



GENESEE COUNTY METROPOLITAN
PLANNING COMMISSION

HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM 2017 APPLICATION



**Due: Friday, November 18, 2016
4:00 p.m.**

Contact Person: Anna Pinter, Planner III
(810) 257-3010



**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
COMMUNITY DEVELOPMENT PROGRAM
HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM
2017 APPLICATION**

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**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)
2017 APPLICATION**

INTRODUCTION

The HOME Investment Partnerships Program (HOME) allocates funds to expand the supply of decent, safe, sanitary, and affordable housing for low-income families. The Genesee County Metropolitan Planning Commission (GCMPC) is now accepting applications from interested organizations and Community Housing Development Organizations (CHDO) to participate in our 2017 HOME Program. All CHDOs must also complete the CHDO Certification Application and submit it with the HOME Application. Applications must be received no later than Friday, November 18, 2016 by 4:00 p.m. to the Genesee County Metropolitan Planning Commission, County Administration Building, 1101 Beach Street, Room 223, Flint, MI.

GCMPC is the receiving office for all proposal submissions. GCMPC program staff will determine the eligibility of all proposals submitted for HOME funding and review proposals in accordance with the national program objectives under federal regulations. The Genesee County Community Development Program will form a review committee to evaluate eligible proposals in terms of federal and local program priorities, quality, and cost effectiveness.

The highest rated proposals will be considered for funding with Genesee County HOME Program funds. This Request for Proposals (RFP) solicits proposals from organizations to deliver projects, services, and/or activities that are consistent with the HOME priorities and objectives identified in the Genesee County 2015-2019 Consolidated Plan (safe, affordable, accessible homes; tenant based rental assistance; housing rehabilitation, etc.).

The terms of funding will be determined on a project by project basis. Funding may be awarded as equity investments, interest-bearing loans or advances, non-interest-bearing loans or advances, deferred payment loans, grants or other forms of assistance determined to be consistent with the goals of the HOME Program.

HOME PROGRAM REQUIREMENTS

Eligible Activities:

Home funds may be utilized to support or develop affordable housing through:

- A. Acquisition of Real Property – The purchase of property for the rehabilitation or new construction of housing.
- B. Rehabilitation – The rehabilitation of existing single family homes, multi-family housing units, or converted buildings for housing for low- to moderate-income households.
- C. New Construction – The construction of housing units for persons with low-to-moderate incomes.
- D. Direct Assistance to Low- to Moderate-Income Households – this may include Down Payment Assistance, Tenant-Based Rental Assistance, Affordable Mortgages, etc.

Income Targeting

In general, for homeownership activities, annual household income cannot exceed 80% of area median income, adjusted for family size. For rental projects, virtually all HOME-assisted units will be occupied by households at 50% or less of median income, adjusted for family size. Fiscal year (FY) 2016 income levels are specified on page 12 (2017 income levels will be effective in the near future).

Minimum and Maximum Per Unit Funding Limits

The minimum amount of HOME funds that must be invested in a Genesee County activity is \$1,000.00 times the number of HOME-assisted units in the project. U.S. Department of Housing and Urban Development (HUD) annually establishes and publishes a maximum per-unit subsidy for HOME Program funded projects. The 2015 (most recent available) maximum subsidy limits for Genesee County are:

0-bedroom \$137,361
1-bedroom \$157,466
2-bedroom \$191,476
3-bedroom \$247,708
4-bedroom \$271,908

Rent Limits

The HOME Program places long-term limits on rents that may be charged for HOME-assisted units. The 2016 Fair Market Rents range from \$455/month for an efficiency unit to \$1,092/month for a four-bedroom unit.

Layering Analysis

A fund layering analysis must be conducted by the Genesee County Metropolitan Planning Commission Community Development Program to ensure that HOME funds are reasonable and necessary for all HOME-assisted projects. Please provide detailed information regarding other proposed or secured project funding from private, state, or federal sources (i.e. funding applications, letters of commitment, sources and uses statements, etc.).

Market Demand

A current market demand study in the neighborhood where the project is to be located must be included with your application.

APPLICATION

Please complete and submit all items discussed below. If the Application submission is incomplete, it will not be reviewed. An Application will not be considered complete until all applicable items are submitted.

A. APPLICANT IDENTIFICATION

Entity's Legal Name: _____

Contact Person's Name: _____

Title: _____

Telephone #: _____ Fax #: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Type of Entity: _____

Tax Exempt ID #: _____

Number of Years in Operation: _____

DUNS Number: _____

Women owned: Yes No

Minority owned: Yes No

Section 3 organization: Yes No

Number of Minority Staff: _____

B. PROPOSED ACTIVITY: (Please Check One)

_____ Increase affordable rental housing opportunities for low-income households

_____ Create affordable housing for the special needs population

_____ Acquisition/Rehabilitation of housing to increase homeownership for low-income households

_____ Direct assistance to homebuyers, please be specific: _____

Please attach a complete description of the proposed HOME activity including location(s), scope of work, number of units, market demand in this neighborhood, etc.

C. HOUSING PRIORITY TO BE ADDRESSED: (Please check all that apply)

_____ Housing Rehabilitation (HIGH)

_____ Down Payment Assistance (LOW)

_____ Energy Efficiency Improvements to Housing (HIGH)

- _____ Permanent Supportive Housing (LOW)
- _____ Accessibility/Barrier Free Improvements (HIGH)
- _____ Production of New Units (LOW)

IF PROPOSING A DIRECT ASSISTANCE PROJECT PLEASE SKIP TO SECTION E

D. PROJECT DETAILS - CONSTRUCTION

1. **Number of Housing Units to be Completed:** _____

2. **Project Location:** Indicate below the address(es) and/or parcel ID number(s) and status of the proposed project site location(s) and attach any documentation (*lease agreement, purchase option, or property deed*):

Status of the proposed site:

Applicant owns property(ies)? Yes or No If yes, date acquired: _____

Notes: _____

Option to purchase? Yes or No If yes, expiration date: _____

Notes: _____

Provide documentation that property tax payments are up to date.

Provide other documentation as follows:

Letter(s) of Commitment from Financial Lending Institution(s), all other funding sources

Other Sources of Permanent Financing (LIHTC, Bonds, Conventional Lender, Other)

If a rehabilitation activity, provide an appraisal by a licensed Appraiser

Costs and scope of architectural work to be performed on activity (if applicable)

3. **Environmental Review:** (provide information for each project location, attach additional information if necessary)

New construction - has Phase I Environmental Review been completed? Yes or No

Description of width, length and depth of proposed ground disturbing activity: _____

Previous land use and disturbances: _____

Does the landowner know of any archaeological resources found on the property? Yes or No

Rehabilitation - has Lead Inspection or Risk Assessment been conducted? _____

- what year was the home built? _____

4. Timeline:

Provide a Timeline that indicates Key Project Milestones, to include:

Estimated start date: _____
(must begin within 12 months of HOME funding commitment)

Estimated completion date: _____
(must be completed within 24 months of funding commitment)

5. Amenities:

Is there access to infrastructure? _____

Is there access to local amenities, please describe? _____

6. Please attach the following items:

A. Resolution of Support from the Local Unit of Government in which the activity will take place. Attach minutes and agenda from the meeting. A sample is included as Attachment A in this application. *Applicant please note: GCMPC is aware there may be time constraints for submitting this required item. Please provide verification with your application that your agency has requested the Resolution of Support be placed on the applicable Local Unit of Government's meeting agenda as an "Action" item.* The Resolution of Support, minutes and agenda may be submitted to GCMPC once Action has been taken. This is not required for Tenant Based Rental Assistance projects.

IF PROPOSING A CONSTRUCTION PROJECT PLEASE SKIP TO SECTION F

E. PROJECT DETAILS – DIRECT ASSISTANCE

1. Number of households expected to be assisted: _____

2. Average amount of HOME assistance per household: _____

Average amount of total assistance per household: _____

F. PROJECT DETAILS – CONTINUED

1. **Affordable Housing Development Experience:** Please describe your organization's experience with affordable housing below or attach additional sheet. If your agency is a Community Housing Development Organization (CHDO), please complete and submit a CHDO Application for certification.

2. Relationship to Other Proposed/Existing Housing:

Is this project related to, or coordinated with, other projects/activities in the County? Yes or No
If yes, provide project name(s) and description of the relationship in the space below or on an attached sheet.

3. Please attach the following items:

- A. Proposed (Development) Budget (including CHDO Operating funds, if applicable). Include all sources of funds with amounts.
- B. Detailed project timeline.
- C. Assessment of Market Demand (must have been completed within the last 12 months; must be based on current, reliable data, proposed pricing for project is appropriate for neighborhood and is within HOME requirements) (resource for completing assessment: <https://egis.hud.gov/cpdmaps/>)

REQUIRED ORGANIZATIONAL FORMS

- Articles of Incorporation: Documents should include names of board members and group they represent, officers, signatory officials, and date agency was incorporated.
- Applicants are required to submit a 2016 Financial Audit and Single Audit (if one was completed). If the 2016 Financial Audit is unavailable, please submit most current Financial Audit along with an official letter stating when the 2016 Financial Audit will be complete.
- Certified Financial Statement: Applicants are required to submit a Certified Financial Statement for 2016.
- Proof of Non-profit Status/IRS 501(c)(3) Determination: Legal documentation listing firm or agency as non-profit organization.

EVALUATION CRITERIA

The process for reviewing HOME proposals is designed to increase efficiency and standardize the evaluation of proposals. The Genesee County Community Development Program intends to ensure transparency and the delivery of unbiased recommendations to our governing body for approval to award HOME funds to for-profit and Community Housing Development Organizations. New applicants and those organizations that have been previously funded are encouraged to apply.

In evaluating proposals, Genesee County will consider the following:

- Organization's capacity to complete the requested forms and submit the required documentation by the application deadline;

- Organization's capacity to deliver proposed services and meet expected program outcomes;
- Organization's ability to comply with the County and federal standards related to the HOME Investment Partnerships Program (HOME); and
- Organization's current standing with the Genesee County Community Development Program, including performance on grants from previous years, as well as performance related to prior HOME funds that were committed.

All complete and timely applications that are determined eligible for HOME funding, and that meet national program objectives under federal regulations, will be evaluated using the following criteria:

- The proposed project is associated with one of Genesee County's approved Consolidated Plan/Annual Action Plan projects and serves one or more of the groups identified as in need of housing in the approved plan (15 points)
- Assessment of Market Demand identifies demand for the proposed project and was performed within the last 12 months, is based on current reliable data, proposed pricing is appropriate for neighborhood and within HOME requirements (15 points)
- The budget provided is in sufficient detail to determine total project costs and funding (Yes or No)
- All necessary funding has been secured or will be secured prior to contract execution (Yes or No)
- Extent to which HOME funds will serve as "gap" financing or will be used to leverage non-County funds (20 points)
- The applicant has the financial capacity to complete the proposed project (15 points)
- The applicant has the capacity to complete the proposed project as a developer as well as experience to manage the affordable housing program proposed here (15 points)
- The project schedule provides detail to ensure the project will be started and completed within the HOME Program requirements (20 points)
- If applying as a CHDO, all CHDO qualifications have been met (Yes or No)

Please be advised that ALL housing development proposals must meet local building code standards. Attached, you will also find a copy of the current Genesee County Median Family Income information, Genesee County HOME Maximum Per-Unit Subsidy, Genesee County Fair Market Rents, and the Genesee County Bidding and Labor Standards Guidelines.

GENESEE COUNTY HOME PROGRAM REQUIREMENTS

The following provisions highlight the requirements of the HOME Program regulations, OMB Circulars, and other Federal, State and Local laws and regulations that apply to the HOME application process. This information is not intended to fully describe all the requirements a Subrecipient must comply with, but rather provides an outline of the applicable requirements. Once funding is allocated and an Agreement signed, each Subrecipient agrees to comply with all requirements and assurances. Below is a listing of conditions to be complied with. Complete references and detailed requirements are available from the Genesee County Metropolitan Planning Commission, Community Development Program, upon request.

1. Compliance with Federal Requirements (review Part 92 as of January 28, 2014)
2. Access to Records/Records Retention
3. Modification or Termination of the Agreement
4. Audit Requirements
5. Lead Based Paint
6. Maintenance and Retention of Records
7. Failure to Perform
8. Fund Disbursement Requirements
9. Procurement Procedures
10. Property Management
11. Affirmative Marketing
12. Progress Reports
13. Homeowner/Renter Income Eligibility
14. Lien/Promissory Note
15. Property Standards
16. Equal Opportunity
17. Nondiscrimination
18. Displacement/Relocation/Acquisition Requirements
19. Davis-Bacon Act Requirements
20. Open Bidding
21. Market Analysis
22. HUD Model Energy Code

RESOLUTION OF SUPPORT

A Resolution Supporting a Genesee County HOME Program Project

WHEREAS, Genesee County has applied for and received funds from the U.S. Department of Housing and Urban Development (HUD) under Title II of the Cranston – Gonzales National Affordable Housing Act of 1990, as amended, for the purpose of providing affordable housing services in accordance with requirements of the HOME Investment Partnerships Program (HOME); and,

WHEREAS, Genesee County by Resolution, pursuant to provisions of the Housing and Community Development Act of 1974, as amended; the McKinney Act of 1987; and the National Affordable Housing Act of 1990, has adopted a Consolidated Plan to implement and fund housing activities eligible under the HOME Program; and,

WHEREAS, Genesee County recognizes the purpose and goals of the HOME Program are to increase the supply of decent, safe, sanitary, and affordable housing for low and moderate income households; and,

WHEREAS, Genesee County has requested HOME Program project applications be submitted that meet the purpose and goals of the HOME Program; and,

WHEREAS, Genesee County requires support of local communities for proposed HOME Program projects; and,

_____ is proposing a HOME Program Project
(Name of Housing Organization)

described as: _____,

_____,
(Project Details: Construction, Rehabilitation, Total Number of Housing Units, Total HOME funded, etc.)

To be located at: _____
(Address(es), Community name, etc.)

NOW, THEREFORE, BE IT RESOLVED, That the Governing Body of the

(Local Unit of Government)

does hereby endorse and support the aforesaid HOME Program Project application to be submitted to the Genesee County Community Development Program for consideration for HOME Investment Partnerships Program funding.

Signature

Date

INCOME LIMITS

FY 2016 MEDIAN FAMILY INCOME FOR FLINT AND GENESEE COUNTY -- \$52,200

MAXIMUM HIP INCOME LIMITS

Household Size	30%	50%	60%	80%
	Extremely Low Income	Very Low Income	Low Income	Moderate Income
One Person	\$11,880	\$18,450	\$22,000	\$29,500
Two Person	\$16,020	\$21,050	\$25,150	\$33,700
Three Person	\$20,160	\$23,700	\$28,300	\$37,900
Four Person	\$24,300	\$26,300	\$31,400	\$42,100
Five Person	\$28,440	\$28,450	\$33,900	\$45,500
Six Person	\$30,550	\$30,550	\$36,450	\$48,850
Seven Person	\$32,650	\$32,650	\$38,950	\$52,250
Eight Person	\$34,750	\$34,750	\$41,450	\$55,600

k:cd/hip/income2016hip

revised 4/5/16

MAXIMUM HOME SUBSIDY PER-UNIT

GENESEE COUNTY HUD MAXIMUM PER-UNIT SUBSIDY LIMITS

0-Bdrm	1-Bdrm	2-Bdrm	3-Bdrm	4-Bdrm
\$137,361	\$157,466	\$191,476	\$247,708	\$271,908
<i>Effective March 17, 2015</i>				

FAIR MARKET RENTS

GENESEE COUNTY SECTION 8 FAIR MARKET & HOME PROGRAM RENTS

June 2016

	EFFICIENCY	1-Bdrm	2-Bdrm	3-Bdrm	4-Bdrm	5-Bdrm	6-Bdrm
FAIR MARKET RENT	\$455	\$551	\$738	\$964	\$1,092	\$1,255	\$1,443
HIGH HOME RENT LIMIT	\$455	\$551	\$738	\$964	\$1,092	\$1,255	\$1,443

**GENESEE COUNTY
PROFESSIONAL SERVICES, CONSTRUCTION, OR PROCUREMENT PROJECT CHECKLIST
HOME PROGRAM REQUIREMENTS**

LABOR STANDARDS REQUIREMENTS

1. Eleven or less HOME-assisted units – No Labor Standards Required.
2. Twelve or more HOME-assisted units – the Davis-Bacon and Related Acts, Contract Work Hours and Safety Standard Act, as amended, Copeland Anti-Kickback Act and the Fair Labor Standards Act of 1938, as amended will apply.
3. Notify County for Wage Decision and contract material to be incorporated into bid specifications at least two weeks before advertising for bids.
4. Bid Notice must state that the project is a federally funded/assisted activity.
5. Notify Genesee County of date and time of pre-construction meeting after contract has been awarded.
6. A sign must be placed on-site of the Federally-Funded Project to notify the employees that Davis-Bacon Act wage provisions apply at the work site.

BID REQUIREMENTS

ALL BIDDING WILL BE CONDUCTED IN A MANNER PROVIDING FULL AND OPEN COMPETITION

1. A Pre-Bid meeting with Genesee County Metropolitan Planning Commission (GCMPC) Community Development Program staff shall be scheduled.
2. A copy of the specifications must be sent to the GCMPC Community Development Program office prior to bidding the contract.
3. Bid notice(s) must be formally advertised in local/state trade journals and the Flint Journal (proof of publication placed in file and copy sent to the Genesee County Community Development Program). The notice must state that the project is subject to the Davis-Bacon and other Related Acts if 12 or more units will be HOME-assisted.
4. Bid notice also should be sent to as many applicable Minority Owned Business Enterprises (MBE), Women Owned Business Enterprises (WBE), Disabled Business Enterprises (DBE), and Hispanic Business Enterprises (HBE) as can be found in the certified listing.
5. Copy of bid packet, plans and specifications must be sent to the Flint Area Building Trades Council office. (Contact Wayne Carlson at 810.767.3308 or lu948wayne@comcast.net)
6. Bids must be recorded, bid tabulations are to be placed in file and a copy sent to the Genesee County Community Development Program.
7. Lowest responsible bid should be awarded contract (letter of award/rejection placed in file and copy sent to the Genesee County Community Development Program).
8. A copy of the Genesee County Procurement/Contracting form must be submitted for each trade, along with a copy of all bids received, before HOME contract signing.
9. A copy of the signed contract for each subcontractor must be on file at the Genesee County Community Development Program office.

SUBMITTAL INSTRUCTIONS

SUBMIT APPLICATION PACKAGES TO:

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
COMMUNITY DEVELOPMENT PROGRAM
ROOM 223, 1101 BEACH STREET
FLINT, MICHIGAN 48502-1470**

CONTACT PERSON:

**Ms. Anna Pinter
(810) 257-3010**

DUE DATE: November 18, 2016 at 4:00 p.m.

1. Submit one (1) original completed application with all attachments and two (2) copies. The original and copies of the original must be TYPED and UNBOUND on 8.5' x 11' standard paper. Do not submit any document that is handwritten, bound (including staples, folders, spiral, or flat spines), on glossy, colored, heavy grade, or legal paper.
2. Proposals must address the items specified in the Proposal Application section and must be organized exactly as specified in the Application Package Contents section. Proposals that have incomplete responses to questions, or which are improperly organized, will lose points in the evaluation process in accordance with the corresponding Evaluation Criteria.
3. Submit only the documents specified in the Required Organizational Forms section. Additional materials will not contribute to the evaluation process and will be discarded.
4. Submit all documentation requested. Before applications are considered, they must be complete. A complete application includes all requested forms and documentation. Applications that are missing any required documentation will be deemed incomplete and will not be reviewed.
5. Submit a separate complete proposal for each funding request. Organizations applying for funding in more than one priority area should submit a separate application for each project.
6. Submit proposals to the Genesee County Community Development Program located in the Genesee County Administration Building, 1101 Beach Street, Room 223, Flint, Michigan 48502. Proposals will only be accepted if received at the above address before 4:00 p.m. on Friday, November 18, 2016.

Proposals submitted after the deadline and/or delivered to any office other than the Genesee County Community Development Program will not be accepted or reviewed. Genesee County reserves the right to request additional information or documentation not specified in this Request for Proposal at any stage during the process. Applicants will be expected to respond and comply with any additional requests in a timely manner.