

City of Vancouver 2012 CDBG/HOME

Application Guidelines



City of Vancouver Community Development, CDBG Program
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CITY OF VANCOUVER
Community Development Block Grant (CDBG) &
HOME Investment Partnership Programs

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INTRODUCTION

The City of Vancouver Community Development Block Grant (CDBG) and HOME Investment Partnerships program is now accepting applications for the 2012 funding cycle. The City of Vancouver funding application combines both CDBG & HOME funds into one request for all projects. Staff will determine the funding source based upon the nature of your request. There is an estimated \$1,345,000 available. However, please note this amount is subject to change. The 2012 federal budget has not passed and the information we received indicates a varied amount (16% to 30%) of cuts to CDBG and HOME. We are not sure when the final allocations will be announced and have estimated a reduction of 20 percent from 2011 for this funding round.

The Community Development Block Grant (CDBG) and HOME Investment Partnerships Programs are funded by the U.S. Department of Housing and Urban Development and are authorized by Title I of the Housing and Community Development Act of 1974, as amended. Funds are for the 2012 Program Year, beginning July 1, 2012, but may not be available until August/September. There is a possibility that a limited amount of funds will be available for use in late spring 2012.

The purpose of the CDBG Program is to benefit low to moderate-income households by funding projects that revitalize neighborhoods, increase affordable housing, expand economic opportunities, and/or improve community facilities and services. The HOME Investment Partnerships program funds a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people. The program's flexibility allows use of HOME funds for grants, direct loans, loan guarantees or other forms of credit enhancement, or rental assistance or security deposits.

APPLICATION

The applications will be available through www.zoomgrants.com. A link to the applications, the application guidelines, and previously funded projects will be available through the City's website www.cityofvancouver.us/cdbg. The application process consists of three steps through ZoomGrants®.

- Create an Account – agencies wanting to apply for funding must enter in basic information such as name and address through ZoomGrants®. Feel free to use your log-in from last year.
- Pre-application – A mandatory pre-application is due by November 4th, however the City will review and approve/deny the pre-applications within 24 hours of submission. Agencies will receive an email once the pre-application is approved/denied.
- Proposal – Once the pre-application is approved, agencies can begin completing their proposal through ZoomGrants®.
 - Budget Tab – As part of your proposal there is a required sources and uses form under the Budget tab in ZoomGrants®. This form needs to be completed and submitted with the proposal.
 - Documents Tab – This is where you will find the following forms for you to download, edit, and upload back into your ZoomGrants® application. In addition, this is where you can upload other documents such as funding commitment letters, etc.
 - Budget Summary/Project Costs – Required if your project budget can not be defined in the spreadsheet under the "Budget" tab.
 - Engineers Estimate – Required if project has construction related costs.

- Timeline – Required for all requests.
- Operating Pro-forma – Required when applying for a public facility or housing project.

Feel free to contact Peggy Sheehan at (360) 487-7952, Martin Greenlee at (360) 487-7953, or Matthew Mattia at (360) 487-7951, if you have questions. For Technical Assistance with ZoomGrants® please contact them toll free at 1-866-323-5404 or by email at Questions@ZoomGrants.com .

TIMELINE

- Week of October 10, 2011 - Applications Available
- October 12, 2011 – Pre-Application Workshop – Aspen Room , 1st Floor, City Hall
- **November 4, 2011– Pre-Application Due at 5pm Pacific Standard Time**
- **December 19, 2011 – Final Applications Due at 5pm Pacific Standard Time**
- Week of February 7, 2012 - Applicant Presentations (*tentative*)
- Week of February 13, 2012 - Applicant Presentations (*tentative*)
- March 5, 2012 - Council Workshop Recommendations
- April 2, 2012 - City Council Public Hearing

PRE-APPLICATION WORKSHOP

A non-mandatory pre-application workshop for interested applicants will be held on October 12, 2011 from 2:00 PM to 4:00 PM at the Aspen Room, 1st floor, Vancouver City Hall, 415 W 6th Street, Vancouver, WA 98660.

FUNDING OBJECTIVES

- Benefit low income people and neighborhoods and promote job creation.
- Address public service needs
- Provide decent affordable housing
- Expand the capacity of nonprofit housing providers
- Leverage private-sector participation

USE OF FUNDS

The CDBG program provides annual grants to develop viable urban communities by providing decent housing, suitable living environments, and by expanding economic opportunities, principally for low- and moderate-income persons. CDBG funds may be used for activities which include, but are not limited to:

- Acquisition of real property;
- Relocation and demolition;
- Rehabilitation of residential and non-residential structures;
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;

- Public services, within certain limits;
- Housing services
- Activities relating to energy conservation and renewable energy resources;
- Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities;

For additional information on CDBG eligible activities, please view the *Guide to National Objectives & Eligible Activities for Entitlement Communities* available on the HUD website at http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/library/deskguid

HOME funds are available as loans and grants to develop viable urban communities by providing decent, affordable housing. HOME funds may be used for activities which include, but are not limited to:

- Rental housing construction/rehabilitation
- Homeowner housing rehabilitation
- Homebuyer assistance programs
- Acquisition of housing to support people who are low income and people with special needs
- Tenant-based rental assistance programs
- Community Housing Development Organization (CHDO) operating expenses

Additional information on HOME eligible activities is available on the HUD website at <http://www.hud.gov/offices/cpd/affordablehousing/training/web/abc/activities/>

COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDOs)

A CHDO is a private nonprofit, community-based service organization whose primary purpose is to provide and develop decent, affordable housing for the community it serves. If an organization becomes a certified CHDO, it is eligible to apply for HOME funds set-aside for CHDO projects and CHDO operating expenses. There is an estimated \$30,000 available for CHDO operating funds and \$92,000 available for projects owned or constructed by a CHDO. A CHDO must meet certain requirements described in the CHDO checklist at the following link:

<http://www.hud.gov/offices/cpd/affordablehousing/training/web/chdo/characteristics/checklist.cfm>.

For additional general information on CHDOs, visit the HUD website at <http://www.hud.gov/offices/cpd/affordablehousing/training/web/chdo/>

INELIGIBLE ACTIVITIES

Generally, the following types of activities are ineligible for CDBG funding:

- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Political activities;
- Certain income payments;
- Construction of new housing by units of general local government.

Generally, the following types of activities are ineligible for HOME funding:

- Refinancing of existing debt
- Financing of non-residential properties or project components
- Privately-owned special needs housing

- Projects in which housing is not the primary focus, such as alcohol and chemical dependency treatment facilities, correction facilities, medical treatment facilities, nursing homes, student housing and private foster care housing.

FUNDS AVAILABLE/ GRANT AMOUNTS

Total funding amounts from the U.S. Department of Housing and Urban Development are estimates and subject to change.

Community Development Block Grant (CDBG) – approximately \$875,000 available:

- Approximately \$700,000 of CDBG funds available to be shared between Public Facility requests and Housing requests.
- Approximately \$175,000 is set-aside for Public Service requests

HOME Investment Partnerships – approximately \$600,000 available:

- Approximately \$570,000 HOME funds are available for Housing requests
 - Approximately \$90,000 set-aside for Housing requests submitted by a Community Housing Development Organization (CHDO).
- Approximately \$30,000 set-aside for CHDO Operating Costs

Application Request Limitations:

- \$5,000 minimum request for all applications.
- \$50,000 maximum request for Public Service applications and \$250,000 maximum request for Public Facility or Housing applications.
- Considerations may be made on a case by case basis for additional grant amounts requests.

FUNDING PERIOD

CDBG grants can be used to fund activities that occur during the period of October 2012 through December 2013. Funding should be available by September 1, 2012. HOME funds will be available and can be used to fund activities that start sometime next fall. Funding should be available by September 1, 2012. There is a possibility of a limited amount of funds that may be available for use in late spring 2012.

BUDGET

Applicants will be required to complete the funding sources/revenues and uses/expenses spreadsheet under the ZoomGrants® budget tab of your application. The spreadsheet should identify the project cost by categories/line items and all anticipated matching funds (committed and non-committed). Committed funds include only those funds that have been approved or allocated for the project or designated through local fundraising cash/pledges. **Note that documentation must be provided for all committed funds (i.e. award letters, loan documents, letters of interest etc). Under the documents tab in ZoomGrants® you can upload your commitment documentation letters, etc.**

Projects that require more detailed budgets such as property purchase or housing construction may upload other budgets or can use the forms provided under the documents tab of your ZoomGrants® application. An example is provided on page 20.

All housing and facility projects must provide a five year operating pro-forma. An example is provided on page 18 and is also available for download in the documents tab of your ZoomGrants® application.

The following is a general description of typical budget categories/line items:

- Personnel Services: The salary and fringe benefits for employees charged to the project/program.
- Non-Personnel Services: The cost of material and supply charged to the program.
- Office Supplies: Items such as paper, pencils, etc.
- Operating Supplies: Supplies that are used in the operation of a program; such as paint, hand tools, limited building supplies.
- Communications: Telephone and related charges for direct program administration only.
- Travel and Training: Cost of travel, training, private auto mileage and miscellaneous travel expense.
- Legal & Public Notices: Costs incurred for notices in newspapers and related media.
- Capital Outlay: Includes office, laboratory, or other authorized equipment.
- Administrative Costs: Costs associated with administration of the funded program.

Acquisition

- Purchase Price: The fair market price paid for the land and any buildings.
- Closing & Recording Costs: The cost for recording, title insurance, and legal review of sale documents
- Boundary survey, appraisal, review appraisal and Phase I environmental cost.

Construction Cost

- New Construction: The labor and material cost, typically based on the low bid, to construct a new facility.
- Please note, when using CDBG funds, any construction in an amount exceeding \$2,000 requires the tracking and payment of Davis Bacon Wage rates. These federally mandated wages are applied to construction trades and can be obtained from City staff. The current thinking is that Davis Bacon can add 20% to the labor costs of a construction project.
- Rehabilitation: The labor and material cost (including sales tax), typically based on the low bid, to rehabilitate an existing structure.
- Infrastructure: The improvements to a site including grading, water lines, sewer lines, streets, curbs, sidewalks and other activities in the public right of way or required to access the public right-of-way.
- Please note that cost estimates must be provided by appropriate technically-skilled personnel, either a licensed professional architect or engineer.
- Architect and/or Engineering: The cost of an architect and/or engineer for the preliminary design, final drawings and construction observation.

- ***NOTE: For construction projects, be prepared to provide DETAILED documentation prepared by a licensed architect or engineer relating to costs involved for the construction. Sales tax and contingency should be included in this estimate. See engineering estimate on page 19, for an example of detail required.***

Development Costs

- Insurance: Required insurance during the construction period only.
- Relocation: Costs involved in moving individuals, families, businesses, farm operations and nonprofit organizations displaced as the result of grant project or activity.
- Project Management: The costs of general management, all components of the project from beginning to completion.

FUNDING TERMS

CDBG funds awarded to nonprofit agencies for construction or acquisition will be contracted as ½ loan / ½ grant with loan repayment at 0% interest over a period of 15 – 50 years (excluding planning activities). The loan shall be secured by a Promissory Note and/or Deed of Trust. Loan terms for CDBG funded projects that also have HOME funds shall be the same as the HOME terms. A waiver may be applied for in consultation with the CDBG Program Manager, but it is not guaranteed.

HOME funds shall generally be loaned at 1 to 3 percent interest amortized up to 40 years depending on other sources of funding. There will a low-income housing covenant on the land to assure that it will remain available as affordable housing for the same time period.

INSURANCE

Prior to starting any project activity, successful applicants will need to provide the City of Vancouver with a copy of all required insurance instruments listed below:

1. General Casualty (Commercial Liability) Insurance: To protect against legal liability arising out of activities associated with the project. The insurance shall include a Products/Completed Operations aggregate. Such insurance shall provide a minimum of \$1,000,000 per occurrence and \$2,000,000 per general aggregate limit with a maximum deductible of \$5,000.
2. Automobile: If the Agency will use motor vehicles as part of the project, liability insurance covering bodily injury and property damage shall be required either through a self-insurance program or through a commercial insurance policy. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage with no aggregate limit.
3. Professional Liability (aka Errors and Omissions): The Agency shall ensure that every officer, director, or employee who is authorized to act on behalf of the Agency for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be bonded or be covered by fidelity insurance to provide protection against loss. The insurance or bond must be secured for the term of the Agreement and must name the City of Vancouver as beneficiary. The bond or certificate shall show the bonding or insurance coverage, the designated beneficiaries, who is covered, and the amounts.

If the Agency chooses to purchase fidelity insurance, the coverage must include employee theft per loss, employee theft per employee, and theft (disappearance and destruction).

The Agency shall require any contractor, its subcontractors, of any and all employees providing work, labor or materials under this Agreement who are subject employers under Washington State Worker's Compensation Law shall comply with RCW 51.04.120 Employers Liability Insurance with coverage limits of not less than \$100,000 each accident shall be included.

The Agency shall require any architect, engineer, land surveyor, or other licensed professional to obtain and maintain a professional Errors and Omissions insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$2,000,000 per occurrence, with a maximum deductible of \$10,000.

6. Property Insurance: The Agency shall purchase and maintain property insurance for all structures improved or constructed with funds under this agreement. Property insurance shall be in the amount of the initial construction contract as well as subsequent modifications thereto for all construction at the site on a replacement costs basis. For new construction, property insurance shall be on an all-risk form (builder's all-risk) and shall insure against the perils of fire and extended coverage and physical loss or damage including, without duplication of coverage, theft, vandalism, malicious mischief, collapse, false work, temporary buildings and debris removal.
7. Title Insurance: The Agency shall purchase ALTA title insurance for any property purchase made under this agreement. Title insurance shall name the AGENCY and the City, and shall be in an amount not less than the amount of CDBG funds provided under this agreement.
8. Fire Insurance: The Agency shall purchase and maintain fire and extended coverage insurance policies for all structures improved or constructed with funds under this agreement. The fire and extended coverage insurance policies shall be in the amount of 100% of the insurable value of the structure and improvements.

The insurance instrument(s) shall show the coverage, period and amount of coverage submitted on an ACORD form and shall name City of Vancouver as an additional insured. The policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits without a 30 day written notice by certified mail (return receipt requested) to the CDBG Program, Community Development Department. All insurance purchased and maintained shall be from a company with a current minimum best rating of VII-A.

GRANT REVIEW COMMITTEE

Deciding who should receive funding is a difficult and time-consuming process. To guide this effort, a group of city employees and community representatives review applications and complete the scoring and ranking process.

APPLICANT PRESENTATIONS

Applicants will be asked to give a short 15 minute presentation to our Grant Review Committee on approximately the 2nd or 3rd week of February, 2012. Visual aids such as a laptop and projector will be made available upon request. It is encouraged that the presentations focus on something your

application could not quite describe.

SELECTION PROCESS

Funding priority will be given to projects that:

- Impact a significant number and/or percentage of low- and moderate-income persons
- Benefit people who are homeless
- Meet the Strategic Plan Objectives listed on pages 13-16 of this packet;
- Have adequate community support, and support an identified community need;
- Maximize the use of outside funds, match and services which are coordinated with other public and private efforts;
- Established means for program evaluation and accomplishment tracking;
- Are clearly defined as to scope, location, need, budget, goals;
- Demonstrate the applicant has the capacity and the capability to carry out the project successfully;
- Can begin immediately and finish within the contracted time.

REVIEW PROCESS

Once the Grant Review Committee has prioritized the projects, City staff will present recommendations to City Council for approval. A public hearing is held prior to final approval by City Council. Applicants and citizens are able to make public comments at this time about projects or funding. A letter will be mailed to all applicants after council approval letting them know the funding status of their project proposal. Any agency recommended for funding will receive an administrative review prior to funding.

PROJECT RANKING CRITERIA

Application awards will be subject to the following scoring criteria. There are 100 points available with 10 bonus points for projects that benefit the people who are homeless.

<u>Committee Scoring</u>	<u>Maximum Points</u>
Importance to the community	10
Clearly defined scope, goals and outcomes	10
Implementation/Timeline	10
Evidence of project/program’s long-term financial viability	10
Evidence of qualified staff and capacity to maintain/manage project	10
<u>Organization’s partnerships/community support</u>	<u>10</u>
Total Committee/Subjective Score	60

<u>Objective Scoring</u>	<u>Maximum Points</u>
Project Cost Benefit: CDBG/HOME Expenditure per low/mod units/households served	9
Scoring will compare like projects.	
Lowest third of projects =	9 pts
Medium third of projects =	6 pts
Highest third of projects =	3 pts

Total Cost Benefit: Total Expenditure per low/mod units/households served	6
Scoring will compare like projects.	
Lowest third of projects =	6 pts
Medium third of projects =	4 pts
Highest third of projects =	2 pts

Displacement/Relocation: No points if project requires displacement or relocation. 5

Budget: Based on percent of committed matching funds:	18
0% =	0 pts
1-10% =	3 pts
11-20% =	6 pts
21-30% =	9 pts
31-40% =	12 pts
41-55% =	14 pts
56-70% =	16 pts
>70% =	18 pts

Local Match: If 10% or more of the total project cost is paid for by local Match: 2

Total Objective Score **40**

TOTAL POINTS **100**

***Bonus for Homeless Services:** Based on percentage of homeless people served. **10**

TOTAL MAXIMUM POINTS **110**

2011 Income Limits Summary Vancouver, Washington

Median Income	Income Limit Category	Number in Household							
		1	2	3	4	5	6	7	8
\$72,000	80% of Median	\$40,350	\$46,100	\$51,850	\$57,600	\$62,250	\$66,850	\$71,450	\$76,050
	60% of Median	\$30,240	\$34,560	\$38,880	\$43,200	\$46,680	\$50,160	\$53,580	\$57,060
Four-person household	50% of Median	\$25,200	\$28,800	\$32,400	\$36,000	\$38,900	\$41,800	\$44,650	\$47,550
	30% of Median	\$15,150	\$17,300	\$19,450	\$21,600	\$23,350	\$25,100	\$26,800	\$28,550

Source: U.S. Department of Housing and Urban Development, effective May 31, 2011 for CDBG funds and July 13, 2011 for HOME funds.
NOTE: Vancouver is part of the Portland-Vancouver-Beaverton, OR-WA MSA

2011 HUD HOME Program Rent Limits Vancouver, Washington

Rent (Monthly)	Number of Bedrooms						
	Studio	1	2	3	4	5	6
Fair Market Rent (FMR)	\$675	\$783	\$905	\$1,318	\$1,583	\$1,820	\$2,058
High HOME Rent	\$675	\$783	\$905	\$1,183	\$1,300	\$1,416	\$1,532
Low HOME Rent	\$630	\$675	\$810	\$936	\$1,045	\$1,152	\$1,260

Source: U.S. Department of Housing and Urban Development, effective July 13, 2011.
NOTE: Vancouver is part of the Portland-Vancouver-Beaverton, OR-WA MSA.

Projects with one to four HOME-assisted units are required to have assisted unit rents not exceed the lesser of the Fair Market Rent or High HOME Rent. Projects with five or more HOME-assisted units are required to have 20% of assisted unit rents not exceed the Low HOME Rent and 80% not exceed the lesser of the Fair Market Rent or High HOME Rent. Rents include utilities and must be reduced for tenant paid utilities.

HOUSING DEVELOPMENT UNDERWRITING PARAMETERS

Underwriting criteria for project and operating budgets should be guided by the following criteria:

HOUSING PROJECT DEVELOPMENT BUDGETS

- Construction Contingency -- Minimums: 10% New Construction, 15% Rehabilitation
- Soft Cost Contingency – Maximum: 5% All Development
- The “Developer Fee” limits below are based on an average project in development and financing complexity. If the proposed Developer Fee for your project is higher than outlined, please provide your rationale. Please note that the developer fee is defined as a percentage of the total project. The “Developer Fee” does not include contract cost for project development consultants.

Total Units in Project	Percentage of Total Development Costs
1-20	12-17%
21-35	12-15%
36-60	10-15%
61 and above	10-12%

HOUSING OPERATING BUDGETS

- A. Revenue
 - Vacancy rate should not be less than 5%.
 - If project is restricted to a special population (HUD 811) or is senior housing (HUD 202), you may use a vacancy rate of not less than 4%.
 - Non-HUD Capital Grant projects with less than 20 units should use 7.5% or higher vacancy rate to stress test the initial lease-up and long-term operations.
- B. Operating Expenses
 - Minimum inflation factor: 2%
 - Replacement reserves (maintenance and repair)- a minimum of \$300 per year per unit for new construction; \$350 per year per unit for rehabilitation
 - Operating reserve – 6 to 9 months of costs
 - Project management fee – 7 to 12%.
 - Property tax reduction: affordable housing projects and projects owned by nonprofit agencies are eligible for reduction and abatement of property taxes, your project should identify what form of property tax adjustment you anticipate.
 - Resident Services: Up to \$300/year/unit affordable at 50% MFI or less
 - Total operating expenses - 40% to 50% of gross revenue
 - Debt Coverage Ratio (Net Operating Income ÷ Debt Service) – range 1.05 to 2.0
 - HOME loan to value ratio - 50 percent or less
 - Break-Even Point (gross income and other income ± operating expenses and debt service) ≤ 90%.



Comparison of CDBG and HOME Housing Activities

Activity	CDBG	HOME	Comments
1. New housing construction	No	Yes	Single or multifamily
2. Housing rehabilitation	Yes	Yes	Single or multifamily
3. Emergency shelters	Yes	No	Includes group homes for special populations and halfway houses
4. Transitional housing	Yes	Yes	
5. Acquisition of sites	Yes	Yes	Requires appraisal and possibly relocation
6. Specifications for new housing	No	Yes	
7. Clearance of sites	Yes	Yes	
8. Certain soft costs	No	Yes	Architect, engineer, appraiser, and fees
9. Utilities in public right of way	Yes	No	
10. Tenant-based rental assistance	No	Yes	2 years maximum, tenants may move if they like
11. Conversion of buildings to housing	Yes	Yes	Requires appraisal
12. Acquisition of housing for rehabilitation	Yes	Yes	Requires appraisal and possibly relocation
13. 25% non-Federal match	No	Yes	
14. Client services	No	No	
15. Fair housing activities	Yes	Yes	

Notes:

1. CDBG funds can be used for new housing construction by Neighborhood-based nonprofit organizations, Section 301(c) Small Business Investment Companies, and local development cooperations as part of a neighborhood revitalization, community economic development, or energy conservation project.
2. Fair housing activities are eligible as a CDBG administrative expense



**CITY OF VANCOUVER CONSOLIDATED FIVE-YEAR HOUSING AND
COMMUNITY DEVELOPMENT PLAN STRATEGIC GOALS**

OBJECTIVE ONE: Establish and Maintain a Suitable Living Environment and Economic Opportunities		
	Activity	5 Year Goal
Strategy 1: Support acquisition of, and improvements to, facilities that provide services to low-income families, elderly or people with special needs.	CD-1.1: Support acquisition of, and improvements to, community facilities to enhance service delivery to low-income persons (consistent with neighborhood/community plans). Facilities should consider sustainability goals.	5 organizations
Strategy 2: Create and maintain revitalization efforts in low-income neighborhoods by improving their physical and social character.	CD-2.1: Improve publicly owned facilities (streets, sidewalks, storm drainage, water, parks and sewer) in eligible neighborhoods (consistent with neighborhood and/or community plans). Improvements will remove material and architectural barriers to increase accessibility and should consider sustainability goals.	20 neighborhoods
	CD-2.2: Acquire new park land properties or other facilities for public use and/or improve parks and recreation facilities to enhance the livability of low- and moderate-income neighborhoods (consistent with neighborhood/community plans). Facilities should consider sustainability goals.	20 neighborhoods
	CD-2.3: Support activities improving Neighborhood Revitalization Strategy Areas and establish new areas where appropriate.	3 areas
Strategy 3: Support community vitality through activities that promote a diverse economic base and family wage jobs while providing opportunities for low-income people to become financially independent.	CD-3.1: Support activities that retain or create jobs for low/moderate-income persons.	5 projects
	CD-3.2: Support business and community development through the Section 108 Loan Fund.	2 loans
Strategy 4: Enhance quality of life for families and individuals by supporting public services which predominantly serve people who are low-/moderate-income.	CD-4.1: Maintain and support the capacity of local non-profit agencies that provide community services.	20 agencies
	CD-4.2: Collaborate with the Clark County staff and local service providers to assess the community needs, develop plans for service design and funding allocations.	2 long-range plans



OBJECTIVE TWO: Ensure Decent Affordable Housing		
	Activity	5 Year Goal
Strategy 1: Increase the supply of housing that is affordable to renter households, earning 60 percent or less of AMI. Projects should serve households within a range of incomes, provide a range of unit sizes and meet recognized sustainability standards.	AH-1.1: Support the construction of or conversion to, new and affordable rental housing projects.	30 HH's 0-30% AMI5 projects
		30 HH's 30-50% AMI
		40 HH's 50-80% AMI
		Total HH's: 100
	AH-1.2: Support acquisition and/or rehabilitation of rental housing to increase affordable housing stock.	10 HH's 0-30% AMI1 loans
		20 HH's 30-50% AMI
		20 HH's 50-80% AMI
	Total HH's: 50	
	AH-1.3: Support creation or retention of housing for low-income elderly, disabled and special needs populations..	10 HH's 0-30% AMI
20 HH's 30-50% AMI		
20 HH's 50-80% AMI		
Total HH's: 50		
Strategy 2: Preserve existing affordable housing threatened with loss due to condition, location, expiring federal contracts, redevelopment efforts, lead-based paint, or other similar situations.	AH-2.1: Support preservation/rehabilitation of existing low-income single-family owner occupied housing.	10 HH's 0-30% AMI
		20 HH's 30-50% AMI
		20 HH's 50-80% AMI
	Total HH's: 30	
	AH-2.2: Support preservation/rehabilitation of existing low-income rental housing.	5 HH's 0-30% AMI
		10 HH's 30-50% AMI
15 HH's 50-80% AMI		
Total HH's: 30		
Strategy 3: Promote homeownership opportunities for low- and moderate-income households, including persons with disabilities and first-time homebuyers.	AH-3.1: Support homeowner assistance for first-time or low-income homebuyers and encourage participation in pre- and post-purchase housing education.	1 HH's 0-30% AMI
		10 HH's 30-50% AMI
		14 HH's 50-80% AMI
	Total HH's: 25	



OBJECTIVE THREE: Provide Services to End Homelessness		
	Activity	5 Year Goal
Strategy 1: Prevention/diversion/discharge planning: Support programs aimed at keeping at-risk people in housing and approaches to divert people from jail into housing and treatment services.	HS-1.1: Increase housing stability for those at risk of homelessness by supporting and expanding programs that help households maintain housing.	40 households maintain housing stability through the receipt of financial assistance; 50 households avoid eviction. 100 families will not become homeless as a result of accessing the specific assistance.
	HS-1.2: Increase coordination among programs that provide services to low-income people in order to assess and respond to housing needs to prevent homelessness. Work to ensure that public institutions discharge people into housing.	Establish a discharge plan and re-entry procedures from hospitals, jails, prisons, treatment programs and foster care of juvenile facilities.
Strategy 2: Housing plus supportive services: Support services designed to expand the affordable housing available and services to assist homeless people to reach self-sufficiency.	HS-2.1: Preserve and expand the supply of permanent housing and permanent supportive housing affordable to households with very low incomes.	50 housing units for households below 30% AMI preserved or developed, including families participating in the Bridges to Housing program
	HS-2.2: Preserve and expand the supply of transitional supportive housing for individuals and families.	Support current transitional housing programs. Create 20 beds of supportive housing for chronically homeless and 25 beds for non-chronically homeless
	HS-2.3: Increase access to educational and employment programs to increase earning potential for individuals who are homeless, or at risk of homelessness.	20 chronically homeless people receive supported employment
		30 people who are unemployed and at-risk or temporarily homeless will have jobs 75 people complete credit building and financial planning training
Strategy 3: Short-term emergency response: Support programs that identify people who are homeless, assess their needs, and move them into appropriate housing and supporting services.	HS-3.1: Maintain an effective outreach program that links homeless people to mainstream resources.	25 homeless people receive detox, mental health and medical services
		75 homeless people treated at the free clinic Funding and location identified for a Resource Center.
	HS-3.2: Ensure availability and access to clearinghouse, emergency shelter and services in the existing shelter system.	Continue to fund and increase access to the current shelter and outreach programs. 30-60 youth per year will move towards self-sufficiency through transitional housing and case management
Strategy 4: System-wide Improvement: Support and improve the overall performance, efficiency, and accountability of the homeless system.	HS-4.1: Plan and coordinate system-wide to efficiently manage limited resources for ending homelessness.	Report on progress toward meeting goals, and updates to 10-Year plan every 2-3 years.
	HS-4.2: Build on successful implementation and expansion of HMIS System in Clark County.	Analyze HMIS data to determine where additional exploration is needed to understand homelessness in Clark County Incrementally expand the agencies participating in the HMIS and collecting performance outcome measurements



PROJECT TIMELINE

PROJECT TITLE											CONTRACT					
SPONSOR																
SHOW MONTH CONTRACT TIME STARTS																
ACTIVITIES	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																

INSTRUCTIONS:

1. Show date Contract Time Starts
2. Fill in pertinent items for the contract such as, acquisition, design, bidding, construction, completion
3. Show by pencil or color the number and sequence of working days allotted to each item shown.

AGENCY _____

BY _____

DATE _____



OPERATING PRO-FORMA

Name of Organization: _____

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue					
Income					
Gross Potential Income					
Effective Gross Income					
Operating Expenses					
Insurance					
Utilities					
Rent					
Maintenance & Repairs					
Replacement Reserve					
Operating Reserve					
Management					
Total Operating Costs					
Taxes					
Net Operating Income					
Debt Service (___% on \$_____ for ___ years)					
CDBG Debt Service (___% on \$_____ for ___ years)					
Cash Flow Per Year					



Engineering Estimate

Date: _____, 20____

Project Name: _____

Prepared by: _____

Item No.	Description	Est. Quantity	Units	Unit Price	Total Price
1	Mobilization		LS		
2	Maintenance and Protection of Traffic		LS		
3	Demolition, Clearing and Grubbing		LS		
4	Remove A/C Pavement		SY		
5	Earthwork		LS		
6	Subgrade Preparation		SY		
7	Foundation Material		CY		
8	Crushed Surfacing		CY		
9	A.C. Pavement		TN		
10	Cement Concrete Curb		LF		
11	Cement Concrete Sidewalk		SY		
12	Cement Concrete Driveway Approach		SY		
13	Driveway Reconstruction, Gravel		SY		
14	Driveway Reconstruction, A.C.		SY		
15	Adjust Structure to Finish Grade		EA		
16	Storm Drain Pipe		LF		
17	Trench Safety System		LS		
18	Manhole		EA		
19	Catch Basin		EA		
20	Combination Curb Inlet		EA		
21	Connect to Existing Catch Basin		EA		
22	Relocation of Existing Fire Hydrant		EA		
23	Relocation of Signs/Mailboxes		EA		
24	Hydroseeding		LS		
25	Finishing and Cleanup		LS		
26	Other				
	TOTAL				



BUDGET SUMMARY - PROJECT COSTS

AGENCY NAME:

PROJECT NAME:

The cell labels are an example, please add and delete rows to meet your specific project.

Itemized Cost	Total Cost	Requested	State/Local	Federal	Private	Other
PERSONNEL COSTS (EXAMPLE)						
Salaries						
Benefits						
Payroll taxes						
Training, travel						
Other - (specify)						
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0
FACILITY COSTS (EXAMPLE)						
Rent / Lease						
Utilities						
Telephone						
Postage						
Supplies						
Resident Services						
Other - (specify)						
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0
PURCHASE (EXAMPLE)						
Land Cost						
Building Cost						
Appraisal						
Closing Costs						
Inspection						
Legal						
Other - (specify)						
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0
CONSTRUCTION/ REHABILITATION (EXAMPLE)						
Architectural Fees						
Building Permits						
Environmental Phase I and II						
Market Studies						
Insurance						
Loan fees						
Construction Costs (see engineering estimate)						
Sales Tax on Construction						
Developer Fee						
Consultant Fee						
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0
PROFESSIONAL SERVICES (EXAMPLE)						
Consultant (specify)						
Other - (specify)						
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0
PROJECT TOTALS	\$0	\$0	\$0	\$0	\$0	\$0

TOTAL FUND SOURCES (Revenues) MUST = TOTAL COSTS (Expenditures)