

**GENERAL INFORMATION REGARDING HOME INVESTMENT and
PARTNERSHIPS FOR CHDO SET-ASIDE FUNDS**

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INTRODUCTION

The City of Elmira is an Entitlement recipient under the U.S. Department of Housing and Urban Development (HUD) and a designated Participating Jurisdiction (PJ) under the HOME Investment Partnership Program. In 2020-2021, the City received **\$331,374** in HOME funds; however, it is unknown at the time of this application what the City's 2021-2022 HOME award will be.

The purpose of the National Affordable Housing Act of 1990, as amended by the Housing and Community Development Act of 1992 is: (1) to promote partnerships between states, units of general local government and nonprofit organizations, and (2) to expand nonprofit organization in their capacity to develop and manage decent and affordable housing. To assist in achieving these purposes, participating jurisdictions (PJ) under the HOME Investment Partnership (HOME) Program must reserve **not less than 15%** of their HOME allocations for investment in housing to be developed, sponsored, or owned by Community Housing Development Organizations (CHDO'S). The 2013 HOME Final Rule as make amendments to the HOME regulations that should be considered when the CHDO applies for set-aside funds.

QUALIFICATION

A CHDO is a specific type of nonprofit organization as defined in the program instructions of the application. Only nonprofit organizations that have been certified by the HOME participating jurisdiction as a CHDO can receive funds from the minimum 15 percent set-aside. CHDO's must be re-certified annually and complete a recertification application. **In accordance with the 2013 HOME Final Rule, to qualify as a CHDO, a nonprofit must have paid staff whose experience qualifies them to undertake CHDO set-aside activities.** Capacity cannot be demonstrated by use of a consultant, except in the first year that a CHDO becomes certified. [*§92.2 Community housing development organization*]

ELIGIBLE USE

CHDO activities are very specific and only included the following: acquisition and/or rehabilitation of rental housing, new construction of rental housing, acquisition and/or rehabilitation of homebuyer properties, new construction of homebuyer's property and direct financial assistance to purchasers of HOME assisted housing sponsored or

developed by a CHDO with HOME funds. In the 2013 Rule permits a PJ to provide CHDO set-aside funds for a CHDO that owns rental housing that it does not develop. [*§92.300(a)(2) – (6)*]

TIMELY PRODUCTION AND OCCUPANCY OF ASSISTED HOUSING

The 2013 Rule revised a number of commitment and completion deadlines and imposed new occupancy deadlines which impact PJ and CHDO projects:

- **HOME projects must be completed within four years of commitment.** Any project that is not completed timely will be terminated and PJs will be required to repay HOME funds drawn. [*§92.205(e)(2)*]
- **HOME-assisted rental units must be occupied by income-eligible households within 18 months of project completion;** if not, PJs must repay HOME funds for the vacant units. Note, for units that remain vacant six months following completion, the PJ must identify and develop an enhanced marketing plan and report this information to HUD. [*§92.252*]
- **A homebuyer unit must have a ratified sales contract within nine months of construction completion,** or the PJ must either convert it to a HOME rental unit or repay the full HOME investment. [*§92.254(a)(3)*]
- **CHDO set-aside funds must be committed to specific projects within 24 months of the PJ receiving its HOME allocation.** The PJ can no longer “reserve” CHDO funds for projects that will be identified at a later date. [*§92.2 Commitment, §92.300(a)(1)*]
- **CHDO set-aside funds must be expended within 5 years** of when the PJ receives its formula allocation. [*§92.500(d)(1)(A) and (C), and §92.500(d)(2)*]

APPROVAL

Spending priorities are determined by the City of Elmira via the Elmira City Council; however, the project must meet the program guidelines attached.

CHDO and HOME APPLICATION INSTRUCTIONS
PART A

The following is a list of attachments which must be included with your application unless otherwise indicated:

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|--------------|---|
| Attachment 1 | Evidence of CHDO Eligibility (question #5) |
| Attachment 2 | Narrative Description of Project to Include:

Photos of Proposed Site and Any Sketches/Drawings/Description of what will be done |
| Attachment 3 | Program Budget to include: <ul style="list-style-type: none">▪ Sources and Uses of all funding sources, including HOME▪ Project Pro-Forma- throughout the HOME affordability period (which is based on total HOME investment) (Not required for Homeownership projects).▪ Cash Flow Statement |
| Attachment 4 | Zoning Verification |
| Attachment 5 | Copies of any environmental findings/reports received |
| Attachment 6 | Compliance with Historic Preservation or Evidence that process has been initiated, if applicable |
| Attachment 7 | Resumes of Key Staff and Any Consultants |
| Attachment 8 | Project Management and Affirmative Marketing Plan |

City of Elmira
2020-2021 CHDO and HOME Funds Application

DEADLINE SUBMISSION DATE: Monday, March 2nd at 4:00pm

Instructions:

1. Please answer all questions completely and correctly.
2. Make sure to attach supplemental information as required.
3. Refer to application Program Guidelines.
4. Application must identify a specific property.
5. Make sure application is submitted by the deadline above.

If you need assistance in completing the application, please contact Emma Miran, Director of the Department of Community Development at 737-5691.

Part 1: Applicant Information

1. Legal Name of Applicant:

2. Program Name:

3. Mailing Address:

4. Contact Person:
Phone: _____
5. Eligibility of Applicant: Check appropriate category and include evidence of eligibility:
 - CHDO (Private not-for-profit organization)
 - CHDO (Neighborhood-based not-for-profit organization)
 - 501(c) status
 - Local development corporation
 - Other (specify):

6. DUNS Number: _____

7. Project Address:

Part 2: Project Information

8. Describe the Project: Briefly identify the project location and the specific activity to be completed. Please attach photos of the site and sketches or drawings of the proposed project.

9. Check which City's Housing Priorities are being addressed through this project (check all that apply).

Housing Priorities:

- Create more single family homes
- Increase the rate of homeownership
- Rehabilitate abandoned houses
- Infill of low income homes blended with existing homes

10. Housing/Clients Served: Briefly describe the specific population to be serve, including target income level and special needs populations, as applicable.

11. Total 2020 HOME Request: \$_____

12. Identify the total amount of other funds (private and/or public) in the project that would be leveraged by the HOME Funds or would be made available if total HOME Request could not be grant? Please include any funding from previous years that have not yet been spent.

Funding Source	Amount Leveraged	Status of Funds (Awarded, Pending)
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL FUNDS LEVERAGED	\$	

13. Please attach the following items related to the project budget

- Project Budget which includes Sources and Uses of all funding sources, including HOME
- Project Pro-Forma- throughout the HOME affordability period (which is based on total HOME investment) (Not required for Homeownership projects).
- Cash Flow Statement
- Market Analysis conducted for project identified

14. Project Timeline

Complete a timeline for the project for all applicable items, indicating critical events, such as construction start/finish dates, lease-ups/

	Anticipated Start Date	Anticipated Completion Date
1. Environmental Review		
2. Site		
Real Estate Option/Contract		
Site Analysis		
Zoning Approval		
Site Acquisition		
3. Project Financing Secured		
4. Construction		
Plans/Specifications/Drawings		
Const. Documents Approval		
Bldg. Permits Drawn		

Start of Construction		
Site work		
Construction		
Certificates of Occupancy		
Lease-up/Sale		
Project completed		
Close-Out Report Submitted		

Part 3: Zoning and Environmental Issues

15. What is the zoning of the project site? _____

(Attach written verification of zoning designation)

16. Is the current zoning appropriate for your project? _____ Yes _____ No

If no, is rezoning currently in process and when is it anticipated that this issue will be resolved? _____

17. Describe what, if any, Environmental Assessment activities have been conducted or will be conducted? Attach copies of any environmental findings/reports received.

18. Does your project involve a property either individually listed or within a designated Historic District? _____ Yes _____ No

If yes, has the New York State Historic Preservation Office been consulted and if so, provide a copy of the No adverse Impact letter.

19. Which lead requirements and actions apply to this project?

Applicable Lead Requirements		
Housing constructed before 1978	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exempt: housing constructed 1978 or later	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Otherwise exempt (specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

19. Check applicable action:

Lead Hazard Remediation Actions	
Lead Safe Work Practices (24 CFR 35.930 (b))	
Visual Assessment/Paint Stabilization (24 CFR 35.1015)	
Interim Controls or Standard Practices (24 CFR 35.930 (c))	
Abatement (24 CFR 35.930 (d))	
None	

20. Will this project utilize green building principles? Yes No

If yes, please describe:

Note: An environmental review is required before the City of Elmira Department of Community Development can release any HOME Program funding and therefore it is essential that developers do not proceed with any activity prior to the release of funds lest the project or activity be rendered ineligible for HOME funding.

Part 4: Development Capacity and Expertise

21. Has your agency previously undertaken this type of project before?

_____ Yes _____ No

If yes, identify the most recent projects completed?

22. Identify the staff responsible to complete the project and indicate any experience specifically related to this project (submit resumes).

23. Identify any consultants (for example, architectural firms, etc.) that will be utilized during the course of the project.

24. Briefly describe the project management and affirmative marketing plan for this project and attach a copy of any applicable plans.

25. Will this project coordinate with and enhance the work of other entities in the neighborhood? _____ Yes _____ No

If yes, please describe:

26. Describe what outreach will be done to State certified Small/Disadvantaged/Women/Minority business enterprise contractors?

Signature of Authorized Person: _____

Date: _____