	3
BARS #	CATEGORY	CDBG	OTHER FUND SOURCES	TOTAL
10	Salaries/Wages	\$	\$	\$
20	Benefits			
30	Supplies			
41	Professional Services			
42	Postage			
42	Telephone			
43	Mileage/Fares			
43	Meals			
43	Lodging			
44	Advertising			
45	Leases/Rentals			
46	Insurance			
47	Utilities			
48	Repairs/Maintenance			
49	Printing			
49	Dues/Subscriptions			
49	Registration/Tuition			
64	Machinery/Equipment			
	Other:			
	Administrative Indirect			
	TOTAL	\$	\$	\$

**EXPENDITURE NARRATIVE
(GRANT FUNDS ONLY)**

AMOUNT	TYPE OF EXPENDITURES: i.e. Salaries: program person, etc. Benefits: FICA, Medical, etc. Communications: Postage, Phone, etc.
\$	Wages:
\$	Benefits:

**DETAIL SALARIES / WAGES
(GRANT FUNDS ONLY)**

POSITION	FT/PT	\$ OF TIME TO GRANT	TOTAL MONTHLY SALARY/WAGE	MONTHLY CHARGE TO THE GRANT	TOTAL CHARGE TO THE GRANT
				\$	\$

TOTAL GRANT SALARIES \$ _____

DEVELOPMENT BUDGET FORM

Note: Please use this format or a comparable document to present your development budget. If your project is not a real estate development project, please present budget information in the same degree of detail as set forth below.

Development Costs

Acquisition \$ _____

Construction/Rehabilitation

Basic Construction Costs \$ _____
 Contractor's Overhead and Profit \$ _____
 Bond/Letter of Credit \$ _____
 Contingency \$ _____
 Other (Identify) \$ _____

“Soft” Costs

Architectural/Engineering \$ _____
 Construction Supervision \$ _____
 Legal/Accounting \$ _____
 Appraisal \$ _____
 Developer Fees \$ _____
 Partnership/Organization Fees \$ _____
 Other Consultants \$ _____
 Building Permits \$ _____
 Other Permits/Fees \$ _____
 Taxes \$ _____
 Insurance \$ _____
 Construction Financing (Interest) \$ _____
 Financing Fees \$ _____
 Marketing \$ _____
 Contingency \$ _____
 Other (Identity) \$ _____

Total Development Costs \$ _____

Sources of Funds

1. Applicant's Own Funds Committed to the Project \$ _____
(Identify/List Sources)

2. Equity \$ _____
(Identify/List Sources)

3. Other Capital \$ _____
(Identify/List Sources)

4. Loans \$ _____
(Provide Detail)

e.g.
Construction Financing \$ _____
Bridge Loan \$ _____
Bank Loan @ _____%, Term _____ Years
Other Loans

Total Sources of Funds \$ _____

Total Development Costs \$ _____

Funds Shortfall (Requested Assistance may not exceed shortfall) \$ _____

PROJECT OPERATING PROFORMA

Note: Please use this format or a comparable document to present your five-year operating proforma. If your project is not a real estate development project, please present operating information in the same degree of detail as set forth below.

<u>REVENUE</u>	<u>Year 1</u> <u>(By Month)</u>	<u>Years 2-5</u> <u>(Annually)</u>
Gross Rentals	\$ _____	\$ _____
Less: Vacancy	\$ _____	\$ _____
Other Revenues	\$ _____	\$ _____
Total Net Revenues	\$ _____	\$ _____
 <u>EXPENSES</u>		
Maintenance	\$ _____	\$ _____
Management	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Real Estate Taxes	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Legal/Accounting	\$ _____	\$ _____
Replacement Reserve	\$ _____	\$ _____
Other Expenses	\$ _____	\$ _____

Total Expenses	\$ _____	\$ _____
<u>NET OPERATING INCOME</u>	\$ _____	\$ _____
<u>DEBT SERVICE</u>	\$ _____	\$ _____
Mortgage Payments	\$ _____	\$ _____
_____	\$ _____	\$ _____
<u>CASH FLOW</u>	\$ _____	\$ _____

COST ANALYSIS

For New Construction Projects Only:

If necessary, estimate on a per unit basis based on the average size of a LMI single-family unit within your project.

Number of Units (Enter # in Project)	
Estimated \$ Amount for New Construction (All Funding Sources)	
HOME funds requested per unit:	
Total square feet per unit	
Hard costs	
Hard costs per unit	
Project Delivery - maximum 10% of HOME hard costs	
Project Delivery per unit	

*** Project Delivery costs are associated costs for program/project staff time.**

For Rehab Projects Only:

If necessary, estimate on a per unit basis based on the average size of a LMI single-family unit within your project.

Number of Units (Enter # in Project)	
Estimated \$ amount for Rehab (All Funding Sources)	
Total amount of CDBG/HOME funds for rehab	
Total CDBG/HOME \$ for Other Activity (i.e. demolition) [enter the amount]	
HOME/CDBG funds requested per unit	
Hard costs	
Hard costs per unit	
Project Delivery - maximum 10% of Total CDBG/HOME hard costs	
Project Delivery per unit	

For Multi-Family Projects Only:

Number of Units (Enter # in Project)	
Estimated \$ amount for project	
Total amount of CDBG/HOME funds requested	
Total square feet per unit / entire project combined	
HOME/CDBG funds per square foot	
Hard costs	
Hard costs per unit	
Project Delivery - maximum 10% of Total CDBG/HOME hard costs	
Project Delivery per unit	

Part V: Community Served

Specify the area to be served by the project, your history of involvement in the area and demonstrate that it is a low income community. **(Limit this section to no more than two pages, plus the attachments requested.)**

- a. Indicate the name(s) and provide a brief description(s) of the neighborhood(s) or areas(s) to be served by this proposed project. Demonstrate that it is a low-income area(s) (e.g., median family income, percentage of families below poverty level, percentage of homes in substandard condition); cite sources of information used. Describe how the activity will contribute to the City's goal of stabilizing and revitalizing the core Neighborhood Revitalization Area neighborhoods.
- b. Explain what unmet needs within the community will be addressed by your project. Describe why the agency decided to undertake the project. How will accomplishments toward needs be measured?
- c. Briefly describe any projects or programs that the applicant has conducted in this neighborhood(s) or area(s).
- d. Briefly describe other projects or programs carried out by other entities currently underway or recently completed in their neighborhood(s) or area(s).
- e. What roles will be carried out by low-income beneficiaries and community residents (i.e., volunteer work, sweat equity, etc.)?
- f. Describe the steps taken to generate community support for this project. If the program/project will affect a specific neighborhood, documentation of support for your project must be obtained from the local neighborhood association or group. Include the name of the association and the name and title of the authorized representative.

Attachments: (105)

- Letters of support

Part VI: Collaboration

What collaboration and outreach has been incorporated within this project? These contributions will directly benefit the overall project success with no quantifiable cost associated with that contribution (these contributions are not recorded on Part II).

Attachments: (106)

- Letters from individuals and/or entities participating in pre-development
- Letters of commitment from those involved in the project
- Commitment letters that describe the specific actions the supporting organizations will take in support of the project/program

SELECTION CRITERIA MATRIX

CRITERIA	MAX SCORE	ACTUAL SCORE	COMMENTS
Part I. General Information			
• Proposed Activity	5		
• Requested Funding	5		
• Authorized Certifications	5		
TOTAL	15		
Part II. Applicant Information			
• Service Area			
- Organization's Mission	5		
- Identification of Service Area	10		
- Relevant Projects (carried out by applicant)	10		
• Description of Organizational Structure	5		
• Board of Directors			
- Number and Term	5		
- Composition	15		
- Selection Criteria	5		
• Staff Capacity			
- Total full-time/part-time	10		
- Staff Experience	25		
• Attachments 102 (Board, Resumes, Business Org Chart)	50		
TOTAL	140		
Part III. The Project			
• Description of Proposed Project	25		
• Pre-development Activities	10		
• Market Analysis	25		
• Project Team			
- Team Members	5		
- Owner/Management	5		
- Roles and Tasks	5		
• Target Population	25		
• Site Details (Program/Project Site or Neighborhood)	10		
• Implementation Schedule and Plan	25		
• Accomplishments, Measurements and Tracking	25		
• Attachments 103	25		
TOTAL	185		

CRITERIA	MAX SCORE	ACTUAL SCORE	COMMENTS
* Housing Production Evaluation Only			
- Prior to 2 year Production Units	10		
- Staff Capacity	25		
- Leveraged Funds	25		
(If project includes construction or rehabilitation, include site plan, construction renderings and a house plan, if applicable)	40		
TOTAL	100		

CRITERIA	MAX SCORE	ACTUAL SCORE	COMMENTS
Part IV. Project Budget and Financing			
• Complete Schedule A or Schedule B + C	75		
- Cost Analysis (complete only for new construction or rehabilitation projects)			
• Other Funding Documentation-Exhibit A	25		
• Funding Gap Explanation to include:	25		
- Anticipated Funding			
- Time Lines of Commitments			
• Attachments 104 (Budget Schedules, Exhibit A, Funding Sources, Operating Budget, Financial Statement)	50		
TOTAL	175		
Part V. Community Served			
• Description of Project Area			
- Identified Population	25		
- Sources to Collaborate Numbers or Information	10		
- Project or Program Impact on NRSAs	15		
• Unmet Needs			
- How Does Project Address Unmet Needs	25		
- How Will Accomplishments be Measured	15		
• Previous Applicant Activities in Area	10		
• Other Programs or Projects in the service area that are similar or complimentary to proposed project	10		
• Roles of Beneficiaries	20		
• Community Support			
- Outreach Activities	25		
- Engagement of Affected Neighbor Members	25		
• Letters of Support	10		
TOTAL	190		
Part VI. Collaboration			
• Partners, Collaborators	50		
• Attachments 106 (Commitment Letters)	25		
TOTAL	75		
TOTAL POSSIBLE POINTS	780 + 100 additional for housing		

STRENGTHS / PROS	WEAKNESSES / CONS

Reviewer Certification:

The response to the above scoring criteria are true and accurate. The scores represented, however, do not reflect any adjustment made after the group review discussion or individual interviews. Any adjustments made to scores will be reflected in the review spreadsheet submitted for final review.

Printed Name of Reviewer

Date

Signature

U.S. DEPARTMENT OF HUD
STATE: NEBRASKA

----- 2019 ADJUSTED HOME INCOME LIMITS -----

PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Hall County, NE HUD Metro FMR Area								
30% LIMITS	14700	16800	18900	21000	22700	24400	26050	27750
VERY LOW INCOME	24500	28000	31500	35000	37800	40600	43400	46200
60% LIMITS	29400	33600	37800	42000	45360	48720	52080	55440
LOW INCOME	39200	44800	50400	56000	60500	65000	69450	73950
Hamilton County, NE HUD Metro FMR Area								
30% LIMITS	15900	18200	20450	22700	24550	26350	28150	30000
VERY LOW INCOME	26500	30300	34100	37850	40900	43950	46950	50000
60% LIMITS	31800	36360	40920	45420	49080	52740	56340	60000
LOW INCOME	42400	48450	54500	60550	65400	70250	75100	79950
Howard County, NE HUD Metro FMR Area								
30% LIMITS	14950	17100	19250	21350	23100	24800	26500	28200
VERY LOW INCOME	24950	28500	32050	35600	38450	41300	44150	47000
60% LIMITS	29940	34200	38460	42720	46140	49560	52980	56400
LOW INCOME	39900	45600	51300	56950	61550	66100	70650	75200
Merrick County, NE HUD Metro FMR Area								
30% LIMITS	14700	16800	18900	21000	22700	24400	26050	27750
VERY LOW INCOME	24500	28000	31500	35000	37800	40600	43400	46200
60% LIMITS	29400	33600	37800	42000	45360	48720	52080	55440
LOW INCOME	39200	44800	50400	56000	60500	65000	69450	73950
Lincoln, NE HUD Metro FMR Area								
30% LIMITS	16900	19300	21700	24100	26050	28000	29900	31850
VERY LOW INCOME	28150	32200	36200	40200	43450	46650	49850	53100
60% LIMITS	33780	38640	43440	48240	52140	55980	59820	63720
LOW INCOME	45050	51450	57900	64300	69450	74600	79750	84900
Seward County, NE HUD Metro FMR Area								
30% LIMITS	17400	19850	22350	24800	26800	28800	30800	32750
VERY LOW INCOME	28950	33050	37200	41300	44650	47950	51250	54550
60% LIMITS	34740	39660	44640	49560	53580	57540	61500	65460
LOW INCOME	46300	52900	59500	66100	71400	76700	82000	87300
Omaha-Council Bluffs, NE-IA HUD Metro FMR A								
30% LIMITS	18100	20650	23250	25800	27900	29950	32000	34100
50% VERY LOW INCOME	30100	34400	38700	43000	46450	49900	53350	56800
60% LIMITS	36120	41280	46440	51600	55740	59880	64020	68160
80% LOW INCOME	48200	55050	61950	68800	74350	79850	85350	90850