

## Completing & Submitting the Funding Application

**If all of the information and documentation below is not attached, your application will be rejected and not reviewed. If application copies (20) and supplemental documentation (1 set) is not submitted by Monday, December 5, 2016 at Noon, your application will be rejected and not reviewed.**

1. All parties interested in requesting funding through the CDBG Program must use the City approved form for each application proposal. This is a fillable PDF document that can be found on our web site:

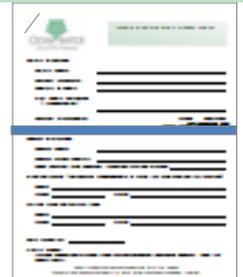
[http://www.cedar-rapids.org/local\\_government/departments\\_a\\_-\\_f/community\\_development/housing\\_programs/public\\_service\\_and\\_facilities\\_documents.php#481](http://www.cedar-rapids.org/local_government/departments_a_-_f/community_development/housing_programs/public_service_and_facilities_documents.php#481)

All required fields must be filled in. If it does not apply enter N/A. Only one activity may be submitted per application. Multiple applications from the same applicant must also include a priority ranking with one (1) being the most important.

20 Application Copies with detailed budget, pro forma, and the three mandatory and optional building guideline appendices attached to each copy. Each copy stapled. All copies banded together.

2. Only the PDF document will be accepted unless other arrangements have been approved by the City.

**Anything hand written will be rejected and not reviewed.** Applicants must submit 20 copies of the application for each proposed project/activity with the detailed budget attached to each copy. Each copy of the application must be stapled in the upper left corner. Rubber band applications together. Example shown at the right.



3. To ensure compliance, any entity allocated HOME funds by the City will be expected to begin construction or implementation within twelve months of award. Any proposal dependent upon matching funds or leveraging from other resources should explain any possible, potential, or probable need to extend the funding commitment or expenditure past the allocated fiscal year.
4. The most important application component is the part which identifies and describes the activity proposed for funding. Each activity should be described in a short, concise, narrative that states the amount of funding requested and what the activity will accomplish. Per HUD requirements, make sure the number of individuals and households to be served, number of housing units to be built or rehabilitated, etc. is included. The more simply the request is stated the better it is understood.

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5. A detailed construction budget including a statement of sources and uses must be explained in the narrative and attached to this application as a table. The statement of sources and uses should list all proposed funding sources including all federal, state, local, and private funds. It should also identify if those sources are committed, tentative, or not yet secured.

If an activity has more than one component, separate budget itemization is needed for each component. Due to federal reporting requirements, it is not possible to have a single combined budget amount for different types of activities, they must all be separated.

6. A detailed operating budget must also be attached. It is required that all entities receiving HOME funds for rental housing make regular contributions to a reserve for replacement funding.
7. Explain how the City's Mandatory Building Guidelines will be accomplished. They must be followed for energy efficiency and accessibility standards and are attached. They can also be found on the City's website:

[http://www.cedar-rapids.org/local\\_government/departments\\_a\\_-\\_f/community\\_development/housing\\_programs/public\\_service\\_and\\_facilities\\_documents.php#481](http://www.cedar-rapids.org/local_government/departments_a_-_f/community_development/housing_programs/public_service_and_facilities_documents.php#481)

8. Applications for rental projects must include the following:

a) A detailed pro forma. The City approved pro forma must be used and should cover, at minimum, the project's affordability period.

Rental Housing Activity	Minimum Period of Affordability Years
Rehabilitation of Existing Housing	
Under \$15,000 per unit	5 years
\$15,000 to \$40,000 per unit	10 years
Over \$40,000 per unit	15 years
New construction	20 years

b) A detailed service plan, as applicable to your project. Supportive services may include referrals and service connection, job training programs, income enhancement programs, child care programming, on-site counseling, visiting health care, etc. Explain what your plans are to address the specific needs of your target population.

c) A market analysis demonstrating a demand for the project and a detailed marketing plan that explains how you intend to market the units and specifically, how you will affirmatively market to persons in the community who are eligible but may not otherwise be likely to apply.



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d) A draft management plan for the project. Explain if the management services will be provided by the funding applicant or contracted from a third party.

e) Include with your submission site plans, drawings, project specifications, etc.

f) Also list any reasonable amenities that will be provided to residents. Examples may include private washer and dryer in each unit, playgrounds, green space, community room, wireless internet connection, etc. Projects intended to serve families will not receive favorable review without some provision for children's play areas.

9. Applications for homebuyer rehabilitation or homebuyer new construction must include the following:

One copy of each applicable document  
In manila envelope.

a) A sales plan detailing cash flow and timing of when and how units will be sold.

b) A market analysis demonstrating a demand for the project and a detailed marketing plan that explains how you intend to market the units and specifically, how you will affirmatively market to persons in the community who are eligible but may not otherwise be likely to apply.

c) Include with your submission site plans, drawings, project specifications, etc.

Supplemental Docs.  
Agency Name  
Agency Address  
Contact Person

6. One set with one copy of each applicable document listed in the Supplemental Document Checklist must accompany the applications. Please explain the basis for omitting any items from this list. Place the checklist on top of your supplemental documents submission and place all supplemental items in a manila envelope clearly marked with your agency's name, address, and contact person. Only supplemental documents need to be in the manila envelope as these documents will be kept separate from applications.

10. Twenty (20) copies of each application with budget, and one (1) set of supplemental documents must be submitted to:



Paula Mitchell  
Housing and Redevelopment Manager  
Community Development Department  
Housing Services Division  
101 First Street SE  
Cedar Rapids, IA 52401

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11. City staff will review all applications to ensure eligibility. All applications that are not complete or typed will be rejected and not reviewed by City staff or the Grants and Programs Committee (GAP).
12. In accordance with the City's Citizen Participation Plan, the GAP Committee will review all eligible applications passed on by City staff. Evaluation criteria used by the GAP Committee will include the following:
  - community need
  - service location
  - program outcomes
  - funding justification
  - performance capacity
  - past performance

GAP committee meetings are open to the public, dates and times are published on the City's website. The GAP Committee will recommend specific allocations for consideration by the City Council. The Cedar Rapids City Council will have the final decision-making authority to accept, modify, or reject the GAP Committee recommendations.

13. The proposed timeline for the FY17 CDBG application review process is provided below and is subject to change. An updated timeline of events will be posted on the City's website in January 2018.

October 22	HOME application released
October 26 3:00 – 4:00	<b>MANDATORY</b> Pre-Application Workshop Downtown Public Library, Beems Auditorium 450 5th Avenue SE
December 5 12:00 (noon)	Due date for CDBG applications Housing Services Division 101 First Street SE
January – March Thursdays (as needed) 4:00 – 5:30 pm	Weekly GAP Committee meetings to review applications and form recommendations to Council. Meetings open to the public.
March	GAP Committee submits funding recommendations to City Council



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March – April	30-day public comment period for funding recommendations
April – May	City Council public hearing and Council awards allocations
May	Staff submits Annual Action Plan to HUD
July – September	Agreements are signed HUD issues release of funds

14. Written contractual agreements stipulating terms and conditions will be executed between applicants receiving funding and the City. Models that cite federally required provisions are available upon request for review.

Applicants receiving funding cannot expend funds for their programs until HUD approves and releases program appropriations.

15. Please remember that if the address, the contact name, or the name of the person legally authorized to sign documents changes it is the applicant's responsibility to notify City staff of the change. All correspondence will be sent to whoever is on the application and to the mailing address listed.