

City of Cedar Rapids HOME & CDBG
Program Pre-Application Workshop
October 25, 2007 – 2:00 PM

**DON'T
PANIC!**

New This Year:

- Instructions made more concise and readable.
- Deleted information fields no longer needed.
- “Targeted approach” in prioritizing both City and Sub-recipient activities.
- New information required for HOME Rental projects.
- New Supplemental Documentation checklist for HOME and CDBG.

Why Change???

- HUD-Driven
- New guidebooks provide more detailed instruction to Entitlement Cities on selecting sub-recipients.
- Trainings attended by staff focus increasingly on “Pre-Award Analysis” and project underwriting.
- Helps us make informed decisions.

What Do the Changes Mean for Agencies?

- Some aspects of application simplified.
- Extra time putting together the required documents this year.
- May need to call or meet with City Staff during the application process to clarify expectations, if unsure.



Our Commitment to You:

- We will make ourselves available to you for questions.
- We will provide as much technical assistance as needed to help you put together eligible applications.
- During this “implementation” year, no applicant who has clearly attempted to comply will be rejected due to “technicalities.”

Eligible Activities

- HOME Program:
 - Rehabilitation or new construction of housing
 - Can be rental or for homeownership
 - Can be used for homebuyer assistance programs (down payment assistance, closing costs, gap financing)

Must serve low- or moderate-income households.

Eligible Activities

- CDBG
 - Public services
 - Public facility improvements
 - Housing Activities (Acquisition, Rehabilitation, Demolition, Clearance – but NO new construction).

Must benefit low/mod-income persons.

Low/Moderate Income Defined:

- HOME:
 - Homebuyer activities: Income at or below 80% of Area Median Income (AMI), adjusted for HH size.
 - Rental activities: Income at or below 50% of Area Median Income (AMI), adjusted for HH size.
- CDBG:
 - All Low/Mod Benefit activities: At or below 80% of AMI, or one of HUD's "presumed low/mod benefit" categories.

CDBG “Presumed” Benefit Categories

- Abused children
- Elderly persons
- Battered spouses
- Homeless persons
- Severely disabled adults (US Census Bureau definition)
- Illiterate adults
- Persons living with AIDS
- Migrant farm workers

Selection Criteria

- Is this an eligible activity?
- For CDBG: Does this activity meet a National Objective?
 - Benefit Low/mod Income persons
 - Address slums/blight
 - Meet urgent community need that can be met through no other source.

Selection Criteria

- Is the activity consistent with the priorities & needs in the City's Consolidated Plan, and the City's Community Development goals?
- Does the agency have capacity (staff, experience, financial stability) to carry out the activity?
- Have efforts been made to leverage other funds? Is the activity sustainable?

Narratives

- Be concise.
- Answer each question thoroughly.
- Show us how the proposed activity meets a need, and how it will **make an impact**.
- Show us how the activity relates to Consolidated Plan Goals.
- Show us your agency can carry out the activity effectively and in a timely fashion.

Important: Show Us the Money!

- Activity budget is required.
- Should be tailored to your activity.
- Must be detailed, itemized.
- Show all sources and uses of funds.
- Be specific!



Supplemental Documents

- Articles of Incorporation
- IRS non-profit status letter – 501(c)(3) or (c)(4)
 - Conditional designation is okay
 - “Pending” status is not acceptable
- By-laws
- Copy of IRS Form 990 (most recently filed)
- Annual Report (the State requires this of many organizations).

Supplemental Documents

- List of corporate officers and/or board members (whichever apply)
- Written Conflict of Interest Policy (sample language provided in packet)
- “Identities of Interest” – Does anyone else have a financial or other interest in this activity?

Supplemental Documents

- Board's authorization to request funds
 - Meeting minutes, or
 - Board resolution (sample included in packet)
- Agreement of monitoring compliance (included in packet)

Supplemental Documents

- Organizational chart
- Resumes of key staff, such as:
 - Agency director
 - Fiscal officer
 - Program administrator
 - Any other key staff involved in program activities
- If agency is volunteer-based, tell us how board members or volunteers have capacity.

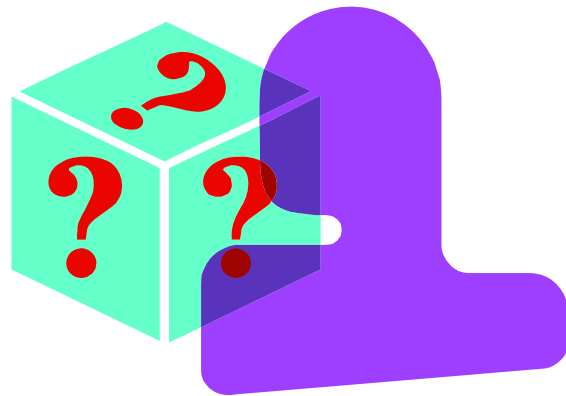
Supplemental Documents

- Equal Employment Opportunity Policy
 - May use your own, if you have one.
 - City can provide sample language.
- Current agency audit or financial report:
 - OMB A-133 audit, if required, or;
 - Agency financial statements audited by a CPA (only if not required to have an A-133 audit)
 - Call us to discuss alternatives if you do not have either of these.

Supplemental Documents

- Current total agency revenue and expense statement.
- Copies of any required Local, State, or Federal Licenses (to the extent they relate to the activity).
- List of Contracts with other Funding Agencies that are part of the project or activity.
 - Tell us if funds are committed, pending, applied for, etc.
- Agreement/MOU with any agency that is partnering in the activity.
 - Commitment letter is acceptable.

Questions?



HOME Applicants – stick around!

- Discussion of HOME-eligible activities
- Discussion of HOME program specific documents.
- CHDOs????